

STUDENT HANDBOOK 2023-2024



**Universiteit
Leiden**
Leiden University College
The Hague

DEAN'S WELCOME.....	7
----------------------------	----------

1 INTRODUCTION	8
-----------------------------	----------

1.1 ABOUT THE HANDBOOK.....	8
------------------------------------	----------

1.2 OUR MISSION AND PROFILE	8
--	----------

MISSION STATEMENT.....	8
------------------------	---

INTERNATIONALIZATION AND COMMUNITY	9
--	---

HONOURS AND EXCELLENCE	9
------------------------------	---

1.3 COLLEGE ORGANISATION	10
---------------------------------------	-----------

LUC WITHIN LEIDEN UNIVERSITY AND THE FACULTY	10
--	----

THE DEAN.....	11
---------------	----

COLLEGE BOARD.....	11
--------------------	----

BOARD OF ADMISSIONS	12
---------------------------	----

COLLEGE COUNCIL	12
-----------------------	----

PROGRAMME DIRECTOR	12
--------------------------	----

MAJOR TEAM LEADS (MTLS).....	13
------------------------------	----

CAPSTONE COORDINATOR.....	14
---------------------------	----

MINOR COORDINATOR	14
-------------------------	----

PROGRAMME COUNCIL.....	15
------------------------	----

ADVISORY COUNCIL.....	15
-----------------------	----

BOARD OF EXAMINERS.....	16
-------------------------	----

LUC'S ORGANIZATIONAL CHART.....	17
---------------------------------	----

2 MEET THE STAFF	18
-------------------------------	-----------

2.1 COLLEGE BOARD	18
--------------------------------	-----------

2.2 LUC ACADEMIC STAFF.....	19
------------------------------------	-----------

2.3 AFFILIATED ACADEMIC STAFF	19
--	-----------

2.4 DISTINGUISHED FELLOWS	19
--	-----------

2.5 SUPPORT STAFF	19
--------------------------------	-----------

3 ACADEMIC LIFE	21
------------------------------	-----------

3.1 ACADEMIC CALENDAR	21
------------------------------------	-----------

ACADEMIC YEAR	21
---------------------	----

TIMETABLE.....	22
----------------	----

IMPORTANT DATES 2023-2024	23
---------------------------------	----

IMPORTANT DEADLINES 2023-2024	23
-------------------------------------	----

3.2 ACADEMIC PROGRAMME	25
-------------------------------------	-----------

OVERVIEW	25
----------------	----

OVERALL REQUIREMENTS.....	25
---------------------------	----

FIRST YEAR PROGRAMME (60 EC).....	26
-----------------------------------	----

MAJORS (85 EC)	26
----------------------	----

GLOBAL CITIZENSHIP (10 EC)	27
----------------------------------	----

MINORS AND ELECTIVES (30 EC).....	27
-----------------------------------	----

POSTPONING GRADUATION	28
-----------------------------	----

EXTRA CHALLENGE	29
-----------------------	----

DOUBLE BACHELOR DEGREE STUDIES BA/LL.B.....	29
---	----

EXTERNAL EDUCATION	29
CREDIT TRANSFER	30
STUDY ABROAD	31
INTERNSHIP.....	31
3.3 ACADEMIC FACILITIES AND SERVICES.....	32
BOOKS AND LITERATURE	32
LIBRARIES	32
LUC WRITING STUDIO.....	33
LUC DIGITAL LAB.....	33
LUC SCIENCE LAB	33
QUIET STUDY SPACES.....	34
3.4 ACADEMIC GUIDANCE	34
ACADEMIC GUIDANCE	34
STUDY ADVISORS	34
STUDY PLAN.....	35
EXTENDED STUDY PLAN	35
FINAL STUDY PLAN.....	35
ACADEMIC ADVISORS AND MAJOR TEAM LEADS	35
PEER ADVISORS	36
RESPONSIBILITIES OF THE STUDENT	36
3.5 CLASSES.....	37
FIRST DAY OF CLASS	37
ATTENDANCE POLICY.....	38
HOW TO ADDRESS LUC INSTRUCTORS AND STAFF	39
PREPARING FOR CLASSES.....	40
CLASS PARTICIPATION	40
GROUP WORK.....	40
3.6 COURSES AND ASSESSMENT.....	41
COURSE REGISTRATION.....	41
COURSE LEVELS	42
COURSE CHANGES, WITHDRAWAL OR TAKING ADDITIONAL COURSES	42
WITHDRAWAL FROM CAPSTONE	43
ASSESSMENT AND EXAMINATION RESULTS	43
GRADING.....	44
DISABILITIES AND CHRONICAL ILLNESS	44
3.7 BINDING STUDY ADVICE (BSA)	45
EXTENUATING CIRCUMSTANCES IN THE CONTEXT OF THE BINDING STUDY ADVICE	45
NEGATIVE BINDING STUDY ADVICE	46
3.8 REDUCED COURSE LOAD AND LEAVE OF ABSENCE	46
REDUCED COURSE LOAD	46
LEAVE OF ABSENCE.....	46
3.9 QUALITY MANAGEMENT	47
3.10 STUDENT ASSISTANTS AT LUC	48
3.11 AFTER LUC.....	48
MAJOR TEAM LEAD.....	48
MASTER'S PROGRAMME	48
CAREER SERVICE	48
LUC ALUMNI COMMUNITY	49
THE LUC ALUMNI OFFICE	49
3.12 ACADEMIC HONOUR CODE	49
IRREGULARITIES, FRAUD, AND PLAGIARISM	49
GOOD ACADEMIC STANDING	50
4. SOCIAL LIFE.....	50

4.1 STUDENT LIFE OFFICER'S WELCOME	50
4.2 WELFARE PROVISION	51
STUDENT LIFE OFFICER (SLO)	51
RESIDENT ASSISTANTS (RAs)	51
STUDENT LIFE COUNSELORS (SLCs)	52
DIVERSITY AND INCLUSION STUDENT COMMITTEE (DISC).....	52
MEDICAL CARE	53
PLEXUS STUDENT CENTRE LEIDEN AND BEEHIVE THE HAGUE.....	53
BEEHIVE	53
PLEXUS STUDENT SUPPORT SERVICES	53
SIGGIE.....	53
FRONT OFFICE STUDENT AFFAIRS	54
4.3 SAFETY AND EMERGENCY	54
MEDICAL AND SAFETY	54
BUILDING	54
LUC STUDENT SUPPORT	55
LEIDEN UNIVERSITY SERVICES	55
EMERGENCY RESPONSE TEAM.....	55
FIRE SAFETY (PREVENTION, EVACUATION PLAN).....	55
SECURITY.....	57
SEXUAL MISCONDUCT	58
MONEY MATTERS.....	58
LUC FUND.....	58
OTHER POINTS OF SUPPORT AND ADVICE FOR STUDENTS.....	58
4.3 LIFE ON CAMPUS.....	59
GETTING STARTED AT LUC	59
ACCESS TO THE BUILDING	59
SAFETY.....	59
STUDENT ROOMS.....	59
COMMON ROOMS	60
HOUSING COMMITTEE.....	60
DAMAGE	60
CAMPUS FACILITIES	61
4.4 LIFE IN THE HAGUE	64
HEALTH INSURANCE	64
RENT BENEFIT	64
MUNICIPAL TAX WAIVER	65
REGISTERING WITH THE MUNICIPALITY	65
4.5 FORTUNA STUDENT ASSOCIATION	66
COMMITTEES	66
4.6 SOCIAL HONOUR CODE.....	66
INTRODUCTION.....	66
ARTICLE 1: DEFINITIONS.....	67
ARTICLE 2: SOCIAL CONDUCT.....	68
ARTICLE 3: HALL OF RESIDENCE.....	68
ARTICLE 4: HAZING	68
ARTICLE 5: RESTRICTED AREAS	68
ARTICLE 6: SMOKING.....	69
ARTICLE 7: DRUGS POLICY.....	69
ARTICLE 8: COMMUNITY STANDARDS SANCTIONS	69
4.7 COMMON ROOM PARTY GUIDELINES.....	70
ARTICLE 1: PRIOR PERMISSION.....	70
ARTICLE 2: PARTY MANAGEMENT	70
ARTICLE 3: CLEAN-UP AFTER THE PARTY.....	70
ARTICLE 4: OTHER	71

4.8 DRUGS POLICY	71
-------------------------------	-----------

APPENDIX I – LEIDEN UNIVERSITY COLLEGE COURSE & EXAMINATION REGULATIONS 72

CHAPTER 1 GENERAL PROVISIONS.....	74
CHAPTER 2 DESCRIPTION OF THE PROGRAMME.....	78
CHAPTER 3 CURRICULUM	82
CHAPTER 4 EXAMINATIONS AND FINAL EXAMINATIONS	86
CHAPTER 5 ADMISSION TO THE PROGRAMME FOR THE ACADEMIC YEAR 2023-2024	93
CHAPTER 6 STUDENT COUNSELLING AND STUDY ADVICE	97
CHAPTER 7 EVALUATION OF THE PROGRAMME	99
CHAPTER 8 FINAL PROVISIONS.....	99
APPENDIX 1: HONOURS AND GRADING SYSTEM LUC THE HAGUE.....	100
APPENDIX 2: LEARNING OUTCOMES PER MAJOR	104

APPENDIX II – BOE RULES & REGULATIONS114

CHAPTER 1 GENERAL PROVISIONS	115
ARTICLE 1.1 SCOPE.....	115
ARTICLE 1.2 DEFINITION	115
CHAPTER 2 DUTIES AND PROCEDURES OF THE BOARD OF EXAMINERS	116
ARTICLE 2.1 APPOINTMENT OF THE CHAIR AND SECRETARY.....	116
ARTICLE 2.2 DUTIES AND POWERS OF THE BOARD OF EXAMINERS	116
ARTICLE 2.3 PROCEDURES.....	117
CHAPTER 3 APPOINTMENT OF EXAMINERS	117
CHAPTER 4 ASSESSMENTS	118
ARTICLE 4.1 FORMAT OF THE EXAMINATIONS	118
ARTICLE 4.2 QUALITY ASSURANCE OF EXAMINATION.....	118
ARTICLE 4.3 ADMISSION REQUIREMENTS FOR EXAMINATIONS AND PRACTICAL ASSIGNMENTS	119
ARTICLE 4.4 DATES OF THE EXAMINATIONS	120
ARTICLE 4.5 REGISTRATION FOR AND WITHDRAWAL FROM EXAMINATIONS	120
ARTICLE 4.6 CONDUCTING EXAMINATIONS AND ORDERLY CONDUCT DURING AN EXAMINATION	120
ARTICLE 4.7 EXAMINATIONS USING PROCTORING.....	121
ARTICLE 4.8 EFFECTIVE PROVISIONS FOR EXAMINEES WITH A FUNCTIONAL DISABILITY	121
ARTICLE 4.9 ORDERLY CONDUCT DURING A LABORATORY PRACTICAL	121
ARTICLE 4.10 ORAL EXAMINATIONS.....	122
ARTICLE 4.11 ASSESSMENT OF FINAL PAPER (CAPSTONE).....	122
ARTICLE 4.12 PERIOD OF VALIDITY OF EXAMINATIONS	122
ARTICLE 4.13 INSPECTION AND EVALUATIVE DISCUSSION.....	122
ARTICLE 4.14 EXEMPTION FROM EXAMINATIONS AND PRACTICAL ASSIGNMENTS.....	123
ARTICLE 4.15 RETENTION PERIODS.....	123
CHAPTER 5 FINAL EXAMINATIONS AND DEGREE CERTIFICATES	123
ARTICLE 5.1 TAKING THE FINAL EXAMINATION	123
ARTICLE 5.2 COMPENSATION	123
ARTICLE 5.3 APPROVAL OF INDIVIDUAL CURRICULA FOR FINAL EXAMINATIONS	123
ARTICLE 5.4 DEGREE CERTIFICATE AND DIPLOMA SUPPLEMENT.....	123
ARTICLE 5.5 FINAL EXAMINATION GRADE.....	124
ARTICLE 5.6 RETENTION PERIODS.....	124
ARTICLE 5.7 EXCLUSION FROM THE DEGREE PROGRAMME OR CERTAIN OF ITS COMPONENTS	124
CHAPTER 6 FRAUD, IRREGULARITIES AND PLAGIARISM	124
ARTICLE 6.1 FRAUD	124
ARTICLE 6.2 DOCUMENTS BROUGHT INTO THE EXAMINATION BY STUDENTS	125

ARTICLE 6.3	DISCIPLINARY MEASURES TO BE TAKEN BY THE EXAMINER IN THE EVENT OF IRREGULARITIES OR FRAUD	125
ARTICLE 6.4	DISCIPLINARY MEASURES TO BE TAKEN BY THE BOARD OF EXAMINERS IN THE EVENT OF IRREGULARITIES OR FRAUD	126
ARTICLE 6.5	DISCIPLINARY MEASURES TO BE TAKEN AS A RESULT OF PLAGIARISM.....	126
ARTICLE 6.6	IRREGULARITIES	127
CHAPTER 7	THE BINDING STUDY ADVICE	127
ARTICLE 7.1	STUDENT FILE	127
ARTICLE 7.2	THE ADVICE.....	127
CHAPTER 8	COMPLAINTS AND APPEALS	127
ARTICLE 8.1	LODGING A COMPLAINT OR APPEAL	127
ARTICLE 8.2	HANDLING OF COMPLAINTS	127
ARTICLE 8.3	HANDLING OF APPEALS	127
CHAPTER 9	ANNUAL REPORT	128
ARTICLE 9.1	REPORTING	128
CHAPTER 10	FINAL PROVISIONS	128
ARTICLE 10.1	EXCEPTIONAL CIRCUMSTANCES.....	128
ARTICLE 10.2	CHANGES.....	128
APPENDIX 1: LEIDEN UNIVERSITY COLLEGE CODE OF CONDUCT ON PLAGIARISM		129
PLAGIARISM		129
THE PROBLEM WITH PLAGIARISM		129
DETECTION AND PENALTIES.....		129
'SELF-PLAGIARISM' AND RE-USE OF YOUR OWN WORK.....		129
APPENDIX 2: ATTENDANCE POLICY		131
APPENDIX 3: LEIDEN UNIVERSITY OFFICIAL REPORT OF IRREGULARITY, FRAUD, DISTURBANCE.....		133
APPENDIX 4: FORM FOR NOTIFICATION OF DETECTED PLAGIARISM		134
APPENDIX 5: SAMPLE FORMAT FOR THE ANNUAL REPORT OF THE BOARD OF EXAMINERS		136

Dean's Welcome



Dear Students,

This might seem a very boring document, but what you need to do right now is re-imagine it as your Lonely Planet Guide to Everything LUC – or, better, and even less boring, the Hitchhiker's Guide to LUC. This document will provide you with everything you need to know about the Marvins, the Slartibartfasts, the Zaphods, and the Vogon Constructor Fleets that you will undoubtedly encounter along the way. Because there are plenty of Marvins and Zaphods and definitely loads of Vogons out there who you are going to have to negotiate with, barter with, try to influence, and perhaps become friends with. And the Guide is there to help you find the right people in the right locations at the right time, depending on your needs, so always keep it handy. And always travel with a towel.

College life is hectic, intense, sometimes frantic, always stimulating. There is never a moment when nothing is going on, so you'll also need to keep a hold on your agenda. Above all, remember there are plenty of good souls at LUC who are there to support your passage through the College experience – in the first place the RAs, the SLCs, the SLO (one thing you'll pick up fast – LUC loves abbreviations. You'll soon be able to describe your entire three years at the College in about five syllables). But seriously – when things go right, you'll need this Guide for finding out about expanding your academic range and exploring extra-curricular opportunities; if things go wrong, you'll need this Guide for finding the right assistance and support. Whichever it may be, there is always someone at the end of the line at LUC. We are all part of this vibrant, teeming, challenging (also a favourite LUC word) community that you have now entered. Take care, stay well, and see you around.

Giles Scott-Smith

Dean, LUC

1 Introduction

1.1 About the Handbook

This student handbook contains a great deal of information about life and studies at LUC. The contents of this handbook have been compiled to benefit you, to help you to settle into life at LUC and give you some guidance during your studies here. The information provided below will be useful to all students: from college organization to welfare provision, course registration to emergency protocols, and crucially, to answer questions about social or academic issues before they arise. The information does not need to be read all at once, but is there as a resource for you to consult when you have questions. Please make sure to check the handbook before going to a member of staff with a question because this may save you both a lot of time. The information in the handbook can also be found on the [Student portal](#) on the Leiden University website; please use the menu on the website to access a wide range of information. This is a combination of general information for all students in the university and programme specific. As LUC often has different arrangements or rules, do not forget to click or tap the Liberal Arts & Sciences tab.

As our College develops, information changes from year to year, sometimes even during the year. The student portal will have the most up to date information. We hope that you will provide feedback if something is outdated, missing or unnecessary, so that we can continue to improve future handbooks for all students. You can contact the Information Desk with these suggestions, or e-mail info@luc.leidenuniv.nl.

You can also use the document **WHERE TO GO** as a good start:
[2023-2024 Overview of Points of Support and Advice for Students \(universiteitleiden.nl\)](#)

1.2 Our Mission and Profile

Leiden University College The Hague is the international Honours College of Leiden University and offers an innovative Liberal Arts & Sciences programme to highly talented and motivated students from all over the world. LUC teaching is intensive and small-scale, offered in a residential setting which also stimulates students to develop outside the classroom through a range of extra-curricular activities.

LUC started in September 2010 with 107 students. In August 2013 LUC moved to its permanent location at Anna van Buerenplein in the centre of The Hague, where the academic and residential aspects are combined. The College accepts 200 new first year students per year.

Mission statement

Leiden University College (LUC) The Hague is an honour's liberal arts and sciences college that builds knowledge for a better world through excellent research-led interdisciplinary teaching on global challenges. LUC fosters critical, independent, and creative thinking in students, and provides them with the knowledge and skills necessary to become socially responsible and engaged citizens. LUC provides a supportive and inclusive working environment that values and fosters staff initiative and creativity, and invests in staff career development.

Liberal Arts & Sciences

A liberal arts and sciences education is “an approach to learning that empowers individuals and prepares them to deal with complexity, diversity, and change. It provides students with broad knowledge of the wider world (e.g. science, culture, and society) as well as in-depth study in a specific area of interest. A liberal education helps students develop a sense of social responsibility, as well as strong and transferable intellectual and practical skills such as communication, analytical and problem-solving skills, and a demonstrated ability to apply knowledge and skills in real-world settings.” The Liberal Arts & Sciences (LAS) central values of providing broad knowledge of the wider world, social responsibility, and application to the real world is further strengthened by the fact that the LUC program – in contrast to other LAS programs – offers thematic majors centered around the overarching theme of global challenges.

Global challenges are the major issues facing humanity across the globe that transcend national, organizational, and disciplinary boundaries, requiring insights from fundamental and applied research in the humanities, social sciences, and natural sciences. They embody a multitude of interlinked intellectual and practical challenges about how individuals, institutes, societies, political systems, and the physical environment interact, and influence the course of planetary and human events that substantially affect the safety and prosperity of future generations.

Internationalization and Community

There are many Liberal Arts & Sciences colleges in the world, but we posit that LUC is unique, both in terms of our globally conscious focus and also due to our increasingly diverse community. We contend that part of what makes LUC exceptional and distinctive is its global profile and we take pride in the fact that we are an international college. At LUC, you will live together with students and study with instructors and staff from all over the world and you will become part of a rich cultural exchange between all members of our community. You will experience the ways in which others conduct their lives and studies. You will learn together with them and with an equally international faculty, who each bring their own special expertise and perspectives to our academic environment and community.

LUC’s goal is not only to provide an enjoyable and stimulating learning environment. We also strive to facilitate intercultural experiences, which are essential in the formation of global citizens. Engaging with the global challenges that are central to our program on both an intellectual and a practical level is a core characteristic of global citizenship, which refers to the idea that all people have rights and civic responsibilities that come with being a member of the world, of global humanity. This global citizenship reflects the fundamental interconnectedness of all humans and societies through the fact that they inhabit the same planet, and reside under highly globalized social, economic, and political systems. To be a global citizen means to have a good understanding of this global interconnectedness, to have the ability to think critically, reflect on one’s own values, and adopt different perspectives on complex issues, and to fundamentally address one’s own responsibilities in the world, and putting these into practice.

Honours and Excellence

As an Honours College, LUC holds high academic standards for all its students. Every single member of our community has already demonstrated something special about themselves, something that sets them apart from their peers. You have been selected because we believe in your potential. LUC offers an environment that will stimulate you to graduate with the best results you can achieve. Using the opportunities LUC offers you, you will be ready to go on to

distinguished graduate programmes in Europe, the United States or elsewhere; our alumni are working in a wide range of positions, but all of them, in their own way, bring about change in the world around us. Because we believe this change is possible, you are here. Because you are here, you can make this change happen.

However, excellence is not only about the standards of our students and our staff. LUC is also committed to pedagogic excellence and innovation. We believe in active learning, which gives students space to develop and explore their own ideas and to challenge themselves, each other and the academic staff on their views. We believe in small-group learning and dynamic interaction. You are part of our intensive learning process, in which your engagement is key in determining the quality of the learning experience not only you, but also your class-mates, receive.

1.3 College Organisation

LUC within Leiden University and the Faculty

LUC is part of Leiden University and the Faculty of Governance and Global Affairs. The Executive Board¹ of Leiden University consist of a President, Rector Magnificus and Vice-President.

Executive Board of Leiden University 2023-2024

Prof. dr. Annetje Ottow	President
Prof. dr. ir. drs. Hester Bijl	Rector Magnificus
Drs. Martijn Ridderbos	Vice-President

Students and staff of Leiden University are represented in the [University Council](#), which has advisory powers and right of approval on a wide range of matters. There are eight student members from across the University; student member elections take place each year. The Faculty of Governance and Global Affairs is one of the seven Faculties of Leiden University. Faculties are headed by a Board consisting of a Dean, a Vice-Dean (for educational affairs), a Director of Operational Management, and a Student Member (assessor).

Faculty Board of the Faculty of Governance and Global Affairs 2023-2024

Prof. dr. mr. Erwin Muller	Dean
Prof. dr. Koen Caminada	Vice Dean and Director of Education
Dr. Niels Laurens	Director of Operational Management
Ms Sterre Burmeister	Assessor (student-member)

¹ Dutch: *College van Bestuur*. See <https://www.universiteitleiden.nl/en/about-us/management-andorganisation/executive-board>.

Students and staff of the Faculty are represented in the [Faculty Council](#), which has the same consultation and advisory rights as the University Council for ‘central’ affairs. There are four student members from across the programmes offered at the FGGA; student member elections take place each year.

Faculty Council 2023-2024	
Sanneke Kuipers	Archie Archie
Nikki Ikani	Niklas Spilker
Densua Mumford	Anne Roos Roohé
Annemarie Bouwman	Sophie Ritscher

LUC’s internal organization incorporates all legal bodies that are specified in the Higher Education and Research Act (WHW) and is based on the organizational structure of a Leiden University institute. The organization also reflects the characteristics of a residential Liberal Arts & Sciences College.

The Dean

Overall responsibility for all LUC affairs rests with the Dean, who is appointed by the Executive Board of Leiden University at the recommendation of the Faculty Board of the Faculty of Governance and Global Affairs. The Dean chairs the College Board and Board of Admissions of LUC.

College Board

The College Board is the executive organ of LUC and includes the functions of Dean, Educational Director, and Operational Manager. The College Board meets every week and collectively decides upon all LUC affairs under the chairpersonship of the Dean. Decisions by the College Board that concern the community, are communicated in the blockly newsletter.

The Educational Director and Operational Manager have specific delegated responsibilities:

- The Educational Director manages all educational affairs. This includes curriculum development and management, quality management, staff development, and educational policy development.
- The Operational Manager is responsible for HR, financial, administrative and campus affairs. She is also the supervisor of LUC’s support staff.

The College Board is supported by the Secretary to the College Board Caitlin Utama and can be contacted via collegeboard@luc.leidenuniv.nl.

College Board 2023-2024	
Prof. Dr Giles Scott-Smith	Dean (Chair)
Dr. Hanne Cuyckens	Educational Director
Dr. Kim Duistermaat	Operational Manager

Board of Admissions

The College Board also functions as the Board of Admissions. Decisions on admission applications are made by the Dean on advice by the Admissions Office (assisted by a team of staff members who are involved in the admission procedure) and with the formal approval of the Faculty Board of the Faculty of Governance and Global Affairs.

College Council

The College Council is an internal advisory body to the College Board, consisting of eight elected members: two academic staff members, two support staff members, and four student members. Elections for the student members take place in the fourth block of the academic year for 2nd and 3rd year representatives and in the first block of the following year for the 1st year representative and are open to the whole student body of LUC. Student members are elected for a one-year period. Staff members are elected for a 2-year term. Staff elections take place in the fourth block of the academic year.

The College Council meets at least four times per year with the College Board. Regular points on the agenda of these meetings are the mid- and long-term strategy of LUC, working and living environment, and social and cultural affairs regarding the whole College. In formal matters (e.g., finances and reorganization), the College Board has the right to consult staff members on the Council only.

Please note that although the College Council will be informed about issues and decisions with regards to the academic programme, the advisory capacity in this regard lies with the Programme Council (see below).

For more information on the College Council (including the Rules and Regulations), see the '[University & faculty councils and programme bodies](#)' page on the Current Students website.

The College Council can be contacted via: cc@luc.leidenuniv.nl, they also have a mailbox on the 4th floor (next to the printers).

College Council 2023-2024

Staff

Students

Dr. Jacqueline Hylkema (Chair)	Tomasso Ciocca
Dr. Jyothi Thrivikraman	Ely Nyago Fotso
Ms. Jolande de Bos	Isabelle Brassat
Mr. Maarten Cremers	vacancy

Programme Director

The programme board will be dismantled from the AY 2023-2024 onwards. The tasks previously carried out by the Programme Board will be transferred to the Educational Director, who will also become the Programme Director.

The Programme Director is responsible for programmatic decision-making, for managing the BA and BSc programmes as outlined in Appendix 1: the Course and Examination Regulations (OER), for quality control in the programme, for making the annual teaching-plan, and for

developing and maintaining relations with academic units external to LUC (within Leiden University and beyond) for the purpose of running the programme. Structural changes in the programme made by the Programme Director need the compliance of the Programme Council and the College Board before they are sent to the Faculty Board of the Faculty of Governance and Global Affairs for further approval.

The Programme Director can be contacted at education@luc.leidenuniv.nl (this is also the centralized email address for all education related business at LUC from AY 2023-2024 onwards).

First Year Programme

The first year consists of two main components – the Global Challenges courses and the Academic Skills courses. Each one has a member of staff in charge of coordinating the courses and the teams of lecturers who teach them.

Students should always first contact their course lecturer if there is an issue they need to discuss. The coordinator of each course should only be contacted afterwards if necessary.

First year course coordinators

Prof. Dr. Giles Scott-Smith	1st Year Coordinator
Dr. Jyothi Thrivikraman & Dr. Davina Osei	Global Challenges - Prosperity
Dr. Ajay Gandhi	Global Challenges – Diversity
Dr. Marco Cinelli	Global Challenges – Sustainability
Dr. Barrie Sander	Global Challenges – Peace & Justice
Dr. Adam Buben	General Education – History of Philosophy
Dr. Kristin Makszin	Academic Skills – Introduction to Statistics
Dr. Elisa van Cleemput	Academic Skills - Mathematics
Dr. Densua Mumford	Academic Skills – Academic Writing

Major Team Leads (MTLs)

From the AY 2023-2024, Major Conveners will be replaced by Major Team Leads (MTLs); they will combine the role of Major Convenor with the role of Supervisor for the staff in the Major.

Next to their supervisory role, they are tasked with the coordination of the major and they provide input in the broader coordination of the programme.

They are the main contact point for the student representative (Peer Advisors, see section below) in each major on issues concerning courses and planning.

Major Team Leads

Dr. Paul Hudson	Earth, Energy & Sustainability
Dr. Kristin Makszin	Global Public Health
Dr. Beatrix Futák-Campbell	World Politics
Dr. Joris Larik	International Justice
Dr. Daniela Vicherat-Mattar	Culture, History and Society
Dr. Brandon Zicha	Governance, Economics, and Development

Capstone Coordinator

The Capstone (bachelor's thesis) is the final assessment of LUC's academic programme. Research and writing are overseen by an academic supervisor. The final product is assessed by a supervisor and a reader. The overall management of the Capstone process is in the hands of the Capstone Coordination Team.

For more information, including the LUC Capstone Repository, visit the '[Thesis and papers](#)' page on the Current Students website. Questions relating to capstones can be sent to capstone@luc.leidenuniv.nl.

Capstone Coordination Team 2023-2024

Dr. Ingrid Samset	Capstone Coordinator
Ms. Itxaso Ciordia Villanueva	Capstone Administrator
Ms. Najada Sulaj	Capstone Administrator

Minor Coordinator

From AY 2023-2024 LUC runs a minor: Sustainability, Climate Change and Food. The minor largely duplicates courses already in the LUC programme and is mainly aimed at students from across Leiden, Delft, and Rotterdam universities. The academic coordinator of the minor is in charge of the content of the minor and its courses. The academic coordinator is supported by an administrative coordinator, who is in charge of the day-to-day coordination of the minor.

Questions relating to the minor can be sent to foodminor@luc.leidenuniv.nl

Minor Coordination Team 2023-2024

Dr. Maja Vodopivec	Academic coordinator of the minor
Mr. Esli Verheggen	Administrative coordinator of the minor

Programme Council

The Programme Council² is a legal advisory body, consisting of eight members: four academic staff and four student members. Elections for the student members take place in the last block of the academic year for 2nd and 3rd year representatives and in the first block of the following year for first year students, and are open to the whole student body of LUC. Students are elected for a 1-year term while staff members serve a 2-year term.

The duties of the Programme Council are:

- (a) to advise on the formulation and amendment of the Course and Examination Regulations of the programme;
- (b) to evaluate each year the implementation of the Course and Examination Regulations;
- (c) to advise, on its own initiative or upon request, on any other matters concerning the teaching programme.

The Programme Council sends its advice to the Programme Director and to the Faculty Council of the Faculty of Governance and Global Affairs for inspection.

For more information on the Programme Council, see the '[University & faculty councils and programme bodies](#)' page on the Current Students website.

The Programme Council can be contacted via programmecouncil@luc.leidenuniv.nl.

Programme Council 2023-2024

Staff	Students
Dr. Ayo Adedokun (Chair)	Alexandra Kolb
Dr. Davina Osei	Sofia Debernardi
Dr. Jay Huang	Steffen Tvedt Brekke
Dr. Wolfgang Steinel	vacancy

Advisory Council

The Advisory Council provides the College Board with advice on important strategic developments regarding issues central to LUC's programme and activities, including liberal arts & science education, interdisciplinary research, relations with the city of The Hague and its institutions, student recruitment, labor market orientation, and financial sponsoring. The Advisory Council consists of academics, professionals, and one of LUC's alumni.

The Advisory Council has the following members:

² Dutch: Opleidingscommissie (Higher Education and Research Act [WHW], Article 9.18).

Advisory Council 2023-2024

Prof. dr. Inge Hutten (Chair)	Rector of the International Institute of Social Studies, The Hague
Prof. Dr. Bruce Mutsvairo	Associate Professor, Utrecht University
Georgina Kuipers, PhD	Alumna LUC, Researcher and Educational Manager at the Nederlandse School voor Openbaar Bestuur
Prof. dr. Han de Winde	Professor of Industrial Biotechnology Institute of Biology, Leiden University
vacancy	tba

Board of Examiners

The Board of Examiners³ is an independent legal body within LUC's organization and consists of six members of LUC's academic staff and an external member. Members are appointed by the Faculty Board of the Faculty of Governance and Global Affairs. The Board has a number of responsibilities. Primarily, it is tasked with determining whether a student meets the requirements, specified in Appendix 1: Course and Examination Regulations (OER), regarding the knowledge, understanding, and skills that are necessary to obtain a degree from LUC. To this end it is additionally responsible for ensuring that the outcomes of assessments and examinations adequately reflect the attainment of the learning objectives of LUC's curriculum. It does so by means of a number of quality assurance procedures, including periodical reviews of grades and evaluations that students receive in LUC's courses. The Board is also responsible for enforcing the regulations concerning fraud and academic misconduct.

Students can write to the Board if they have requests, concerns, or complaints about issues that fall within the purview of the Board. This includes requests that are directly related to their study programme, such as requests for course withdrawals, exemptions, transfer of credits, and external courses. The Board endeavours to respond within fifteen working days. For more information on the Board of Examiners and to download request forms, see the '[BoE Tab](#)' on the Current Students website (to be found under the 'contact and advice' tab on said website)..

IMPORTANT: Please note the difference between LUC's Board of Examiners and the Examination Appeals Board of Leiden University. If you disagree with a decision of LUC's Board of Examiners, you can lodge an appeal with the University's Examination Appeals Board. The Examination Appeals Board also hears cases regarding negative binding study advice, grading decisions by individual examiners, and decisions with regard to admission to programmes (among others). You should lodge your appeal within 6 weeks after you received the decision in question. For more information on the Examination Appeals Board, see the '[Faculty and study programme regulations](#)' page on the Current Students website.

The Board of Examiners is supported by an Official Secretary and can be contacted at boe@luc.leidenuniv.nl

³ Dutch: *Examencommissie* (Higher Education and Research Act [WHW], Article 7.12).

Board of Examiners 2023-2024

Dr. Edmund Frettingham (Chair)

Dr. Achim Häger

Dr Sarah Hinman

Dr. Joy Lee

Dr. Maja Vodopivec

Dr. Ann Wilson

Prof. Dr. Teun Dekker (External Member)

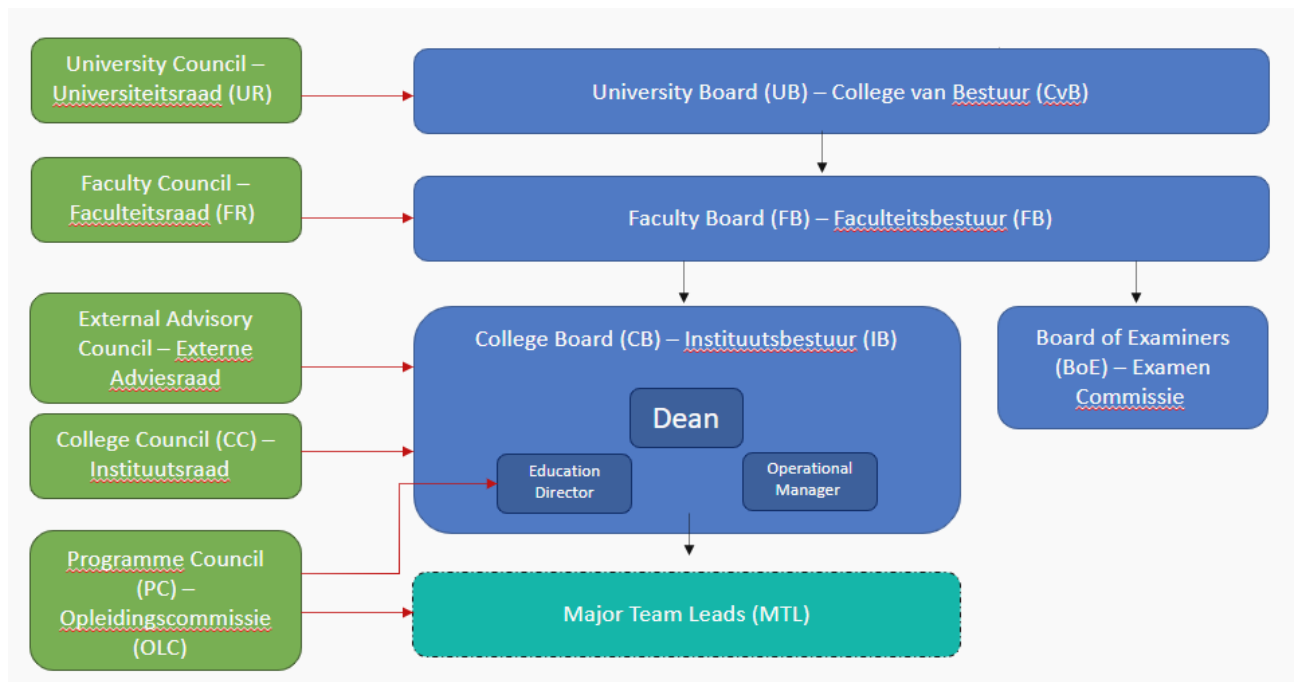
LUC's Organizational Chart

The chart below illustrates the main organizational structure of LUC. It is important to note that self-organization of staff and students, and internal and external communication are much more diverse than the chart suggests. The College Board regularly organizes academic meetings to discuss important issues that need the input of all staff members of LUC, as well as College Assemblies to discuss important developments with the whole staff and student community. Members of the College Board also have regular meetings with their counterparts across the Faculties of Leiden University.

Students at LUC participate in the organization as members of the Programme Council and the College Council.

Finally, the small-scale size of LUC, like any other residential Liberal Arts & Sciences College in the Netherlands, allows for many other forms of initiative and informal activities in which both students and staff are involved.

Students who have feedback, suggestions or other issues related to either Programme or College, should contact the student members of either the Programme Council or the College Council at all times. Opposite the lifts on floor 4, the photos of the members of Boards, Councils, and Major Team Leads are posted for your information.



2 Meet the Staff

2.1 College Board



Prof. Dr. Giles Scott-Smith

Dean

g.p.scott-smith@luc.leidenuniv.nl

+31 (0)70 800 9512

Office 4.46



Dr. Kim Duistermaat

Operational Manager

k.duistermaat@luc.leidenuniv.nl

+31 (0)70 800 9431

Office 4.36



Dr. Hanne Cuyckens

Educational Director

h.cuyckens@luc.leidenuniv.nl

+31(0)70 800 9503

Office 4.34

Appointments:

For appointments with the Dean, the Educational Director or the Operational Manager, please contact the LUC Secretary Kasia Pokutycka: k.e.pokutycka@luc.leidenuniv.nl

2.2 LUC Academic Staff

LUC employs about 36 fte Academic staff members. All academic staff have their own information page on the University website. LUC appointed staff is listed at the LUC [website](#).

2.3 Affiliated Academic Staff

LUC's programme also has a number of affiliated academic staff from Leiden University and other universities and academic institutions who teach one or more courses at LUC. The vast majority of the affiliated academic staff are active researchers and firmly embedded in the research groups at their home faculty. This contributes to the research-led educational programme at LUC and has the added benefit of offering students access to a wide range of expertise.

2.4 Distinguished Fellows

Distinguished Fellows of Leiden University College The Hague are acknowledged for their extensive and outstanding expertise in the private or public sector, and for their intellectual contributions to LUC's academic programme and scholarly community.

After having been appreciated members of LUC's academic staff, they continue to contribute to LUC for example through guest lectures, providing advice to staff and students, and acting as thesis supervisor. In this way, they form a strong bridge between the professional and academic worlds.

Overview of LUC [Distinguished Fellows](#).

2.5 Support Staff

The educational programme, academic staff and students are supported by LUC's support staff, ca. 15fte. The support staff is organized in three teams.

Overview of [LUC support staff](#).

Function	Name	e-mail
LUC CS Team Tasks of this team include community services: office support, hospitality, student housing, facilities and supplies, secretarial support, administrative support, financial and HR support.		
Operational manager	Kim Duistermaat	k.duistermaat@luc.leidenuniv.nl

Operational Support Officer	Itxaso Ciordia Villanueva	i.ciardia.villanueva@luc.leidenuniv.nl
Management Assistant	Kasia Pokutycka	k.e.pokutycka@luc.leidenuniv.nl
Information Desk	Bibi Schrijn	b.schrijn@luc.leidenuniv.nl info@leidenuniv.nl
Information Desk	Justyna van der Hulst	j.a.van.der.hulst@luc.leidenuniv.nl info@leidenuniv.nl
DREAM Team Tasks of this team include Development, Recruitment, Events, Admissions, Alumni, Marketing and Communication.		
Senior Recruitment & Communications Officer	Anne Kuijs	a.kuijs@luc.leidenuniv.nl communication@luc.leidenuniv.nl
Event Coordinator Communication Officer	Anique van der Burg	a.f.l.van.der.burg@luc.leidenuniv.nl events@luc.leidenuniv.nl
Admissions Officer	Jolande de Bos	j.c.m.de.bos@luc.leidenuniv.nl admissions@luc.leidenuniv.nl
Admissions & Recruitment Officer	Maarten Cremers	m.n.cremers@luc.leidenuniv.nl admissions@luc.leidenuniv.nl
Recruitment and Communication Student Assistant	Emmeline Ferrard	e.n.z.ferrard@luc.leidenuniv.nl
CORE Team Tasks of this team include Course organization and coordination, Course administration and registration, Programme support, Study advisers, support to the Board of Examiners.		
Registrar Education Coordinator	Joppe Briefies	j.w.m.briefies@luc.leidenuniv.nl courseadministration@luc.leidenuniv.nl
Student Affairs Officer	Ada Sulaj	n.sulaj@luc.leidenuniv.nl
Student Affairs Officer	Tessa Thomas	tthomas@fsw.leidenuniv.nl
Secretary to the Board of Examiners	Shirley Hu	s.hu@luc.leidenuniv.nl boe@luc.leidenuniv.nl
Study Advisor	Esli Verheggen Carolien Gutteling-Sieverink	e.verheggen@luc.leidenuniv.nl e.c.gutteling@luc.leidenuniv.nl studyadvisor@luc.leidenuniv.nl
Educational Policy Advisor Secretary to the College Board	Caitlin Utama	c.l.utama@luc.leidenuniv.nl education@luc.leidenuniv.nl collegeboard@luc.leidenuniv.nl

Student Policy Advisor	Donovan Müller	d.k.f.muller@umail.leidenuniv.nl
FGGA		
FGGA Student Assessor	Sterre Burmeister	s.burmeister@fgga.leidenuniv.nl
FGGA Student Support – POP Corner	Gianelle Vacca Ynette Caupain	popcornerthehague@leidenuniv.nl
Exchange & International Relations office	Laura Kamsma Daria Chkalova Gina Forno	d.chkalova@fgga.leidenuniv.nl g.m.forno@fgga.leidenuniv.nl international@fgga.leidenuniv.nl
FGGA Career Office	Laura van der Plas	careerservice@fgga.leidenuniv.nl
STUDENT SUPPORT		
Student Life Counselor	Mariya Shcherbinina Lidia Pardo Alba	slc@luc.leidenuniv.nl
Student Life Officer	Lenore Todd	l.a.todd@luc.leidenuniv.nl

3 Academic Life

3.1 Academic Calendar

Academic Year

The LUC academic year is divided into an Autumn and Spring semester, with each semester consisting of two eight-week blocks. Most courses at LUC run for one of these eight-week blocks, with the notable exceptions of language courses and two compulsory first-year courses which run for a full semester. During the first seven weeks of a block, each course has scheduled contact hours, usually two sessions per week of two hours each. There are no contact hours in the final week of the block (known as ‘reading week’) as this week is dedicated to final essays, papers, or (take-home) exams. Students are required to be on campus during the entire eight-week block.

The two semesters are divided by breaks in winter (six weeks) and summer (eleven or twelve weeks), in which there are no classes. In winter break, however, the Remedial Math course is taught for those students whose mathematical skills are insufficient. For third years, the Graduation takes place at the beginning of July.

LUC Academic Year 2022-2023	From	Until
Semester I		
Block 1	28 August 2023	20 October 2023
Autumn Break	23 October 2023	27 October 2023
Block 2	30 October 2023	22 December 2023
Semester II		
Block 3	5 February 2024	29 March 2024

Spring Break	1 April 2024	5 April 2024
Block 4	8 April 2024	5 June 2024

Please note that the LUC academic year differs slightly from the [annual calendar of Leiden University](#).

Timetable

Classes at LUC are one hour and fifty minutes long including usually a ten-minute break after the first fifty minutes. The timeslots, fixed combinations of two class sessions, in which a seminar or a plenary session may be scheduled, are shown in a table below. Please note that timeslots T11 and T12 are in principle reserved for fieldwork and lab hours.

Timeslots			
T1	Mondays 09:15-11:00	Wednesdays 09:15-11:00	Fridays 09:15-11:00
T2	Mondays 11:15-13:00	Wednesdays 11:15-13:00	Fridays 11:15-13:00
T3	Mondays 13:15-15:00	Thursdays 09:15-11:00	
T4	Mondays 15:15-17:00	Thursdays 11:15-13:00	
T5	Mondays 17:15-19:00	Thursdays 13:15-15:00	
T6	Tuesdays 09:15-11:00	Thursdays 15:15-17:00	
T7	Tuesdays 11:15-13:00	Thursdays 17:15-19:00	
T8	Tuesdays 13:15-15:00	Fridays 17:15-19:00	
T9	Tuesdays 15:15-17:00	Fridays 13:15-15:00	
T10	Tuesdays 17:15-19:00	Fridays 15:15-17:00	
T11a	Monday 13:15-15:00	Thursday 09:00-12:45; weeks 2,4,6	
T11b	Monday 15:15-17:00	Thursday 09:00-12:45; weeks 3,5,7	
T12a	Monday 17:15-19:00	Thursday 13:15-17:00; weeks 2, 4, 6	
T12b	Tuesday 09:00-10:45	Thursday 13:15-17:00; weeks 3, 5, 7	

Students receive their timetable from the Registrar by e-mail at the beginning of the block. Please note that there are no regularly scheduled classes on Wednesday afternoons, as this time is dedicated to other educational activities, such as visiting speaker events, workshops, and excursions, and to various meetings of staff and/or students. It is recommended that you keep this time free and do not commit to work or other obligations.

Important Dates 2023-2024

16-17 August	LUC The Hague Move In day
21-26 August	Intro Days – please note that these activities are mandatory for first-year students
21 – 26 August	HOP week (The Hague)
28 August	Start LUC Academic Year
4 September	Opening Academic Year Leiden University
29 September	Dies Natalis LUC The Hague
2-3 October	Anniversary of ‘Leids Ontzet’ (1574) – College building closed
November (tba)	Cleveringa Lecture
tba	LUC Pantomime (<i>date tba</i>)
23 December – 1 January	Christmas Break – College building closed
tba	New Year’s Toast
8 February	Dies Natalis Leiden University
29 March	Good Friday – College building closed
1 April	Easter Monday – College building closed
27 April	King’s Day – College building closed
5 May	Liberation Day – College building closed
9-10 May	Ascension days – College building closed
20 May	Whit Monday – College building closed
tba	LUC Dies Fatalis
5 July (tbc)	Summer Graduation

Please check [LUC’s website](#) regularly for updates.

Important Deadlines 2023-2024

No later than August	Recommended period for students enrolled in the Capstone course Semester 1 (Winter Capstone) to submit the Capstone Supervisor Form (link to form available in the Capstone course in Brightspace)
28 August	Start Block 1
30 August	Deadline course withdrawal/change in Block 1
1 September	Deadline Capstone course Semester 1 (Winter Capstone) withdrawal
15 September	Deadline for students enrolled in the Capstone course Semester 1 (Winter Capstone) to submit their Capstone proposal.
June-September	Recommended period for students enrolled in the Capstone course Semester 2 (Summer Capstone) to submit the Capstone Supervisor Form (link to form available in the Capstone course in Brightspace)

20 October	End of Block 1 – grades due on 3 November
30 October	Start Block 2
1 November	Deadline course withdrawal/change in Block 2
5 November	Deadline final study plan – December graduates
7 November	Deadline semester abroad application AY 2023/2024 – LUC partners
1 December	Deadline semester abroad application AY 2023/2024 – university wide partners
8 December	Deadline for students enrolled in the Capstone course Semester 1 (Winter Capstone) to submit their final thesis
14 December – 1 January	Course registration Semester 2 (exact deadline tba)
22 December	End of Block 2 – grades due on 15 January
24 December – 4 February	Winter Break
31 January	Leiden University Non-binding Study Advice issued
1 February	Deadline Capstone course Semester 2 (Summer Capstone) withdrawal
2 February	Deadline for students enrolled in the Capstone course Semester 2 (Summer Capstone) to submit their Capstone proposal
5 February	Start Block 3
7 February	Deadline course withdrawal/change in Block 3
15 February	Deadline Clearing round study abroad application AY2023/2024 – LUC Partners
29 March	End of Block 3 – grades due on 15 April
14 April	Deadline Final Study Plan – July graduates
8 April	Start Block 4
10 April	Deadline course withdrawal/change in Block 4
First week of May (tba)	Deadline Major declaration first-year students
10 May	Capstone Information Session for students
17 May	Deadline for students enrolled in the Capstone course Semester 2 (Summer Capstone) to submit their final thesis
5 June	End of Block 4 – grades due 19 June
6 June	Summer Break
12 – 28 July	Course registration for Semester 1 of next academic year (exact deadline tba)
15 August	University Leiden Binding Study Advice issued

Please check [LUC's website](#) regularly for updates.

3.2 Academic Programme

Overview

The overview below is an example of how a student could structure their curriculum at LUC. Due to the flexible curriculum, no single student curriculum will look the same. Only the highlighted courses in the overview below are compulsory and need to be taken at these specific times. Academic Writing and Statistics are offered also in semester II for students who failed the course in semester I.

	Semester I		Semester II	
	Block 1	Block 2	Block 3	Block 4
Year 1	Global Challenges: Diversity (5 EC)	Global Challenges: Sustainability (5 EC)	Global Challenges: Peace & Justice (5 EC)	Global Challenges: Prosperity (5 EC)
	Academic Writing (5 EC)		Elective (5 EC)	Mathematics (5 EC)
	History of Philosophy (5 EC)			
	Intro to Statistics (5 EC)	Elective (5 EC)*	Elective (5 EC)	Elective (5 EC)
Year 2	Major, including all required 100-level Core courses and all required 200-level Methodology courses (8 courses = 40 EC)			
	Global Citizenship (10 EC)		Minor/Free Electives (10 EC)	
Year 3	Major: 200/300-level courses (4 courses = 20 EC)			
	Minor/Free Electives (20 EC)/1 st Semester only: Study Abroad (30 EC)			
	Major: 200/300-level courses (2 courses = 10 EC)		Capstone (10 EC)	

Highlighted courses are compulsory courses (first year only)

* One of the first year electives is assumed to go into the major. The Major is 85 EC.

Overall Requirements

Students must meet the following requirements to be able to graduate:

- have obtained 180 EC in total;
- have obtained 60 EC from the first-year curriculum;
- have obtained 85 EC in a Major;
- have obtained 10 EC in the Global Citizenship component;
- have obtained 30 EC in a Minor, during a study abroad semester, by taking a set of elective courses, or a combination of two or more of these options.

First Year Programme (60 EC)

LUC first-year programme is comprised of eight compulsory courses (40 EC in total) that fall under the broad categories of Global Challenges, General Education, and Academic Skills:

- LUC's Global Challenges courses (20 EC) provide an overview of major global challenges during each block of the first year. The four courses are thematically focused on Peace & Justice, Sustainability, Prosperity, and Diversity, and also provide an introduction to multidisciplinary study.
- General Education courses (10 EC): History of Philosophy, Mathematics (Modelling or Reasoning)
- Academic Skills courses (10 EC) are Academic Writing and Statistics

If you do not have the required mathematics results or mathematics at the required level, you are still allowed to start at LUC The Hague, but will be required to take a Mathematics Diagnostic Exam at the start of the academic year. This exam is meant to assess your mathematics level. It provides an indication whether more training is needed in order to be able to successfully complete the compulsory mathematics course in the second semester of the first year. If you are required to take the diagnostic exam, you will receive an email from the Admissions Office with further information. It is free of charge for students. Students who will need more training will be advised to take either the two- or three-week Remedial Math course based on the diagnostics exam results. A Remedial Mathematics course is scheduled in January before the start of the second semester. Following the Remedial Mathematics course is not compulsory. It is the student's own responsibility and decision to follow the advice given at the end of the Mathematics Diagnostic Exam or not. These courses are at the student's own expenses.

The first-year programme also allows students to enroll in four 5 EC introductory Major courses across blocks 2, 3, and 4 (20 EC in total). These courses represent an ideal opportunity for students to explore the Majors in more depth and other facets of LUC's academic programme not represented in the compulsory part. It is recommended that at least one of these courses will be part of the chosen major. The 20 EC's earned can be used towards the major requirements, but will then have to be replaced by other electives in the upper years of the programme.

Majors (85 EC)

For students who have enrolled in the programme for the first time on or after 1 September 2021, the following Majors are offered in the second and third year:

- Earth, Energy and Sustainability (BSc);
- Global Public Health (BSc);
- Governance, Economics and Development (BSc);
- Culture, History and Society (BA);
- International Justice (BA);
- World Politics (BA);

Each Major includes at least three tracks consisting of a coherent series of courses at a 100-level, 200-level and 300-level. The number of tracks varies according to the focus and breadth of the Major.

The basic framework for all Majors consists of the following components, which all students have to take:

- at least three 5 EC 100-level courses, one in each core track, as specified per Major;
- three or four 5 EC methodology courses at 200-level, as specified per Major;
- at least 20 EC at 300-level in at least two tracks, as specified per Major;
- a 10 EC 400-level Capstone thesis;
- an additional 20 or 25 EC in at least two tracks, as specified per Major.
- students who start in or after Academic Year 2018-2019 have to take the Research Design course (5 EC) as specified in their major.

The major specific requirements can be found on the major overview in the e-prospectus.

Global Citizenship (10 EC)

There are currently four ways in which students can complete this requirement:

- Complete a service learning course such as The Community Project or the College Project
- Complete a Field Course such as Postcolonial World or Searching for Sustainable Livelihoods
- Complete a Small Private Online Course such as Development Project Management class
- Complete sufficient language courses.

Minors and Electives (30 EC)

Minors are an important means by which students can add breadth and specialization to their academic programme. Minors consist of a coherent 30 EC package of courses, including at least 10 EC at level 300. Students may complete a Minor in one of the following ways:

- Minor in a Major – Students select a combination of 30 EC (including at least 10 EC at 300-level) in courses within one of LUC's six Majors;
- A Minor included in the [list of minors at Leiden, Delft and Erasmus university](#) or at another Dutch University. These are external credits for which prior permission of the Board of Examiners is needed.
- A set of electives from another university abroad. Students who want to include a course from a university abroad, need to ask permission from the FGGA International Office (international@fgga.leidenuniv.nl). All requests must be submitted no later than 21 June if one or more courses start in the following September, or 21 October if one or more courses start in the following January/February.

Please note that only official pre-set Minors are recognized as such. In other words: they must formally constitute minors; for e.g. the ones listed on the Leiden University website for minors. This means that even if you take a selection of 6 (e.g.) History courses from the same Department and in the same subfields, this set of History courses will not be recognized as an official Minor on your Diploma Supplement if it is not officially offered as such. This also applies if you fail to successfully complete all the requirements for a minor, e.g. you did not successfully complete a mandatory course of the minor and took another course *in lieu* of this course.

Instead of completing a Minor, students can also choose a set of elective courses (30 EC) in their second and third year, with a maximum of 15 EC at 100-level. These courses may also be taken during an optional Semester Abroad. Electives from outside of LUC must always be approved by the Board of Examiners prior to starting the course. Please use the appropriate form from the BoE website.

More information on each component of the curriculum can be found in the [LUC e-prospectus](#).

Postponing Graduation

Leiden University College stimulates academic excellence and expects its students to graduate within the allocated time of 3 years of full-time study. The College also recognizes that, in special circumstances, it may be impossible or undesirable for students to graduate on time and with their cohort. For students who do meet the graduation criteria (at the end of semester 6), but wish to postpone their graduation, it is important to follow the official procedure (Course and Examination Regulations [OER] art. 4.10 and Leiden University Rules and Regulations):

1. As soon as the student is notified by the Study Advisors that the graduation criteria are met, the student must submit the request for the postponement of graduation to the Board of Examiners the latest 24 December (winter graduation) and 14 June (summer graduation) (OER art. 4.10.5).
2. The request must include:
 - a justified extended study plan, signed by the Study Advisors (OER art. 4.10.6)
 - a signed postponing graduation form which can be found on the BoE website
3. The Board of Examiners may approve the request to postpone the graduation event as long as the enrolment period for the programme of four years has not been exceeded (OER art. 4.10.4).
4. The Board of Examiners aims to reach a decision within 15 working days from the moment the request, including all necessary supporting documents, has been received and will inform the student accordingly. The Board of Examiners will also inform the Course Administration and the Study Advisors about the decision.

Please use the appropriate form on the BoE website and please note that:

- Students should take into account that postponing their graduation until after the 7th semester will render them ineligible for receiving a distinction on their diploma (OER art. 4.12.2).
- After completion of additional external or LUC course(s) or an internship the obtained credits can only be listed in the extracurricular component of the LUC study programme.
- The Board of Examiners has no influence on the enrolment procedure of extracurricular courses, minors or exchange semesters.
- The Board of Examiners also has no influence on the enrolment procedure of extracurricular LUC courses.

Extra Challenge

There are several possibilities for students to expand their LUC academic experience with an Extra Challenge. This can involve joining the 30 EC Honours College programme, taking individual Honours classes, or participating in the 15EC LDE Honours programme on Sustainability. LUC also has two specific partnership agreements for tailor-made programmes: with the Academy of Creative and Performing Arts (ACPA), and the Double Degree programme with Leiden's Faculty of Law.

More information on all of the Extra Challenges can be found here:

<https://www.universiteitleiden.nl/en/education/study-programmes/bachelor/liberal-arts--sciences-global-challenges/about-the-programme/extra-challenge>

Double Bachelor Degree Studies BA/LL.B.

The goal of the Double Degree in Law is that students can graduate with a BA degree majoring in International Justice at LUC and a [LL.B. degree](#) at [Leiden Law School \(LLS\)](#) within four to five years. The BA degree from LUC is considered the primary degree and is obtained first after three years. Thereafter, students also acquire the LL.B. degree from LLS. The LL.B. degree gives access to the next steps in the process of obtaining *civiel effect* (being an appropriate LL.M. degree and the bar training). Through exemptions in both programmes, students can complete both programmes in a shorter time than taking them separately. This programme is only for students who have already been accepted by LUC and who speak Dutch fluently. During their first year at LUC, interested students have to take the course *Inleiding tot Bestuursrecht* in addition to their LUC classes to test their suitability. If they pass the course(s) at LLS and pass all courses at LUC, they can apply formally as part-time students to the LL.B. programme in mid-May. The admission at LLS is through a weighted admission lottery, based on VWO grades and a place cannot be guaranteed. If you do not have a Dutch VWO diploma, you will have to prove your Dutch proficiency before enrolling in the LL.B.

Double Degree Studies is very challenging. Therefore, only the best LUC students from the International Justice Major can participate. Students considering this option, should keep in mind that the LL.B. programme is different from the LUC programme. It is large scale, including evening classes, and you will be expected to plan your own work very well. All courses at LLS are in Dutch; it is for Dutch speaking students only.

Students will only have to pay LUC fees. Once graduated from LUC and continuing with the LL.B., fees will have to be paid for LLS.

Note that for each programme (at LUC and LLS) the respective Course and Examination Regulations apply, including the Binding Study Advice requirements (45 EC per year at LUC, 30 EC per year at LLS as part-time student).

For more information, please see the [Double Degree website](#) or contact the DDS coordinator dr. Bernardo Ribeiro de Almeida (b.ribeiro.de.almeida@law.leidenuniv.nl).

External Education

All education outside of LUC is considered 'External Education'. Students may include courses completed at another faculty of Leiden University, or another university, in their study programme at LUC.

This includes:

- Courses completed before enrolling as a student at LUC (Credit Transfer or Exemptions). We strongly encourage you to request these as early as possible given the impact they may have on your study plan. Please use the appropriate request form which can be found on the Board of Examiners website.
- External courses pursued during their studies at another faculty of Leiden University, another Dutch or foreign university, including summer/winter programmes (subject to the *prior* approval of the Board of Examiners);
- Courses taken as part of the LUC semester abroad
- One internship of 5 EC that can count as an elective 200-level course.

Language courses taught at Leiden University that count as part of the Global Citizenship component are treated as internal courses.

The maximum number of external credits students are allowed to include in their study programme is 30 EC, of which a maximum of 15 EC at 100 level. In exceptional circumstances the Board of Examiners might decide otherwise (Article 3.2.1 of the Course and Examination Regulations [OER]; see Appendix 1). External courses are normally registered as general electives and students may request to pursue external education after completing their first year at LUC.

To request permission to enroll in an external course students must submit the required form to either the Board of Examiners (courses from other institutes/faculties of Leiden or other Dutch universities) or to the International Office (summer/winter programmes). In each case, students need to submit their request with all the supporting documents *before* the start of the course. Deadlines for each procedure can be found on the website of the Board of Examiners (see below). **Applications during or after completion of the external course will not be considered.** In order to have any external courses count towards the LUC degree, students need an active enrolment for LUC for the entire duration of the external course.

Information on course offerings at Leiden University can be found in the [e-prospectus](#) at Leiden University. The courses offered by the [Honours College](#) at Leiden University are particularly interesting to explore. Other universities have similar catalogues on their websites. Note that host programmes often have their own admissions procedures and it may not always be possible to enroll. Students who want to pursue a course at a different university may be asked to provide proof of registration at Leiden University.

For more information, including the option to download the Request Forms, please visit [BoE website](#) on the Current Students website.

Credit Transfer

Students may request to include a course in their study programme, which was completed before enrolling as a student at LUC and which is not part of a university degree completed elsewhere. They may also request an exemption for a specific course or component of the (compulsory) LUC curriculum. In that case students must show that the course in question is equivalent to the course or component in question. Students can include a maximum of 30 ECTS of transferred credits in their study programme, of which a maximum of 15 ECTS at the 100-level.

We strongly encourage you to submit requests for transfer credits as early as possible given the impact that they may have on your study plan.

Transferred credits appear on the student's transcript with the original course title and university, (a conversion of) the original course load, and (a conversion of) the original result. Exemptions appear on the student's transcript with the title of the course or component of the LUC curriculum, the LUC course load, and without a specific grade (the code 'VR' [*vrijstelling*] is used).

Also for courses completed within the Double Degree Programme, formal approval for the exemptions is obligatory. These exemption requests must be submitted to the Board of Examiners at the end of each academic year.

To request a credit transfer students must submit the required form, including proof of completion of the course and the original syllabus, to the Board of Examiners. For more information, including the option to download the Credit Transfer form, please check the [BoE website](#).

Study Abroad

If you wish to study abroad in the first semester of your third year, check the eligibility criteria (including the cumulative GPA requirement), application guidelines, submission deadlines, and a list of partner universities on the [LUC website](#) for the semester abroad programme, and discuss possibilities with your academic advisor well before the deadline. Students will be invited to attend several study abroad information sessions and workshops in September- October. Further, students who intend to spend a semester abroad, will be invited to join a MS Teams group. This MS Teams Group contains important information about all aspects of an exchange semester, e.g. announcements of new exchange partners, available scholarships, application deadlines, etc.

In general, a minimum GPA of 3.0 and all first-year courses completed is needed to be eligible for a semester abroad. Some partner universities may have higher requirements. LUC also expects students wanting to study abroad - and be 'LUC ambassadors' - to have followed the Social Honour Code in their first two years at LUC.

Questions can be directed to the LUC Exchange Officer, via e-mail at international@fgga.leidenuniv.nl or you can book a meeting with LUC Exchange officer at https://fgga_exchange.youcanbook.me/.

Internship

There are two options available to students who wish to do an internship whilst at LUC.

1. Students can participate in internship programmes outside their studies. These types of internships are often greatly beneficial and interesting, but fall outside the scope of LUC's curriculum and are not registered on the student's transcript.
2. Secondly, second year LUC students can apply to make their internship count towards their degree:
 - An internship may be eligible for an accreditation of a maximum 5 EC that counts towards the required 180 EC of an LUC degree as a 200-level course.
 - An internship for credit can also be used as an LUC specific elective.
 - Such an internship will be evaluated with a Pass or Fail mark, which will not count towards the student's GPA.
 - Only a maximum of one internship can be counted towards your LUC degree.

The platform TRAIL is available for matching students looking for an internship with companies and organizations looking for interns. Registering is for free: [TRAIL - Leiden University](#)

Please note that:

- Students may only submit applications for an internship for credits after completing their first year at LUC.
- Students must inform and submit all the supporting application documents to the Internship Coordinator via internships@luc.leidenuniv.nl one month before starting with their internship. **Applications submitted during or after completion of the internship will not be considered.**
- It is the student's own responsibility to have all documents submitted in a timely fashion, both for the documents that are needed prior to the internship as well those that you need to submit after your internship in order to obtain the credits.
- Please allow at least 6 to 8 weeks to complete the required documents prior to the internship. Without the approval of your LUC Internship Coordinator, LUC supervisor and the supervisor of the host organisation, students cannot commence their internship for credits.
- After receiving approval and completing an internship, internship credits can only be listed in your LUC specific elective component or your general elective component.

Internship Handbook online: [Finding and arranging - Leiden University \(universiteitleiden.nl\)](#)

For more information on finding internships, please visit the student [website](#). The FGGA Career Service also posts internships on their Facebook page.

3.3 Academic Facilities and Services

Books and Literature

The prescribed literature for each course can be found in each course outline, with additional texts in the course syllabus, and should be obtained in advance of the start of each academic term. All courses have compulsory reading and recommended additional literature, specified in detail in each course syllabus, available on the course BrightSpace page. All students are required to have the assigned course texts prior to the first day of class. In many instances there will be reading assignments for the first week of class. Course literature should be available in the Leiden University Libraries system and often also at the Royal Library or other libraries in The Hague.

Libraries

There are many different library facilities available to LUC students, including:

- The Leiden University Libraries, which most students access through the online catalogue: <https://www.library.universiteitleiden.nl>. Many sources are available digitally. Books ordered through the online catalogue can be collected at Wijnhaven the next day, where there is a [Library Learning Centre](#) run by Campus The Hague. The main University Library building is located in Leiden (Witte Singel 27).

- The website of the Leiden University Libraries contains [a link](#) to PiCarta, the portal to the NCC (Dutch Central Catalogue) and to other databases. The NCC database is connected to the Interlibrary Loan System (IBL), which makes it possible to send requests for books or photocopies of articles from other Dutch libraries with a LU card.
- The [Royal Library](#) of The Netherlands (Koninklijke Bibliotheek), which is situated right next to the Anna van Buerenplein building. Please consult the website for details on how to register.
- The [Peace Palace Library](#), which houses the world's most renowned library collection of public international law materials. Valid ID is required in order to visit the library.
- The [Public Library](#) of The Hague.
- Moreover, the online catalogue [WorldCat](#) provides information about availability of literature in the closest libraries depending on the student's location.

LUC Writing Studio

The LUC Writing Studio, located on the third floor (room 3.18), is the place to go for anyone who wishes to develop their skills as a writer. Students can make an appointment for free, one-on-one peer tutoring with a trained Writing Assistant who can help them with anything from brainstorming and identifying a topic to organizing ideas, structuring an argument, or carrying out revisions. The Writing Assistants can also offer advice on academic reading and notetaking, citation management, and matters of grammar and style. In addition, the Writing Studio hosts regular workshops related to research and writing. The aim is to support *everyone* at the college: from first-year students writing their first college essays to seasoned writers putting the finishing touches on their capstones.

The Studio is coordinated by Dr. Ann Marie Wilson, who oversees a wonderful team of five Writing Assistants. To learn more, or to make an appointment, consult the LUC Writing Studio Brightspace site or visit <https://lucws.simplybook.it/>.

LUC Digital Lab

The Digital Lab is based on the first floor (opposite the Fortuna office and next to Coasters). The Digital Lab has a number of computers available and provides support with coursework involving software and data handling, such as statistics and math, GIS, QRM. Support is offered in the form of student assistants providing practical support during office hours. The Digital Lab is accessible to all students who need to make use of the software provided.

Please use other spaces if you want to do other work or have a chat. Please make sure to keep the studio tidy and refrain from eating and drinking inside.

Students can also make use of the computer classroom at Wijnhaven, where computers are available with the software needed for class assignments.

Information on other IT facilities and software available for students [can be found here](#).

LUC Science Lab

There is a basic Science Lab on the third floor of the building (3.10). The lab provides students with facilities for hands on training and experience with fundamental scientific procedures in the health and natural sciences and is particularly interesting for students taking

courses in the fields of sustainability and global public health. The lab can only be used as part of the curriculum for certain courses. Students are not allowed to work in the lab without supervision. The Science Lab is managed by dr. Achim Häger.

Quiet study spaces

At LUC there are study spaces available on the second floor. Please be quiet in this area. Classrooms on floor 2 and 3 can be booked for study purposes at the Information Desk, for time slots when the classrooms are not used otherwise. Please note that others may join you to study in a classroom.

More study spaces are available at the Wijnhaven and Schouwburgstraat university buildings. Here, there are study places throughout the building. You can use the [app](#) to book a place at the Wijnhaven. There are also study spaces at the [Beehive](#), Leiden University's Student Centre in The Hague.

3.4 Academic Guidance

Academic Guidance

The autonomy afforded students by LUC's Liberal Arts & Sciences academic environment is stimulating, intensive, and demanding. Students, therefore, are offered advice to ensure their intellectual and academic development is well conceived, organized, and ultimately successful. To this end, LUC has set up a Student Support System which consists of academic and social support (see 4.2 Welfare Provision).

The academic part of the Student Support System consists of Study Advisors, Academic Advisors, and Peer Advisors. All provide an important link with students, administration, instructors and procedures. They play a key role in the College, making sure LUC is not an anonymous organization. Rather, LUC aims to be an organization which forges a highly individualized study environment. Students require different levels of study advice over the course of their academic programme, because of being at a different stage of intellectual development; encountering academic obstacles; changing their academic goals; and because of personal circumstances which may affect their academic programme. For information on individual and social guidance, please see 4.2 Welfare Provision.

Study Advisors

The Study Advisors are responsible for advising students on the practical aspects of their academic choices: study load, graduation requirements, Study Plan, what to do in case of extenuating circumstances, and 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 (and hindrances) 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. Appointments are held both online and offline. You can book your appointment via the link below. To give as many students as possible the option to talk to the Study Advisors, you are asked to book only one slot and cancel in time if you cannot make it. Not showing up may result in limitations for making appointments.

Students are encouraged to contact the Study Advisors when they are in need of advice or have questions. Email: studyadvisor@luc.leidenuniv.nl

Appointments: <https://luc-the-hague-study-advisor.youcanbook.me> and <https://luc-the-hague-study-advisor-offline.youcanbook.me/>

Study Plan

In order to plan and monitor progress during their three-year stay at LUC, students are required to regularly update their Study Plan. In this Study Plan students write down their individual LUC trajectory with a complete overview of the courses they have taken and are planning to take. Both the Study Advisors and the Major Team Lead refer to this Study Plan when discussing a student's progress and options (such as possible exchange programmes, internships, future study plans). The Study Advisors will present and explain the Study Plan during your first year.

Extended Study Plan

If a student expects a delay meeting the graduation criteria, they must immediately contact the Study Advisors to discuss a new course of action. In case of course withdrawals, exemptions or extenuating circumstances, the Study Plan needs to be amended in order to indicate how a student is planning to manage any delay.

Final Study Plan

Students are required to submit a final version of the Study Plan at the beginning of the block preceding their intended graduation, the beginning of block 2 for winter graduates, or the beginning of block 4 for summer graduates. Extracurricular courses, i.e. courses which exceed the 180 EC or cannot count for credit, need to be listed as such on the Study Plan. Once approved, the final Study Plan cannot be changed.

Academic Advisors and Major Team Leads

Whereas the Study Advisors support all students when it comes to practical matters related to students' Study Plans, the Academic Advisors are members of LUC's academic staff who are specifically focused on helping first-year students successfully make the (academic) transition to university life. Each first-year student will be assigned to an Academic Advisor who can serve as a resource for questions that come up related to the content of the LUC programme. This may include advice on selecting courses, deciding on a major, considering internships or academic exchange, or locating help for improving a particular study skill. Academic Advisors will meet with first-year students in a group setting during Block 1, and are available for office hours throughout the academic year.

For the 2023-24 academic year, the five Academic Advisors are:

Dr. Diana Branduse (team leader) (d.m.branduse@luc.leidenuniv.nl)

Dr. Min Cho (m.j.cho@luc.leidenuniv.nl)

Dr. David Ehrhardt (d.w.l.ehrhardt@luc.leidenuniv.nl)

Dr. Aisa Manlosa (a.o.manlosa@luc.leidenuniv.nl)

Dr. Joeri Reinders (j.b.reinders@luc.leidenuniv.nl)

First-year students are also encouraged to reach out to LUC's Major Team Leads (see page 13) with questions about their future studies. At the end of the first year students declare their major. Each Major Team Lead organizes a Nuts & Bolts meeting at the end of block 4. In these meetings the structure, courses and options of the major are explained. Major Team Leads are fully informed about the major in which they teach. They can explain differences between specific courses, advise on tracks, methodology courses, external courses, study abroad, internship or capstone ideas and postgraduate study. All Major Team Leads have office hours which students are encouraged to attend.

Peer Advisors

Sometimes the most helpful academic advice will come from a fellow student who has experienced LUC's programme first-hand. For this reason, LUC offers a Peer Advising programme where second- and third-year students offer support to their peers. Each of LUC's six majors also has a dedicated Peer Advisor who is responsible for supporting their fellow students and helping to foster a lively and collegial scholarly community, both within the majors and across them.

Each of LUC's six majors also has a dedicated Peer Advisor who is responsible for supporting their fellow students and helping to foster a lively and collegial scholarly community, both within the majors and across them. As a team, they also work together to help first-year students get oriented at the college and make their way toward a prospective major. All six Peer Advisors are available to any LUC student who might have a question about their studies or LUC's academic community.

For this academic year, the Peer Advisors are:

GPH	Maya Oli	m.oli@umail.leidenuniv.nl
EES	Luca Bostfleisch	l.d.bostfleisch@umail.leidenuniv.nl
IJ	Zoé Masson	z.c.masson@umail.leidenuniv.nl
WP	Lena Bozic	l.bozic@umail.leidenuniv.nl
GED	David Araujo Alonso	d.de.araujo.alonso@umail.leidenuniv.nl
CHS	Katarina Kotianova	k.kotianova@umail.leidenuniv.nl

Responsibilities of the Student

In order for the Student Support System to optimally function it is essential that each student takes his or her own responsibility. First-year students meet as a group with their Academic Advisor in Block 1 and are encouraged to meet by appointment or go to office hours if they need support at another time. They are also required to have at least one meeting with the Study Advisors to discuss their academic progress in the first semester. Students in years two and three are encouraged to take their questions on time to the Major Team Lead or any other instructor in the major they feel comfortable talking to about their plans and progress.

While LUC's Student Support System represents a vital academic resource for students, students are ultimately responsible for their own development and progress. It is therefore expected that students come prepared to meetings and are familiar with the relevant information contained within the key documents, including the codes of conduct, in particular:

- This Student Handbook and the [Student website](#)
- [LUC's e-prospectus](#)
- The Course and Examination Regulations - OER (Appendix 1)
- The Rules and Regulations of the Board of Examiners (Appendix 2) □ [Student Charter](#)
- Leiden University's Codes of conduct on [behavior](#) and Code of Conduct [Remote Education](#)

Students should come with a clear objective of what they want to get out of the meeting and have looked at the resources listed above.

The following non-exhaustive table lists some of the common circumstances in which students should contact either the Study Advisors or Academic Advisor.

Study Advisors	Academic Advisor & Major Team Lead
Practical issues related to the programme: Reduced Course Load, Leave Of Absence, Course Allocation, Minor, Major, Rules & Regulations	Academic questions related to the content, topic or subject of internships, Capstone, semester abroad, or external education
Registration of extenuating circumstances due to a disability or personal circumstances	Major and minor selection
Extenuating circumstances in relation to the attendance policy	Course selection
Concerns regarding a course, lecturer or fellow student	Post graduate study

To fully benefit from the Student Support System, students are expected to respond promptly to correspondence from Academic Advisors, major conveners and the Study Advisors, honor appointments, and to keep them up-to-date about their academic record, as well as personal issues that may influence their academics.

For more information on LUC's Student Support System, please visit [the website](#).

For more information on student support and guidance from Leiden University, [please visit this website](#).

3.5 Classes

As of AY 2023-2024 there are no longer any covid-related restrictions and hence we will return fully to in-class teaching.

First Day of Class

Before the first day of class, all registered students get a ULCN account, which permits access to Brightspace (the online learning portal) and Umail (the e-mail network). Umail is used for

all official communication and Brightspace is essential for information on courses in which you are enrolled.

The full process of getting a ULCN account is detailed on the [Leiden University student website](#).

Attendance Policy

Students are required to attend all class meetings of their courses at LUC. In addition, students should be punctual, prepared, ready to engage, and equipped with learning materials and readings.

As classes are interactive it is not possible to replicate the learning that occurs in class with assignments or additional readings. However, it may happen that due to circumstances, students need to miss a class. To accommodate illness or other unforeseen events, students are allowed to miss up to 15% of the total number of sessions for a single course. If students miss more than 15% of the total number of sessions for a single course without “extenuating circumstances”, they will fail the course.

Extenuating circumstances are recognized and properly documented unforeseen circumstances that are serious and beyond the control of students, and which demonstrably impact on their academic performance. Absences are dealt with by study advisors and instructors of the concerned courses. If students have extenuating circumstances, they should inform their instructor(s) and study advisors. In case of more than 15% absences, students should submit supporting documentation for **all** absences, so it can be assessed. Although students are encouraged to keep their instructors informed, in sensitive personal cases the supporting documentation may only be assessed by the study advisors, who will then inform the instructor(s). The study advisors advise the instructor(s) whether the extenuating circumstances justify the absences; the individual course instructor decides to what extent the absences affect students’ course work and assessment, if a replacement assignment is feasible, or whether it is no longer possible to pass a course. The Board of Examiners’ involvement may be necessary in unclear or controversial cases, or when the quality of assessment could be at risk.

If students need to miss a class, they should ensure to document this, so it can be assessed in case of more than 15% absences!

Course Format	Class Meetings*	15% Absences
5 EC Regular 1-block course (7 weeks of classes)	2/wk (14 classes)	2 classes
5 EC semester courses (14 weeks of classes)	1/wk (14 classes)	2 classes
10 EC semester language course (14 weeks of classes)	3/wk (42 classes)	6 classes

** Does not include Reading Week (last week of the scheduled course)*

- A student who misses 50% or more of a course (e.g., classes, lectures, seminars, field trip, etc.), regardless of having extenuating circumstances, does not meet the attendance requirement and will fail the course.
- If a student is over ten minutes late, or if a student leaves a class early without permission of the instructor, they will be counted as absent for that class meeting.

- If a student is over ten minutes late, they may not be allowed to enter the class, at the discretion of the instructor.
- Students must notify their instructor and the study advisors when they become aware that they will miss a class meeting.
- Students are responsible for completing assignments for missed classes (if necessary). It is up to the discretion of the instructor whether or not the student will be permitted to complete replacement assignments/exams or receive extensions. Requests for extensions or replacement assignments/exams that go beyond one week after the block has ended must be submitted to the Board of Examiners and will only be approved in case of clear extenuating circumstances. *See the [BoE section on the Student website](#) for the appropriate request form.*
- When possible, students should plan medical visits in a way that does not interrupt their LUC class schedule. Students who miss class for medical reasons should request a note from their healthcare professional to document the medical visit. *See the [BoE section on the Student website](#) for a doctor's note template.*
- Students must always submit the final assignment or sit the final exam of a course with reasonable effort. The final assignment or exam usually assesses if all learning aims have been achieved.
- If students disagree with the decision taken by the instructor and the decision affects their grade for an assessment or the entire course, they could submit a complaint to the Board of Examiners or lodge an appeal to the Examination Appeals Board in Leiden. Students are always allowed to continue with the course, until the final outcome of the appeal is known.

All LUC instructors record attendance in their courses on the attendance sheet, which is submitted along with the final grades to the LUC Registrar at the end of the course. If there are extenuating circumstances that justify a missed class, this should be noted in the comments field on the grade sheet.

How to Address LUC Instructors and Staff

There are differences in the way students address their instructors all over the world. Although LUC is a close community, academic and support staff should not be addressed by their first names unless they expressly tell you this is ok. Usually the instructor will indicate in the first class how they prefer to be addressed, with or without the appropriate title, which could be Dr. or Prof., or simply Mr. or Mrs. In the event that teachers do not indicate this, you should formally address them with Dr., Prof., or Mr. /Mrs., as appropriate to their titles (usually indicated on the course syllabus).

If you are sending an e-mail message to a staff member whom you do not know, address them with their title and surname: e.g., “Dear Prof. Scott-Smith”, “Dear Dr. Hinman-Doe”, and “Dear Ms. Schrijn”. Also remember to use the subject line to specify the topic of your e-mail message. Please bear in mind that all official correspondence should be sent from your Umail account and all students are responsible for checking their Umail accounts for course materials and information. You can set up your [Umail account](#) to automatically forward to your private account.

In a broader framework, students and teachers should respect [Leiden University's Code of Conduct](#) on standards of behaviour and the Code of Conduct on Remote Teaching and Online Class Participation.

Preparing for Classes

For each class your instructor will have assigned texts to read or assignments to complete before class. It is your responsibility to check the course syllabus and make sure that the preparation is done in time. This is not only because you will get more out of the class yourself, but also because your classmates will learn from your interaction with them and the instructor. LUC offers an intensive learning experience with many discussions, debates, presentations, and simulations in class all built upon the texts and exercises prepared by each participant before class; the breadth, depth, level, and sophistication of the classroom learning experience is a collective endeavour and responsibility, and you should expect to contribute actively. When reading an assigned text, make sure you also think about it critically. Take notes, keep records of your questions and comments, and be prepared to share them in class. The intensive nature of LUC courses makes it crucial that students are well prepared, including the first day of class. It is important that you review the course outlines prior to the courses for which you are enrolled, as many courses will have readings assigned for the first day of class. Additionally, it is essential that you have already obtained (purchased) the assigned texts for your class, so that you do not get behind in readings. Check the Brightspace page of your courses for information posted by the instructor prior to the first class. Familiarize yourself with the syllabus.

Class Participation

LUC's learning environment encourages and trains students to take responsibility for their own learning process. This is not only achieved through pre-class preparation, but also by conduct in class. Participating in discussion is key, but so is the skill of listening to your classmates and acknowledging different points of view. Speaking a lot does not compensate for speaking before thinking, and mutual respect and understanding bolster an open and supportive classroom for all. If you feel uncomfortable participating, please contact the Student Life Counselors.

Group Work

In many courses students are assigned to work in groups. Group work has many advantages but can also cause difficulties. Keep these guidelines in mind when working in a group:

- When working together on a project it may be wise to agree on ground rules at the beginning, such as roles, responsibilities and methods of communication. Each group member may have different assumptions about common practice, and so it is important to discuss your expectations explicitly from the start.
- Make sure all members of the group can contribute to the learning process: the whole idea of group work is that three or four heads should accomplish more than one, and discussing materials, analysing questions and coming to solutions should help everyone's learning process. Supporting each other and assisting fellow students is a good way for you to learn and reinforce your own understanding.
- If you feel that one of the members in your group is not pulling his or her weight, address it early on. Perhaps your classmate feels overwhelmed or has difficulties understanding or communicating. Likewise, if you feel left out, address this as soon as

possible. Try to find a solution together. If things really get out of hand, ask your instructor for assistance.

3.6 Courses and Assessment

Course Registration

Students plan their individual academic trajectory with the help of their Academic Advisor and the Study Advisors. Students keep track of their planning in a document called the Study Plan. The Study Plan is discussed in meetings with the Academic Advisor and will be regularly checked by the Study Advisors. Each Academic Advisor will challenge students to reflect upon their choices, stimulate them to try new things and help them to ensure that students are composing a trajectory that will meet their interests and ambitions. The Study Advisors will check the Study Plan in order to monitor the study progress of the student and to ensure that the student is able to meet the graduation requirements.

Following discussions with their Academic Advisor, students must register their course preferences through the LUC enrolment procedure. Twice a year (in July for Semester 1; in December for Semester 2) students will receive a link through their Umail accounts which leads them to the online course registration environment. In this environment, students select their preferred courses for the upcoming semester. Students should check if they meet the entry requirements before selecting a course.

Enrolment deadlines are announced before the start of each semester, and the Academic Advisors and Study Advisors are available to discuss course preferences prior to course allocation. Students have to keep in mind that it is their own responsibility to complete course registration in time. Timetables and course outlines will be published in time to allow students to select course preferences for each semester.

After students register their course preferences through the online survey, the Course Administration Team will assign the classes and aim to provide students with their needed and desired courses. Because of the small-scale and intensive educational model of LUC, in any given block some courses may be oversubscribed. Students should discuss alternatives with their Academic Advisor and rank course preferences properly. Also note that there is often more than one course that can fulfil Major, Minor, and Global Citizenship components of an academic trajectory – flexibility, creativity, an open mind, and patience may be necessary.

If a course is oversubscribed, students in the Major to which the course belongs take preference over those doing a Minor or taking the course as an elective. Senior students have fewer chances of taking a course at a later date, so they usually receive priority over junior students. In the case that a student's highest-ranking course preferences are unavailable (i.e. oversubscribed), LUC will enroll the student in courses in order of their stated preference (e.g., second, third). If courses are undersubscribed, the course may be cancelled and students will be redistributed to other courses.

Once the allocation process is completed, students will be enrolled in these classes in uSis and in Brightspace by the Course Administration Team. Students who wish to be put on the waiting list for an oversubscribed course or, on rare occasions, to amend their course preferences, can fill out the course change form. A link to this online form will be distributed via email once all registrations have been processed in uSis and Brightspace. Please note that if a change is possible, it will be made and you cannot change back. You can only request one change per block and only for courses you had originally selected through the registration survey.

Course enrolment is managed by the Course Administration Team, not by the lecturer of the course. If you are not formally enrolled it is not possible to attend the course. If you attend a course without being registered (i.e. your name is not on the official attendance list) you will not receive credits.

Course Levels

There are three levels at which courses in a Bachelor's programme are offered. In specific cases, such as the Capstone project, a graduate level course (400) may also be offered. Higher-level courses require students to have completed lower level 'prerequisite' courses in order to build on their knowledge.

Level	Content	Prerequisite
100	Introductory course to the field of study. Students learn the basics of the field: the paradigms, language used, major theories and methods to acquire knowledge	None
200	Intermediate level: students continue to build on the basis of the field of study to understand more specialized topics	100-level
300	Advanced level: students work on cases or complex problems in the field of study and analyze various components using the theory and methodology of the field	200-level
400	Graduate level: students create new knowledge from various sources, involving complex problems and challenges, mostly in an independent setting	300-level

Students may only enroll in a course if they comply with the prerequisites which are listed in the e-prospectus. They may be exempted from the prerequisites after written agreement by the course instructor and may be asked to complete reading or other work to be granted this exemption.

Course Changes, Withdrawal or taking additional courses

During the first three days of a block, students can request to change courses although this should be an exception as you should have carefully considered your course selection. Students who want to change need to submit their request through the online form no later than **Wednesday (end of the day)** of that first week. Withdrawing from one course usually means that you register for another, as the regular course load is 15 EC per block. Until you have received confirmation that the change was possible, you should continue to attend the classes of the course you wish to leave. Classes missed due to the requested course change do not constitute an extenuating circumstance of the attendance requirements. A course that was properly dropped in the first week of the block will not be on the transcript. For course withdrawals after the first week students must submit a request to the Board of Examiners. This is only allowed if there are documented extenuating circumstances which prevent the student from completing the course. The student must show that they are in good academic standing in the course in question at the time the request is submitted (i.e., they have so far attended classes and submitted any required work) and submit proof of

extenuating circumstances. Meeting with the Study Advisors beforehand is highly recommended. A statement from a healthcare professional must be provided if the request is made on the basis of physical or mental health reasons. Whenever possible, students should continue attending the course until the withdrawal has been approved. A W-grade will be entered as grade for a course from which a student withdrew with approval granted. This result will not affect the GPA calculation.

Students who withdraw from or stop attending a course after the Wednesday of the first week without permission from the Board of Examiners will have the grade F (Fail) recorded for that course.

For more information and to download the Course Withdrawal Request Form, see the [BoE section](#) on the Current Student website.

Students who wish to take more than 15 EC in any given block, can do so provided they are not in their first semester. Please note that requests for an extra course will receive the lowest priority in the course allocation process. Once enrolled in the extra course, the regular attendance and assessment rules apply, including those for a course withdrawal (see page 44).

Withdrawal from capstone

Students who have 120 EC's or more are automatically enrolled for their bachelor thesis (Capstone) in their final semester. If students want to graduate later and wish to be disenrolled from the Capstone course, the student must have a Study Plan approved by the Study Advisors before 1 February (for summer graduands) or before 1 September (for Winter graduands). The Study Advisors inform the Capstone Coordinator. After these deadlines a withdrawal has to be approved by the Board of Examiners (BoE), see Capstone Handbook. For more information on withdrawing from the Capstone, please refer to the Capstone Handbook.

Assessment and Examination Results

Because LUC uses a system of continuous assessment, there are no re-sits for failed courses, unless extenuating circumstances apply, to be determined by the Board of Examiners. The only option available to students who failed a course is to repeat the whole course in a subsequent block or semester. If the failed course was an elective, students can also choose to take a different class instead.

Continuous assessment also implies that no single assessment element of a course can count for more than 45% of the final grade, which means that all courses contain at least three distinct assessment elements. The different assessment elements are spread over the entire block or semester. The only exception to the 45% assessment rule is the capstone thesis.⁴ Students always need to make a reasonable effort to complete the final assessment.

Instructors are expected to provide grades and formative feedback upon assignments within ten working days. All grades are published in USis, the Student Registration System of Leiden University. Students are entitled to view their marked examination within a period of 30 days following the publication of the results of the examination. Their inspection must be arranged with the instructor.

Students can find the outline of a course, including the types of assessment elements in the [e-prospectus](#). Prior to the first meeting of the class, the instructor will publish the course syllabus on the course Brightspace site. The course syllabus specifies grades penalties for late submission and/or failure to meet word limits or maximum durations.

⁴ Please note that for the AY 2023-2024 a pilot including an exception to the 45% assessment rule will be run concerning the research design courses.

Students who require an interim transcript of their examination results for a Masters application can place a request using this form (https://fd24.formdesk.com/universiteitleiden/LUC_transcript). While these requests are usually responded to within five working days, transcripts should be requested in good time for purposes of processing and verification. Note that all officially received results will be recorded, this also applies to interim transcripts.

It is possible to informally check a GPA by downloading a special file from the page of LUC's "Education Administration Office":

[Education administration office - Leiden University \(universiteitleiden.nl\)](https://fd24.formdesk.com/universiteitleiden/LUC_transcript)

[If you access the site for the first time, you might need to select our programme's name (i.e. Liberal Arts & Sciences: Global Challenges) before you see the links relevant to our programme. The file, entitled 'Study Plan Template / GPA calculation', is linked on the righthand side of the page]

Grading

At LUC we use letter grades (A-F). Each letter grade has a corresponding grade point on a four-point scale, which is used for calculating the Grade Point Average (GPA). The GPA builds up from day one of your studies and determines LUC's norm of Good Academic Standing, including eligibility for the Semester Abroad programme. Your degree is awarded on the basis of your GPA, which will include all obtained results, with the exception of extracurricular courses (please see the Course and Examination Regulations (OER) appendixes for a detailed description of the GPA).

LUC Honours Categories

Honours	GPA 3.00-3.49
Cum laude	GPA 3.50-3.79
Magna cum laude	GPA 3.80-3.89
Summa cum laude	GPA 3.90-4.00

Note: GPA 2.00-2.99 = Bachelor's degree without Honours

For more information on LUC's honours and grading system, see the Course and Examination Regulations (OER), in particular Article 4.12 and the OER's Appendix 1.

Disabilities and Chronical Illness

Students with a disability or chronical illness that influences their ability to study can request extra facilities during their studies. To make these arrangements, students must contact the Fenestra Disability Centre of Leiden University in Leiden. After consultation with the student, the Fenestra Disability Centre will advise the LUC Board of Examiners and Study Advisors on the extra facilities the student needs during his or her time at LUC. The Board of

Examiners decide which extra facilities can be granted, usually fully accepting the recommendations from Fenestra. It is advised to make these arrangements as soon as possible. Arrangements are only made following the assessment at Fenestra.

The student needs to show the decision letter of the Board of Examiners to the instructor of each course a student takes. The Study Advisors can help to arrange granted facilities and offer extra guidance if needed.

More information and contact details can be found on the [Fenestra website](#)

3.7 Binding Study Advice (BSA)

In conformity with the 'Leiden University Regulation on Binding Study Advice' (BSA), the Board of Examiners issues study advice to all students in the first year of their studies.

It is of utmost importance that students familiarize themselves with the particulars of the BSA. They are therefore urged to carefully read the regulations in full, which can be found online: [Binding Study Advice](#).

On behalf of the Faculty Board, the Board of Examiners issues the following advice:

- A non-binding recommendation in writing before or on 31 January of the first year.
- A binding advice in writing before or on 15 August of the first year.

This advice is positive if they have obtained 45 EC or more during their first year of full-time studies, of which at least 5 EC for Academic Writing and 5 EC for Introduction to Statistics. Students receive a binding negative advice if they have obtained fewer than 45 EC during the first year of full-time studies or failed Academic Writing and/or Introduction to Statistics.

Students who receive a non-binding negative recommendation are invited to attend a meeting with the Study Advisors in order to discuss their study progress and to devise a plan to correct their credit deficiency.

Students who receive a binding negative advice are excluded from further participation in the programme for a period of 4 years.

Extenuating Circumstances in the Context of the Binding Study Advice

It may be the case that students encounter unexpected difficulties that hamper their ability to complete their course work in time. Such extenuating circumstances may include functional disabilities, illness, family emergencies, and pregnancy/childbirth. Students may also desire to become a member of the board of a study or student association or of a university administrative body.

For personal circumstances, the Board of Examiners may *only* take such extenuating circumstances into account when issuing a binding study advice if the student has requested a hindrance statement at the Leiden University Fenestra Disability Centre. Student can request a hindrance statement by following the steps in the [Binding study advice and exceptional circumstances document](#) online.

Other issues that may affect a study plan, such as being a committee board member, can be discussed with the Study Advisors.

Students are encouraged [to contact the student counselors of the Fenestra Disability Centre](#) to discuss extenuating circumstances as soon as they occur and for help with gathering supporting documentation.

Negative Binding Study Advice

If you receive negative binding study advice, you must stop your studies and may not register for the same programme at Leiden University for the coming four years.

If you do not agree with your binding study advice, you can appeal against it. You can lodge an appeal within six weeks of the issuance of your study advice. It can take up to 16 weeks to receive a decision on your appeal. During this period you may not register on your study programme. You may follow classes and take exams, however you will only receive your grades and study credits once it has been decided that you may continue studying. Online you can find more information on [how to lodge an appeal](#).

In all cases the students are strongly advised to immediately contact the Study Advisors as soon as possible if they suspect that extenuating circumstances may affect their study progress. Students are also advised to contact the Students Life Counselors should they need assistance in dealing with these extenuating circumstances.

3.8 Reduced Course Load and Leave of Absence

Reduced Course Load

The standard course load for LUC Students is 15 ECTs per block, 30 ECTs per semester. It is possible for students to request a reduced course load in consultation with the Study Advisors. If the Study Advisors supports the request, the student can formally request a reduced course load. A reduced course load may lead to a delayed graduation.

Reduced course loads are usually approved when a student has a learning disability, suffers from a mental or physical illness, or has other extenuating circumstances that might affect his or her academic performance.

Students must request a reduced course load **two weeks** before the start of a block. They can do so by scheduling a meeting with the Study Advisors: <https://luc-the-hague-study-advisor.youcanbook.me> or <https://luc-the-hague-study-advisor-offline.youcanbook.me/>.

After the first week of a course, the student may not withdraw from a course without permission from the Board of Examiners (see above, p. 47: Course Withdrawal).

Please note that regardless of being permitted a reduced course load, students must still comply with the requirements of the Binding Study Advice regulations. That means that students must also request the Executive Board of Leiden University to evaluate the validity, expected duration and seriousness of their personal circumstances, if they anticipate possibly receiving a negative binding study advice (see p. 37: Extenuating Circumstances in the Context of the Binding Study Advice).

Leave of Absence

Students may request a leave of absence for an extended period of time. They should first consult with the Study Advisors and discuss the potential consequences of a leave of absence for their study plan. If approved, an official statement registering the return of the student will be prepared.

Students need to request a Leave of Absence two weeks prior to their date of departure, and must discuss this request with the Study Advisors. A meeting with the Study Advisors can be scheduled via: <https://luc-the-haguestudy-advisor.youcanbook.me> and <https://luc-the-hague-study-advisor-offline.youcanbook.me/>.

Please note that regardless of being permitted a leave of absence, students must still comply with the

requirements of the Binding Study Advice regulations. That means that students must also request the Executive Board of Leiden University to evaluate the validity, expected duration and seriousness of the personal circumstances, if they anticipate possibly receiving a negative binding study advice (see the [webpage on Extenuating Circumstances in the Context of the Binding Study Advice](#) for more information).

Students who wish to reregister after a period of deregistration, must first contact the Study Advisors. In addition, they should be aware that they will be subject to re-evaluation of the admissions requirements (see Appendix 1: Course and Examination Regulations, Article 5.3.2).

3.9 Quality Management

The quality of teaching at LUC is rigorously assessed. This is accomplished by investing in good teachers and also by consistently measuring student satisfaction.

Since the very first semester in 2010 all LUC courses have been evaluated by the students using an anonymous standard evaluation form. Each teacher discusses the results of their evaluations with his or her supervisor in the annual Performance and Development Interview and adjusts the course if necessary. In addition, the results are assembled into overviews per semester in which the average score for each question for each course is calculated and in which excellent teachers are highlighted as well as courses that need special attention. These results are discussed with the Educational Director and/or the relevant Major Team Lead. The Programme Council also reviews the evaluations and provides recommendations to the Educational Director.

However, the academic programme at LUC is not simply the sum of all the courses in the curriculum, as it also includes the learning environment and the students' experience outside of the classroom. Thus the Grand Survey is carried out every year, in order to receive feedback on all aspects of the programme, including programmatic issues, facilities, support, residential living, and extra-curricular activities. In 2019 Leiden University introduced an exit survey for all graduating students, and an alumni survey was carried out for the first time in the autumn of 2017. This has been repeated in 2023.

Finally, the National Student Survey is carried out each year. This is a national survey in which all programmes in the Netherlands are evaluated with a questionnaire. Results are used for website www.studiekeuze123.nl which offers information for potential students, but also rankings in *Elsevier Magazine* and the *Studiekeuzegids Hoger Onderwijs*.

The results of all surveys are compared and analyzed, discussed by the College Board and the Programme Council and a plan of action for further improvement of the programme and LUC as an educational institute is created each year. Action points are communicated through the newsletter and reported to the Faculty Board through the Annual Programme Report.

Every six years, LUC's program is evaluated by an external assessment panel in the [Accreditation](#). During this process, the quality of the program and its management is evaluated. Passing Accreditation is a prerequisite for the right to issue degrees. The first upcoming Accreditation will take place in 2024.

3.10 Student Assistants at LUC

Student assistants are students who are appointed at LUC to support the teaching process, research, and, incidentally, to support administrative processes. In order to apply for a student assistant, an academic staff member sends an application to the College Board secretary, indicating the need for support, number of working hours per week, and the contract period. There are also a number of recurring student assistant positions, notably in the support for courses such as GIS, Maths, QRM, or the Writing Studio.

If the request is approved by the College Board, a vacancy will be published within the entire LUC student community (via email, and also via other channels such as newsletters or Teams). All students who meet the criteria can apply, and the staff member will eventually select the candidate from among the applicants. Students with a non-EER passport are also allowed to work as a student assistant, but please note that their application will take more time due to regulations around getting a work permit (around 8 weeks extra). Please note that non-Dutch student assistants need to apply for Dutch health insurance for the duration of the contract to be able to work in The Netherlands, according to Dutch law.

Generally, student assistants will sign a contract with Leiden University's own employment agency JobMotion. For the specific Collective Employment Agreement and other useful information about working for Leiden University, please visit the [JobMotion](#) website.

3.11 After LUC

After completing your Liberal Arts and Sciences programme at Leiden University College there are multiple paths you can take, depending on your own interest. At Leiden University there are several channels in place to support your next move.

Major Team Lead

Your Major Team Lead (previously called Major Convenor) is your first point of contact for advice on graduate programmes that accommodate your academic trajectory and how to apply. Whilst discussing your options, they can consult the other academic staff and - where appropriate - may act as a reference for your application. Also, when interested in entering the job market you can contact your Major Team Lead for guidance on constructing your CV and preparing your application for opportunities within and outside of LUC.

Master's programme

Most of LUC's graduates continue with a [Master's degree in Leiden](#), the Netherlands, or elsewhere in the world, sometimes after a gap year. Leiden University organises a Master's fair and open days throughout the year. The Career Zone provides a handy [resource to support your choice process for a Master's programme](#).

Career Service

Students can contact the FGGA Career Service for support on career orientation. The career service organises events and workshops to develop professional skills and prepare you for the job market, including preparing your CV, job application scenarios, interviews, and many more. These events are also open to alumni of Leiden University College who graduated no more than one year ago. If you are looking for help regarding your next step after LUC, feel

free to contact the career service at careerservice@fgga.leidenuniv.nl to schedule an appointment to discuss your options.

Meanwhile, the [Leiden University Career Zone](#) provides self-assessments, vacancies, tools, workshops, events and more information on career orientation. Ultimately, you can join the [Leiden University Mentor Network](#), which aims to bring students in contact with (young) alumni who can prepare them for the job market or give advice on career issues.

LUC Alumni Community

Engage, Explore, Evolucio

Evolucio is the international alumni association of Leiden University College and aims to connect graduates with each other and to the college. Every graduate of LUC successively joins Evolucio. Throughout the year they organize events, where alumni can explore, engage and more importantly (re-)connect with fellow alumni, students and staff. You can join Evolucio's [LinkedIn group](#) to stay updated on upcoming events, (international) meet-ups and vacancies. The board of Evolucio consists of LUC graduates. If you would like to join the board or would like to work with Evolucio, you can reach them at evolucio.board@gmail.com. More information on the association can be found on their [website](#).

The LUC Alumni Office

As graduate of Leiden University College you become part of the alumni community and we would like to stay in touch with you. [The Alumni Office](#) focuses on maintaining an active LUC Alumni Community by sending out a newsletter and directing students to activities, such as (international) meet-ups, (network) events, workshops and reunions. You can reach out to the Alumni Office at alumni@luc.leidenuniv.nl for questions.

3.12 Academic Honour Code

Irregularities, Fraud, and Plagiarism

The Academic Honour Code requires students, both individually and collectively:

- not to give or receive unpermitted aid during examinations;
- not to give or receive unpermitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading;
- to acknowledge the sources of all information that they have gathered, including the work of other students or their own;
- to do their share and take an active part in seeing that others as well as themselves uphold the spirit and letter of the Academic Honour Code.

Examples of conduct which will be regarded as being in violation of the Academic Honour Code include:

- copying from another's work or allowing another to copy from one's own;
- unpermitted or unacknowledged collaboration;
- plagiarism;

- submitting the same piece of work to different instructors for grading, or revising and resubmitting a piece of work from one course for another without the instructor's knowledge and consent;
- giving or receiving unpermitted aid on a take-home examination.

More information about LUC's understanding of plagiarism can be found in the Rules and Regulations of the Board of Examiners (see appendix).

In the case of irregularities, fraud and plagiarism, the examiner and/or the Board of Examiners may take disciplinary action, in conformity with Chapter 6 of the Rules and Regulations set by the Board of Examiners (see Appendix 2).

Please note that instances of using the editing services of outside parties and commercial companies by LUC students for the output that is part of their studies at LUC can also be judged as constituting a breach of academic integrity.

- Any submitted piece of coursework at LUC should be the original work of the student(s) submitting it.
- A central purpose of the LUC programme is to train students in academic writing.
- Allowing students to access and use commercial editing services risks creating an unequal playing field at LUC.
- Students should be aware that they alone remain fully accountable for the papers they submit.

For more information regarding the University's stance on the use of AI and specifically ChatGPT, please look [here](#).

Good Academic Standing

Students have to meet the Leiden University Binding Study Advice (BSA) requirement. However, as an Honours College we expect students to be more ambitious and to strive for excellence. The norm at LUC is that students pass all courses, earn 30 EC per semester (60 EC each year), and maintain a cumulative GPA of at least 2.0. If students comply with the norm, they are considered to be in good academic standing.

4. Social Life

4.1 Student Life Officer's Welcome



Welcome to LUC The Hague! I'm Lenore Todd, the Student Life Officer. As SLO, I coordinate the student life program here. I get to work with a wonderful team of 17 Resident Assistants, two Study Advisors, and two Student Life Counselors.

Together, we support you during your time at LUC. Our chief concern is your wellbeing. If you are having issues with your health, stress, or time/money management, we are the people to see. If you notice that something during your time here is becoming a problem, come to see us as soon as possible. The earlier you contact us, the better we can help you.

But we're not just here to lend a hand in a crisis. We also aim to maintain a safe and vibrant atmosphere for learning. I would encourage you all to get to know the RAs. Not just the one

on your floor, but the others throughout the building, too. They've been here longer than you and know how to make the most of your time here.

In such a small and diverse community, it is important to maintain open lines of communication with each other. Please stop by and say hi!

4.2 Welfare Provision

Adjusting to university life can be quite a challenge, but it is not a challenge that is faced alone. LUC operates a three-part welfare provision system, consisting of the Student Life Officer, the Residential Assistants and the Student Life Counselors, which enables you to access social support should you need it and to manage any potential social problems you may have in an appropriate and timely way.

Student Life Officer (SLO)

The SLO is available by appointment in office 4.12 and can be contacted at l.a.todd@luc.leidenuniv.nl. You can also book an appointment with me at <https://slomeetings.youcanbook.me/>.

Resident Assistants (RAs)

Resident Assistants (RAs) are the foundation of the Student Life Program at LUC. The 17 RAs function as a team under the guidance and leadership of the Student Life Officer and in collaboration with the Student Life Counselors.

The RAs are students who are committed to ensuring the personal well-being of the resident-students at the Anna van Buerenplein, and help to foster a sense of community. The RAs are the first point of contact for personal concerns and issues related to residential life, in a confidential capacity. The RAs also take initiative to organize floor events and activities outside of LUC (at times in coordination with Fortuna, LUC's students' association). To ensure the well-being of all residents, and that everyone in a diverse community has a suitable place to live and study, the RAs also help to see that the rules of the College are observed. RAs are on duty during the semester, but not during the winter and summer break. Twenty-four-hour coverage of residents' needs is provided under the "on-call" system, whereby one RA can be contacted **at any time of day or night during the weekends and from 19.00 to 08.00 during weekdays by calling +31(0)6-28287992**. The on-call list is posted on the doors of the rooms of the RA on each floor and by the lifts on floors 0 to 4.

RA On-Call Coverage at Anna van Buerenplein:

- 28 August 2023 – 18 December 2023
- 5 February 2024 – 5 June 2024

Resident Assistants (RAs) 2023-2024		
Floor	Name	Year Group
5	David Fancovic	Class of 2025
6	Alexandra Milli	Class of 2025
7	Fabian Haug	Class of 2025
8	Maïa Bendavid	Class of 2024
9	Luise Schupp	Class of 2025

10	Zoe M’Poko	Class of 2025
11	Jennifer Alkemade	Class of 2025
12	Conor Holden	Class of 2025
13	Isabelle Brassat	Class of 2025
14	Vicky Araujo Silva	Class of 2024
15	Helene Albert Le Brun	Class of 2025
16	Camilla Winterhager	Class of 2025
17	Merel van Bockel	Class of 2025
18	Manuela Hernandez	Class of 2024
19	Clarisa Fernandez Guzman	Class of 2025
20	Romi Parodi	Class of 2024
21	Daan Lubbers	Class of 2025

Student Life Counselors (SLCs)

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 online. They have weekly walk-in hours (check the notice by the door for the exact days and times). All other sessions with the SLCs are by appointment only.

Depending on your problems and circumstances, support may be offered in the form of advice, referral to a workshop or training course and/or referral to individual sessions with a SLC or an external psychologist.

For questions, or to make an appointment outside of the walk-in hours, please send an email to slc@luc.leidenuniv.nl.

In emergency situations, please call 112 (life-threatening situations), your GP, or HADOKS after hours clinic 070 – 346 96 69 (evenings, nights, weekends, holidays).

Diversity and Inclusion Student Committee (DISC)

The role of DISC is twofold: advocacy and community outreach with regard to issues of diversity and inclusion at the College in the broadest sense, covering at least (but not exclusively) themes of race, ethnicity, religion, gender, sexuality, disability, and economic access. The advocacy function refers to providing solicited and unsolicited advice to the Programme Council (PC) to ensure that student experiences, concerns, and needs regarding diversity and inclusion are signaled and communicated to the LUC Boards and acknowledged in policy and decision making. The community outreach function refers to the organization of events at LUC with the goal of fostering an inclusive community both within and between various groups at LUC. The advocacy and community outreach functions can pertain to all aspects of student life in relation to LUC, including recruitment, admissions, the academic program, support systems, residential life, and extracurricular activities within the LUC context.

You can contact DISC through diversity.sc@luc.leidenuniv.nl

Medical care

In the Netherlands, you cannot see a hospital specialist (e.g. dermatologist, gynecologist, and psychologist) without a referral from a general practitioner (GP). The GP is also the first port of call for illness or in case medication is needed – students are strongly advised to register with a GP as soon as they arrive. A list of healthcare professionals, including which languages they speak, is available at check-nl.com. A nearby Dutch clinic is [De Doc](#), or [Biking Doctors](#), or [Shams](#), also accessible for international students. International students may also register at [the International Health Centre](#) in The Hague with an English-speaking GP, located a five minute bike ride from LUC.

In emergency situations, please call 112 (life-threatening situations), your GP, or [HADOKS after hours clinic](#) 070 – 346 96 69 (evenings, nights, weekends) for care that cannot wait for the opening hours of your own GP.

Plexus Student Centre Leiden and Beehive The Hague

The Plexus and Beehive Student Centers provide a range of facilities for all students enrolled at Leiden University. They house the Student Support Services, the Front Office Student Affairs (information desk). In addition, they also house a fitness center, quiet study areas and computer rooms, the University shop and a host of University-wide student organizations.

Beehive

[The Beehive](#) offers sports facilities (The Buzz), rooms for cultural activities, a common room for international students, study spaces, and offices of JobMotion, the Academic language center, the Ombuds officer, student psychologists, counsellors, and career advisors.

Plexus Student Support Services

Students with a (mental or physical) disability or chronic illness may need additional support or assistance. To find out what support is available at Leiden University, Students can contact the [Plexus Student Support Services](#). Students who are eligible for additional facilities will be provided by Plexus with the documentation needed to secure these facilities at LUC.

Students can also contact the Plexus Student Support Services on issues such as: legal and financial counselling, student careers services, etc. For more information about the Student Support Services available at Plexus, please visit [the website](#).

Siggie

FGGA also puts an online coaching tool at the disposal of its students: [Siggie](#). At Siggie you connect online to a coach or counselor, to discuss challenges such as anxiety, stress, loneliness.

Front Office Student Affairs

Students can contact [the Front Office Student Affairs](#) (with offices both at Beehive in The Hague and in Leiden) for issues to do with: (re)registration and deregistration, tuition fees and other financial matters, LU and students cards, requesting proof of tuition fee payment, etc.

4.3 Safety and Emergency

Safety and Emergency at AvB

List of contact numbers

In case of life-threatening medical situations, acute psychological crisis, fire, violence, ongoing burglary or intrusion, multiple broken windows, or very serious water damage: call the **national emergency number 112.**

The AvB building normally has a security guard or receptionist present on the ground floor, 24/7.

Save 112 and 070-8009507 numbers in your phone please.

Medical and safety

Life-threatening: **112**

On campus accidents: call the ground floor reception for assistance: 070-8009507, in emergencies call 071-5278360; outside of office hours call 071-5274444.

AED locations: ground floor reception desk, and floor 14 emergency staircase.

Out of hours doctor service ([HADOKS](#)) for non-life threatening medical care that cannot wait until office hours: 070-3469669. They will assess the situation first. Costs will be charged on your medical insurance.

During office hours: call your own GP (register with a GP asap, see above)

Local police office (non-life-threatening): 0900-8844 (Vlaskamp 1, 2592AA The Hague)

Suicide prevention help (24/7): 0900-0113 or [113 Suicide Prevention](#)

Sexual Assault Center (24/7): 0800-0188 or [CSG](#).

Building

Urgent repairs (24/7): DUWO Vastgoedsservice 015-2516700

Clogged drains (24/7): RRS, 070-3368888

On campus accidents: call the ground floor reception for assistance: 070-8009507, in emergencies call 071-5278360; outside of office hours call 071-5274444.

Building owner's contractor after hours emergency number: 088-1869480 (VolkerWessels)

Malfunctioning of burglary alarm or fire alarm: Huschka Groep: 071-4020401

Non-urgent repair requests for residential floors: call, mail or whatsapp DUWO

Vastgoedsservice (via QR codes in the building or via the [website](#)).

Non-urgent requests for residential floors (e.g. electricity blackout in your room): RA on call during term time (weekdays from 19.00-8.00 and weekends at any time): 06-28287992

Non-urgent repairs on the college floors: please report to the Student information desk on Floor 4, info@luc.leidenuniv.nl or 070-8009503

LUC student support

RA On-call during term time (weekdays from 19.00-8.00 and weekends at any time): 06-28287992

Student Life Officer Lenore Todd: l.a.todd@luc.leidenuniv.nl

Student Life Counselor: slc@luc.leidenuniv.nl

Leiden University services

University crisis number (24/7), also for crises during study or work-related stay abroad: +31-715276666

Safety department Leiden University: veiligheidszaken@bb.leidenuniv.nl

In case of building safety issues outside of office hours (in case AvB security staff is absent): mobile security surveillance: 088-2981500

Are you worried about the behavior of another student (do you think they may threaten your or someone else's safety)? You can report this to the university via 071-5278025 (office hours) or 071-5276666 (outside of office hours).

Emergency Response Team

During office hours on the college floors (floor 1-4), LUC has an Emergency Response Team (Bedrijfshulpverlening or BHV in Dutch). These are members of staff who are trained to take the first action in case of an incident. They will evacuate the building when the slow-whoop evacuation alarm sounds, and they will act as first responders in case of medical emergencies until medical staff arrives. BHV staff is recognizable by their brightly coloured vests. Please cooperate with their instructions or requests for assistance when needed. The BHV team is not responsible for the residential floors.

On residential floors, RA's have received basic BHV training concerning fire safety and first aid. But every resident has the responsibility to inform themselves of the location of emergency exits, location of fire extinguisher and fire alarm button, and evacuation procedures.

Do you have a disability or chronic illness? Please inform the people around you how they can help you in case you may need it. For example, in case you have epilepsy, diabetes, or severe nut or bee allergy.

Fire safety (prevention, evacuation plan)

Fire Safety

All students and staff are required to follow the following fire safety arrangements:

- Keep rooms and floors safe and ensure that the emergency exits are not blocked. It is not permitted to leave items or trash in the hallway as this can increase fire risk and make it harder to leave the building safely. DUWO will give out fines if corridors and stairwell entrances are not clear.
- Make sure you are informed about the fire evacuation plan (below), the location of the fire extinguisher, the fire alarm button, and the nearest and alternative emergency exit on your floor. Staff should be instructed about this during their on boarding process and can ask the information desk staff on Floor 4 for more information. Students can discuss this information with the RA on their floor.

- Smoking is not permitted anywhere on-campus, *including* your room and the common rooms.
- Refrain from blocking or otherwise interfering with the smoke detectors. Please stay with the microwave when using it.
- Refrain from blocking the self-closing doors. These doors are closed to slow down the spreading of smoke and fire.
- Refrain from blocking or otherwise interfering with the sprinklers. The sprinklers will trigger when the red vial behind the sprinkler head shatters, either in the heat of a fire (as they are designed to) or upon receiving an impact. Take care not to shatter this vial as the fire brigade are automatically informed if the sprinklers are triggered and will attend the scene. This may lead to a fine. Triggered sprinklers create a lot of water damage.
- There are unannounced fire drills two or three times per year on the college floors and residential floors. Please participate actively in these so you know what to do in the unlikely event of a true fire or emergency.
- The alarm systems are there to protect the whole community. Intentional damage to the security system (including alarms, emergency exit buttons, sprinklers, misuse of emergency exits, etc.) endangers the entire community and is subject to a fine.

In Case of Fire

- Press the fire alarm button situated on your floor (red square button). Call 112 and inform the reception desk on 070-8009507 (or 071-5278360; outside of office hours 071-5274444) about your location.
- If possible, fight the fire with the available fire extinguishers, but only if the fire is small.
- Warn other inhabitants.
- Close doors and windows.
- Evacuate the building via the nearest emergency exit.

Fire Evacuation Plan

The building has a large set of fire prevention measures in place, including sprinklers on every floor and fire retardant construction between floors. Please be aware that when the fire alarm sounds on the academic floors, it does not necessarily also sound on the residential floors and vice versa. Whether the situation is serious enough to evacuate the whole building can only be decided by the fire brigade; LUC will always follow their instructions in this matter.

In case the evacuation alarms (slow-whoop) sounds on your floor, you should leave the building via the closest emergency exit at all times. Warn other residents and close doors behind you. If you are on a residential floor, take the nearest secondary stairway to the ground floor. Do not use the lifts. Do not re-enter the academic floors from the stairway.

If you are on one of the academic floors when the emergency sirens sound, follow the instructions of your teacher and the University Emergency Response Team (wearing coloured vests), take your belongings, and leave the building via the emergency stairway. Please do not use the main staircase as this needs to be kept free for the fire services.

Gather at the fire assembly point between LUC and Central Station under the tram tracks (on your left hand side when exiting the college building). Wait for instructions from the Fire Department or BHV staff.

If your mobility is impaired and you cannot descend the emergency stairs without assistance, please stay inside the emergency staircase on your floor and make sure that you or someone else informs the fire brigade about your location. If possible, have someone stay with you.

If you expect to need assistance during an evacuation (for example due to impaired mobility), please let the infodesk on floor 4 and your RA know about this.

[Instructions in case of evacuation can also be reviewed here.](#)

Fire evacuation for teachers

In case the slow-whoop alarm sounds, instruct your class to take their bag and immediately but calmly move to the nearest emergency staircase and evacuate the building. Gather at the meeting point outside or follow further instructions.

Do not use the main staircase as this should be kept free for the emergency services.

You are the last one to leave the classroom. Close the door behind you. Inform the Emergency Response Team (BHV) that your classroom has evacuated. Inform the BHV in case you see anyone who needs assistance.

Security

The AvB building normally has 24/7 security staff or receptionists at the ground floor entrance.

Reception staff is permitted to ask students to identify themselves (e.g. via LU-card) or to ask whose guest someone is, when they think this is necessary. At closing time, they will make rounds on the college floors to make sure everyone has left; please follow their instructions. After office hours, the floors 1-4 are closed and under alarm. Access is prohibited at these times. Security guards make regular rounds checking the entrances and emergency exits; they also liaise with the RA on call during term time.

Your responsibility

All students and staff have a responsibility to keep the building a safe living and working space:

- You are responsible at all times for the actions of non-residents or guests you bring into the building. Guests are welcome to visit, but make sure they do not wander around in the building without you being aware. Do not let people in that you do not know, no matter their story.
- Be vigilant about people walking in as if they belong with a group. If you suspect they do not belong at LUC or with the group, simply ask them for whom they are coming.
- Delivery staff is not allowed up the residential floors. Residents must come down to receive their order or packages. Non-food packages may also be left on the shelves on floor 1. LUC staff is not responsible for packages and cannot receive them for you.
- All technical and cleaning staff in the building should be recognizable by their work uniform. If you notice people on the floors without uniform, please report to DUWO and the reception on floor 0.
- Never, under any circumstance, interfere with the outer doors. Never block them or prevent them from closing in any way. Doing this is a serious hazard and a breach of safety regulations. If you get caught doing this you can expect a fine. Report malfunctioning doors immediately to DUWO.
- Never use the ground floor exits of the emergency staircase, unless you are in an emergency situation (or emergency drill). Using these doors will set off the alarm. Improper use of the emergency doors is subject to a fine.
- In case of situations that make you feel unsafe, call in the assistance of the security guard or receptionist, or the RA on call.
- In case you notice unsafe situations or hazards in the college building, report them to the Student Infodesk.

Sexual misconduct

If you have unpleasant experiences with this, please [refer to this resource](#) for more information on what to do, where to go, and who to talk to. It also has information about consent, the Dutch law, and organisations outside of LUC or the University.

Money matters

Benefits and tax waivers

If you rent a single room at Anna van Buerenplein, you are eligible for rent benefit. You will have to apply for these benefits yourself. If you have a Dutch health insurance, you may also be eligible for Health insurance benefit. Please find more information about benefits [here](#). For information about waivers for municipal taxes, look [here](#).

Financial Support

There are several options available for students who are in need of financial support. LUC has its own Financial Support programme. For more information on the requirements and how to apply, you can [visit this website](#), or send an email to financial.support@luc.leidenuniv.nl.

Information on financial support from [Leiden University is available here](#).

LUC Fund

The [LUC Fund](#) raises funds for scholarships for LUC students, and contribute to LUC at large. Students and staff regularly organize fundraising activities for the LUC Fund. Most recently, we started the '[LUC Senior Class Gift](#)', where the graduating class raises money for a chosen goal.

You can donate to the LUC Fund, one-off or by becoming a monthly or annual sponsor, via [this link](#).

Bank transfers are also accepted:

IBAN: NL20 RABO 0330 1371 58

Account holder: Leids Universitair Fonds

BIC: RABONL2U

Reference: 9095018804 LUC Fund

Other points of support and advice for students

Sometimes it's hard to decide who you can go to with problems related to yourself, your relations with others, or with LUC and its program. We have compiled a brief guide to explain who is who, and where to go.

Please visit this [website](#) if you need support/ advice / info about:

- Personal issues
- Interpersonal issues
- LUC issues
- LUC people and bodies

4.3 Life on Campus

LUC campus life is centred at Anna van Buerenplein, our custom-designed college building where four hundred students live under the same roof and all seminars and lectures take place. Due to the fact that LUC is a residential college (for first- and second-year students), there is a very strong sense of community on campus. It may be more likely that you will form stronger bonds with your ‘floor-mates’ as you will see them nearly every day, but the close-knit nature of the LUC residential model means that you are never very far from anyone. Nevertheless, the combination of having private facilities in your room and having The Hague (and the central station) at your doorstep allows you sufficient opportunity to take time to yourself or escape from it all when necessary.

Getting Started at LUC

LUC’s admissions office has compiled a ‘[Getting Started](#)’ guide to help first-year students with the basics of starting out at LUC. The guide includes information on college registration, tuition fee payment and finances, housing, and much more. Information from Leiden University on every aspect of studying is available on the [Student website](#) of the university. First choose your study program, the information will then adjust to information relevant to you at LUC. This Student Handbook is available there, too. The campus building at Anna van Buerenplein is divided into academic and residential floors. The residential floors are rented out on behalf of LUC and managed by DUWO (www.duwo.nl).

Access to the Building

During term time, the Anna van Buerenplein building (academic floors) is open from Monday to Friday from 8:15 to 22:30, Saturday and Sunday from 12:15 to 20:00.

Out of term time, the academic floors (floors 1, 2 & 3), are open from Monday to Friday between 08:15 and 20:00 and are closed on the weekends. Different opening hours apply during the summer holidays and public holidays. This will be communicated separately via email.

Students have access to the residential floors through the side entrance twenty-four hours a day throughout the year with their LU Card.

It is necessary to possess an *activated* LU card (Leiden University ID Card) to enter the campus building through the side entrance and the turnstiles at reception, or to access the bike shed or the academic floors from the elevator or from the secondary stairways. To get an LU card, follow the instructions on the [Leiden University website](#).

When entering the building, make sure no unwanted visitors slip in behind you. You are responsible for anyone you take into the building as guests. Please make sure that emergency exits are kept closed and free of any blocking materials at all times. Please take responsibility for your own safety as well as for others.

Safety

All safety instructions and emergency numbers can be found in section 4.3 above.

Student Rooms

On campus every first- and second-year student will have their own room on one of the seventeen residential floors. These rooms include private kitchen and bathroom facilities. For more information about student accommodation, visit the [LUC website](#).

Student rooms are not rented directly from LUC, but through DUWO. Any contract-related or repair issues should be directed at DUWO via your account at duwo.nl. If you have problems with your room contact DUWO to [request repairs](#).

Common Rooms

On each of the seventeen residential floors (five to twenty-one) there is a shared communal space for all residents of the floor to use. This space is yours to decorate, hang out in, work in and (occasionally) party in. Please note that smoking is not permitted in these rooms and carries a fine. The College has party guidelines for the residential floors (see below: Common Room Party Guidelines). Residents are responsible for the cleaning of their own common room, so please arrange this with your floor mates.

Housing Committee

Maintenance of the Anna van Bueren (AvB) building involves several companies. Designated RAs maintain good communication with all involved companies. They help whenever a situation, such as a hot water issue or power outage, requires attention.

Students can contact RAs in the case of a power outage, other material damage, or with questions about specific housing procedures, such as moving in and out. The RA team will then direct you to the correct channels, or help you solve the issue. The RA team will never solve your problems for you, it will only help you solve them. The RAs can also help to raise issues with DUWO that are common issues rather than individual complaints.

Damage

Please report any damage on academic floors 0-4 via the Information Desk on the fourth floor. If there has been damage on one of the residential floors, please contact DUWO via <https://www.duwo.nl/en/i-rent/repairs-and-complaints/request-for-repairs/>, Vastgoed Service on +31 (0)15 251 6700 or info@vastgoed-service.nl. After hours, you can also report urgent damages on the college floors (0-4) to DUWO Vastgoed Service. Further information on emergency numbers can be found in section 4.3.

There is also a QR-CODE below. You can scan this to request repairs or report a technical problem to DUWO.



Campus Facilities

There are several campus facilities at Anna van Buerenplein that you will make use of during your time here. As these are shared facilities it is expected that they are treated well, kept clean and not vandalised. These facilities are for the use of LUC students only.

Bike Shed

Bicycles and mopeds or vespa's can be parked in the allocated bicycle racks on the ground floor of the college building. This designated area can be accessed through the side entrance and requires the use of a LU card.

The bicycle shed has a [section for student bicycles](#) and a [section for employee bicycles](#). The staff area is immediately to the right upon entering the bicycle shed. On the wall is written 'staff'. Behind the door next to it there is also space for employees' bicycles. Staff bicycles are labeled. The rest of the bicycle shed is for student bicycles. There are only one or two electrical outlets, so there is only very limited space to charge electrical bikes.

Please note that bikes which are not stored on the bike racks (or are stored in the staff area) may be removed by security, and bikes which are left on the street outside of the building will be removed by the municipality. If your bike gets removed by the municipality, you can get it back for 25Euro (take your ID and bike key with you), [information here](#). Places in the bike shed are limited, be considerate of the other members of the community and please do not park more than one bike there.

There are several [alternative bike sheds](#) in the vicinity of the Anna van Buerenplein.

Garbage Room

Communal bins are located through the bike shed on the left hand side. Because we separate waste as much as possible, there are various containers for paper, glass, and other waste. Use the containers as intended. The waste from AvB is separated further by the waste removal company.

If you want to separate your waste yourself, or have garbage that is not allowed in our bins (such as chemical waste, electrical appliances, etc.), there are municipal bins for textile, glass, organic waste and other materials in the close vicinity. [All information can be found here](#). Students of Act Aware have made a recycle guide.

Please keep the garbage room clean by putting your garbage in a bin, not on the floor. If the bins closest to the door are full, please try the ones behind them. If all bins are full, please notify the guards at the reception.

Internet

Wireless internet is available on all of the floors of Anna van Buerenplein. You can log in with your ULCN account. Your device will automatically connect to our wifi; otherwise choose [Eduroam](#) and log in with your ULCN credentials.

Laundry Machines

The laundry room is on the ground floor past the post-boxes. To do your washing in the laundry room you need a QR code. You can recharge your balance and reserve washing machines online. Instructions on how to do this are available on the [DUWO website](#). Instructions for how to use the laundry machines are posted on the wall of the laundry room.

Elevators

There are three elevators at Anna van Buerenplein. The first two lifts (from left to right) travel to all floors. The third lift only travels as far as the fourteenth floor. To access the academic floors by lift you must first scan your LU card on the sensor inside the lift compartment.

Notice boards

Official notice boards for LUC and Fortuna are situated on the ground floor, left of the elevators, on the first floor to the right of the main staircase and inside the elevators. An open-access notice board is available for the use of all students on the second floor opposite the stairway and smaller versions next to the elevators. Posters and notices should only be posted at these locations and please do not use tape of any kind on painted wall surfaces. Posters and notices should mention the date of posting and the date of the event. Outdated posters will be removed.

Performing Arts Stage / Music room

There is a performance space behind the main stairs on the first floor with musical instruments, microphones and amplifiers. To use this room, you can request the key from the reception on the ground floor.

Printing Room

The student printers are situated on the second floor. To use the printers you must have an activated LU card. Instructions for how to connect your LU card to the printers and how to top-up your printing allowance are published on posters in the printing room. For more information go to the [Leiden University website](https://www.leidenuniv.nl).

If there is a technical fault with the printers, you can contact the Information Desk at phone: +31 70 800 9503 or send an e-mail to info@luc.leidenuniv.nl.

Postboxes

Your mail will be delivered to the postboxes on the ground floor, which are found by the side entrance in front of the bike shed. To avoid promotional mail and advertising, it is recommended that you request an official 'mail preference' sticker from the town hall at the *Den Haag Informatiecentrum* (most likely 'Nee-Nee').

Your room number is your official address house number and this is what you need to use when handing out your address. It is also important to note that the reception downstairs does not accept packages for students living in the building. If you are not home, delivery companies may store your package in the cabinet near the Fortuna office on the first floor. We however strongly recommend to get your packages delivered at one of the pickup points of the delivering company, near the LUC building.

Van Lynden Terrace

The Van Lynden Terrace is named after Aernout van Lynden, SLO from 2014-2019, and is located on the fourth floor. The terrace is accessible from the entrance on the third floor and is open during all normal office hours. It is a non-smoking terrace.

Stairs

In addition to the main central staircase between the ground floor and floor four, there are two internal (emergency) staircases available for use by students. These connect floors 0-21, 0-14 and 15-21 respectively and were built as emergency staircase. You will need to use your LU

card to access the academic floors from the stairwell. You may not exit the building by use of these stairs except in an emergency, nor are you allowed to block the doors from closing. These staircases are under no circumstance accessible from outside. Preventing the outside emergency door from closing increases the risk of (bicycle) theft and intruders. Inside the building, the emergency doors are fire doors (preventing the spreading of fire) that will not function properly if they are prevented from closing. Blocking an emergency door from closing is subject to a fine.

Student Bar

There is a student bar in the building which is organised and run by LUC students. The bar is located on the first floor and is named 'Coasters'.

Here are the House Rules of 'Coasters':

1. Working foundation ('Stichting Leiden University College Bar') volunteers have the final say during opening hours of the bar.
2. All students are obliged to follow instructions from the foundation volunteers.
3. The minimum age for students to buy alcoholic beverages is 18.
4. The foundation volunteers have the right to ask for identifications and reserve the right to refuse service if no identification is presented.
5. Any accidents, misunderstandings or other issues related to the bar, staff or students, should be reported to the supervisor or anyone of the foundation's management.
6. Students are allowed to bring guests over whom the student bears full responsibility.
7. The Foundation is not responsible for any personal harm, damages or losses that occur during opening hours.
8. If a student or their guest causes damage to the bar facilities or other students, the student will be held accountable.
9. The foundation volunteers have the right to refuse services to overly intoxicated students.
10. Foundation volunteers hold the right to expel them from the bar facilities.
11. Students are strictly prohibited to bring weapons, including but not limited to: knives, pepper sprays or any other kind of harmful gadgets, onto the premises. Those who do will be expelled from the bar.
12. All students have to adhere to the LUC Social Honour Code (see below) while being at the bar.
13. Students are not allowed to bring beverages off the premises of the bar during opening hours. Smokers are required to leave their drinks inside.
14. Students are not allowed to bring their own beverages to the bar facilities during opening hours.
15. The following actions will result in the ban of serving drinks for a student till the foundation's management decides otherwise:
 - Smoking in the bar facilities
 - Use of hard/soft drugs in the bar facilities
 - Fighting in the bar
 - Stealing from the bar facilities

Study Area

The study area is situated on the 2nd floor. In the tables sockets are available for your laptop, but please make sure the cable under the table is connected to the floor socket.

If you would like to book a classroom (on the 2nd or 3rd floor) for quiet study, please check the availability on [MyTimetable](#), and send your request for a booking to info@luc.leidenuniv.nl.

Please be aware that other students may join you to study in a classroom. Classrooms can also be booked for quiet study at Wijnhaven.

Wijnhaven and Beehive

LUC students are also welcome to use the study facilities at the Leiden University Wijnhaven building, such as the study areas, library and computer rooms. You can use the [app](#) to book a place at the Wijnhaven. Opposite the Wijnhaven building is also the [Beehive](#), which offers a range of student services including a gym but also a study area.

4.4 Life in The Hague

Unlike most of the other University Colleges in the Netherlands, LUC has been established in a different city than its parent university. This was for the specific reason of tapping into the rich international and political profile of The Hague, which is known worldwide as the international city of peace and justice. In addition to housing the parliament and multiple law courts, The Hague is home to over thirty high-quality museums and a lively cultural scene. Furthermore, The Hague has many green spaces, such as the Haagse Bos, Malieveld and Zuiderpark, and the beach is just fifteen minutes away by tram or bike.

Exploring The Hague

The city of The Hague has much more to offer than the LUC campus at the Anna van Buerenplein. Every neighbourhood has its own character – from the colourful fruits and vegetables stalls at [the Haagse Markt](#) to drinking coffee next to the Prime Minister at Plein. Because of its diverse population and important place in Dutch history, The Hague has many cultural activities to offer. Enjoy theatre, dance, museums, parks, the local bars and the beach of course – all at your disposal and waiting to be explored.

Make sure to go out and explore the many different sides that [The Hague has to offer](#).

Information for students in The Hague is available here <https://www.studyinthehague.com/>

Health Insurance

All residents in the Netherlands are required by law to have adequate health insurance at all times. Depending on where you are coming from, your insurance from your home country *may* cover you sufficiently. Make sure to check the policy to ensure you have sufficient health insurance before coming to LUC.

If you are planning to work in the Netherlands, either part-time alongside your studies or full-time in the holidays, you are required by law to take out Dutch health insurance (details available on the [student website](#)). If you have a Dutch insurance, you may be eligible for *Zorgtoeslag* (health care allowance; a subsidy to bring down your health care fees). For further information see the '[Belastingdienst](#)' website (in Dutch only). A Dutch friend may be able to help you apply for it!

Rent Benefit

Rent Subsidy is a tax refund provided by the Dutch Government, to people who rent a room or a house but don't have a sufficient income. The rooms in the Anna van Buerenplein qualify for rent subsidy. Students may get around €170-€180 monthly, depending on the apartment size, the rent amount, and the individual situation of each student.

This [Rent subsidy](#) (information in Dutch) is available to all students who have a single studio apartment at LUC, and are 18 years of age or above, regardless of nationality. Your exact rent is stated in the contract you receive when you move in.

Please note that the rent subsidy is based on the basic rent excluding the service costs. All LUC single studio apartments meet these requirements without the service and utilities (water, gas, electricity) fees.

Requirements to get rent subsidy

1. You are 18 years or older.
2. You have a valid residence permit.
3. You have a BSN Number (Burger Service Nummer; comparable to a social security number or citizen number)
4. You have a Dutch Bank account.
5. You are registered at the municipality with the correct address.
6. You have a DigiD

What do you need to do?

1. Go to the municipality and register, or change your address to your new address after you have signed your contract and moved in.
2. You have to open a Dutch bank account,
3. As soon as you have received your BSN (will happen after you register at the municipality), you can apply for a DigiD online (an online system for many bureaucratic processes). The process to get rent benefit can take up to 8 weeks after you submit the request.

Municipal tax waiver

If your income is low, you may also be eligible for a waiver of the Municipal waste tax that every resident must pay. The waste tax is about 375 Euro per year. Information about getting a waiver can be found on the [website of the Municipality](#).

Dutch bureaucracy

Everyone who is moving to a new address in The Hague will need to register in the Municipal Personal Records Database of The Hague. This applies to all international students, but also to Dutch students who are new residents of The Hague or moving within The Hague to a new address. If you are new to the Netherlands, you will be assigned a BSN: A Citizen Service Number (Burgerservice Nummer). This will be your personal identification number, which you will need for certain things, such as opening a bank account, getting health insurance, and registering at a GP. After you have a BSN, and have registered at the municipality in The Hague, you can apply for a [Digid](#): a digital identification to log into centralized services, such as government services. This will make it easier to arrange things like the rent benefit.

Registering with the Municipality

If you are already living in the Netherlands and have a Digid and a BSN, you can register your move to The Hague online, via the municipality of The Hague website. Follow the steps on the website to complete registration.

- [Information in Dutch](#)
- [Information in English](#)

Citizens moving from abroad have to make an in-person appointment to register their move to the Netherlands. You have the option to set up your own appointment at a time that is convenient for you, or join one of the registration days organized especially for students

coming from abroad. The dates of the joint registration days are expected to be announced in July.

- Here you can find information about how to register yourself:
 - o [Dutch citizens moving from abroad](#)
 - o [EU/EEA citizens moving from abroad](#)
 - o [Non-EU citizens moving from abroad](#)Important notice: please wait until the visa department of Leiden University has confirmed that your residence permit application is being processed before making an appointment.
- A centrally organized registration day is usually planned at the end of September. You can opt to join one of the centrally organized registration days if you prefer so. More information about centrally organized registration days will be made available on [this website](#).

4.5 Fortuna Student Association

Fortuna is the official students' association at LUC and aims to socially and academically enrich the lives of students through organising and facilitating extra-curricular events and activities. The association is managed by the Fortuna Board, an elected panel of six LUC students that meets at least once per week. All students at LUC are members of Fortuna and all members are eligible to run in the board elections, which take place in the final block of every academic year.

To find out more about Fortuna, its committees, and upcoming events, please visit their [website](#).

Committees

There are over twenty-five committees and teams which are part of Fortuna, each of which plays its own role in enriching student life at LUC. Any Fortuna member can attend committee events, join a committee or even set up a new committee. First-years have the opportunity to find out more about the different committees in the committee fair that takes place in the first weeks of the block.

4.6 Social Honour Code

Introduction

Leiden University College The Hague requires that students live on campus at Anna van Buerenplein during the first two years of their education. The residential life system seeks to develop the social, psychological and physical potential of each student in addition to developing intellectual capacities and transfer of knowledge. Living together with other students from different backgrounds provides a valuable intercultural learning experience. All residents must strive to respect the natural and built environments, prevent wasteful use of resources (e.g., water or energy), safely dispose of waste, and make contributions to sustainability. To ensure a harmonious environment, students are required to observe the Social Honour Code of the College, and are responsible to keep up with and follow any changes to the Social Honour Code during their enrolment at LUC.

This Social Honour Code is an appendix for LUC to the [Regulations for the use of university buildings, grounds and other facilities \(RGUG\)](#) and has been established on 23 June 2015 by

the Board of the Faculty of Governance and Global Affairs, after approval of the Faculty Council.

Article 1: Definitions

College:	Leiden University College The Hague;
Academic Campus:	College site, lecture halls and lecture rooms, public areas;
Hall of Residence:	The complex of student apartments and Communal Areas at Anna van Buerenplein, The Hague;
Communal Areas:	Lounges and corridors in the Hall of Residence;
Dean:	The Dean of Leiden University College The Hague;
DUWO:	The Student Housing company responsible for the rental and management of the rooms at Anna van Buerenplein; the lessor
DUWO House Rules:	The set of rules on behavior on the premises as issued by DUWO;
Hazing:	An act (regardless of the person's consent to participate) that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization (1) could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; and/or (2) destroys or removes public or private property;
RGUG:	Regulations for the use of university buildings, grounds and other facilities ['Regeling gebruik universitaire gebouwen, terreinen en andere voorzieningen'];
Student:	Person enrolled at a programme of Leiden University and as such making use of educational and/or exam facilities, in possession of a valid Leiden University Student Identity Card;
Member of Staff:	Person having an appointment with Leiden University as defined in the Collective Labour Agreement of Dutch universities (CAO NU), in possession of a valid Leiden University Staff Card;
Visitor:	Person on the premises not being a Student or Member of Staff;
SLO:	Student Life Officer having an appointment with the College;
RA:	Resident Assistant supervised by the SLO;
Restricted Areas:	Roof tops, fire escapes, window ledges, and utility closets;
Social Probation:	Probational period of time after an incident following a warning;

Tenancy Regulations:	The tenancy agreement with DUWO and the house rules included in this agreement.
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Article 2: Social Conduct

As a member of the College, each Student is expected to balance personal freedom with respect for others. Learning to respond maturely, to take responsibility, to cooperate with others, and to overcome adversity are important elements of personal growth and of the LUC educational philosophy.

- 2.1 Each Student is bound to respect each other's, Members of Staff's, and Visitor's individuality without discrimination or prejudice on social, religious, sexual or ethnic grounds.
- 2.2 Each Student will not affect any behaviour or action that threatens the physical, psychological, or social well-being of others, including but not limited to harassment, discrimination, intimidation, violence, theft, and vandalism.
- 2.3 Each Student will not engage in sexual misconduct such as sexual activity without the other's consent. [This document](#) includes (a) definitions of consent and sexual misconduct; (b) information about Dutch law regarding sexual misconduct; (c) procedures and contact information for victims of sexual misconduct. This information can also be found in each common room for easy reference.
- 2.4 Each Student is jointly responsible for the good order of the Hall of Residence, the campus, and its facilities. Students must refrain from any kind of behaviour that might lead to the deterioration of the campus area.

Article 3: Hall of Residence

- 3.1 Residential living requires a special commitment on the part of all residents to maintain a respectful, healthy and harmonious environment. Students are expected to remain respectful of themselves, each other, and their living spaces at all times.
 - 3.1.1 In any shared living situation there may be occasions when individuals infringe on the rights of others (e.g. excessive noise). Students are expected to try to resolve the issue themselves, taking initial responsibility for constructively communicating their concerns directly to the other individual(s) involved. Negotiating, solving problems, and maintaining good relations with those around you are highly valued skills and essential to the social development of every student.
 - 3.1.2 If initial attempts do not resolve the matter, or if any individual(s) repeatedly disrespects the rights of others or fails to meet the College's expectations, the student should contact an RA or the SLO for further advice on what other steps can be taken.
- 3.2 All Students and their Visitors are required to observe the regulations of the tenancy agreement as well as the DUWO House Rules.
- 3.3 Students are responsible for the actions of their Visitors.
- 3.4 The College has party guidelines for within the Hall of Residence (see below, p. 63: Common Room Party Guidelines); Students and their Visitors are expected to be familiar with and abide by them.
- 3.5 Pets are not allowed on campus.

Article 4: Hazing

- 4.1 Hazing is not part of the College culture, and is not tolerated in any form.

Article 5: Restricted Areas

- 5.1 Students are not allowed in any restricted area of the Academic Campus or within the Hall of Residence without express prior permission of the Dean, Operational Manager, or SLO, or in the case of an emergency.

Article 6: Smoking

- 6.1 Smoking of any kind is strictly prohibited within the Academic Campus and the Hall of Residence.

Article 7: Drugs Policy

- 7.1 The College has a Drugs Policy (see below, p. 64: Drugs Policy); Students are expected to be familiar with and abide by it.

Article 8: Community Standards Sanctions

- 8.1 A Student wishing to report any violation of the Social Honour Code (including harassment, discrimination or involuntary sexual contact) should consult with the SLO and/or the Operational Manager as soon as possible. Consultation does not commit a student to pursuing a complaint.
- 8.2 Actions or behaviour that are in breach of the Social Honour Code may also constitute a breach of the Tenancy Regulations and/or DUWO House Rules, and vice versa. This may result in sanctions from the College and DUWO. Therefore, the College and DUWO will share information with regard to student conduct.
- 8.3 Infraction of any of the articles above may result in a sanction. Infractions of the Social Honour Code can lead to the following sanctions, depending on the circumstances:
- 8.3.1 **Warning:** First offences considered not serious enough for Social Probation will result in a warning; two infractions in the same semester will automatically lead to Social Probation for the semester or year, depending on the circumstances.
- 8.3.2 **Social Probation:** In case of serious violation of the articles above, the Dean may decide to confer Social Probation. The Dean will decide on any of these measures, including the duration of the Social Probation, based on the recommendation of the SLO and/or Operational Manager.
- 8.3.2.1 Social Probation includes, but is not limited to, being ineligible for scholarships provided by the College, the semester abroad and internship programmes of the College, and voluntary or employed work for the College.
- 8.3.2.2 In particular cases, a student who is on Social Probation is required to report periodically to the SLO and/or the Operational Manager.
- 8.3.3 **Exclusion:** Exclusion from the Academic Campus will result from all cases where a student's further presence on campus is not warranted or because of continued anti-social behaviour. Exclusion is at the discretion of the Dean in accordance with the RGUG and can be implemented for a time of up to 10 days as the investigation into an incident occurs.
- 8.3.4 **Expulsion:** In accordance with the RGUG, temporary or permanent denial of entry or use of the College, or ultimately thereafter expulsion from the College.
- 8.3.5 **Financial Charges** for the repair of damage caused.
- 8.4 The Dean or his/her designated official (e.g. Operational Manager, SLO) will decide on any of these measures based on recommendations by the SLO and in consultation with the Operational Manager.
- 8.5 The Dean will inform student(s) in case of pending social probation, exclusion or expulsion; students who are not available within 24 hours of a request lose their right to be informed in advance.
- 8.5.1 A hearing will be organised on the shortest possible term.
- 8.6 In case urgent action is advised, the Dean reserves the right to take immediate measures.

4.7 Common Room Party Guidelines

The common rooms are meant for socializing among floormates. Although you should feel free to occasionally invite friends from inside or outside LUC, common rooms are not suitable for parties involving many people not living on the same floor. Mass gatherings in the common rooms can be cancelled in the name of health and safety. The organization of parties are subject to the following guidelines:

Article 1: Prior Permission

- 1.1 Before a social gathering in one of the common rooms on the residential floors (five to twenty-one) of the Hall of Residence can take place, the organiser must approach the following:
 - 1.1.a The residents of the floor in question for their approval (two-thirds majority of the total number of residents required) at least 72 hours beforehand.
 - 1.1.b The RA of the floor in question at least three business days beforehand, allowing the RA sufficient time to liaise with the SLO for permission. This request should be in writing.
- 1.2 Party organisers should include in their written request: (a) the reason for the party; (b) date and time of the party; (c) expected attendance; (d) name(s) of the organiser(s); (e) name(s) of the person(s) overseeing the party (party managers).
- 1.3 The party managers should contact the RA on-call the night of the gathering, between 19:00 and the start of the party, to make themselves known to the RA.

Article 2: Party Management

- 2.1 One or two members of the organisers (depending on the size of the gathering) should be on duty during the gathering in order to ensure the following:
 - 2.1.a The number of people in the common room is not exceeded beyond the amount allowed in that particular room:
 - Floors 5 and 15-21 = 35 people
 - Floors 6-14 = 50 people
 - 2.1.b The music is kept at a reasonable volume, i.e. it cannot be heard outside of the common room when the door is closed.
 - 2.1.c Attendees are kept out of the corridors and moved into the common room, in order to avoid disturbing residents.
- 2.2 Party managers should not be consuming alcohol or other drugs that would inhibit their ability to adequately respond to any infractions.
- 2.3 The RA on-call should be contacted immediately for any safety or medical emergencies.
- 2.4 Party managers should also be aware that unless particular individuals are identified, they are held responsible for any infractions of the Social Honour Code, DUWO House Rules, and Tenancy regulations.

Article 3: Clean-up after the party

- 3.1 A cleaning team should be identified prior to the gathering and notified in advance of cleaning expectations. Students are expected to clean up after their parties immediately the next day out of consideration for the floor residents.
- 3.2 Cleaning should finish before 15:00 the following day, in order to ensure the floor residents are able to have dinner that evening.

- 3.3 The common room should be left in perfect cleaning conditions, regardless of what it was before the party.
- 3.4 Party organisers are also responsible for the cleaning of any hallway, stairways, and/or elevators or those responsible for the party may face consequences.

Article 4: Other

- 4.1 The Dean can deny permission for any party on Campus of either type at any time if serious concerns are raised (e.g. by the Student Life Officer, Operational Manager, or individual groups of students).
- 4.2 Parties held off campus are the sole responsibility of the individual organisers. LUC bears no responsibility for the conduct of off-campus parties.

4.8 Drugs Policy

Contrary to popular belief, dealing in and possession of drugs of any kind (including soft drugs such as marijuana and hashish) is illegal in the Netherlands. However, the Dutch Opium Act (*Opiumwet*) differentiates between hard drugs and soft drugs. There is a zero-tolerance policy for the possession of or trafficking in hard drugs like heroin, cocaine, ecstasy, speed, GHB, and LSD. The personal use in limited amounts (up to 5 gram) of soft drugs like hashish and marijuana is tolerated in the Netherlands under strict regulations. You are responsible for familiarising yourself with the Opium Act.

It is not permitted to violate any regulations of the Opium Act in or near the Academic Campus or within the Hall of Residence, including the cultivation of cannabis or similar plants, whatever the quantity.

The dealing and/or possession of any drugs (whether soft drugs, hard drugs or amphetamines) not prescribed by a doctor or available over-the-counter is forbidden in or near the Academic Campus or within the Hall of Residence.

Smoking is prohibited on campus; this includes smoking hashish or marijuana.

Appendix I – Leiden University College Course & Examination Regulations

Model OER B 2023-2024 EN

Adopted on August 2023

COURSE AND EXAMINATION REGULATIONS

Valid from 1 September 2023

Bachelor's programmes Liberal Arts and Sciences: Global Challenges (BA and BSc) [Leiden University College The Hague (LUC)].

These Course and Examination Regulations (henceforth OER) have been drawn up in accordance with the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*; WHW] (henceforth the Act) and the following Leiden University regulations:

- the Regulation on the Binding Study Advice
- the Leiden Register of Study Programmes Framework Document
- the Academic Calendar
- the Regulations for Student Registration, Tuition Fees and Examination Fees
- [the Online Proctoring Protocol](#)
- [the Guidelines for Elective Credits and Minors](#)

The model OER are laid down in Dutch and then translated into English. In the event that there are differences between the two versions, the Dutch version will prevail.

Pursuant to Article 7.14 of the Act, the Faculty Board regularly evaluates the OER and considers, for the purpose of monitoring and – if necessary – adjusting the study load, how much time it takes students to comply. In accordance with Article 9.18 of the Act, the Programme Committee is assigned the task of annually assessing the implementation of the OER.

Contents

1. General Provisions
2. Description of the Programme
3. Curriculum
4. Examinations and Final Examinations
5. Admission to the Programme
6. Student Counselling and Study Advice
7. Evaluation of the Programme
8. Final Provisions

Appendices

- Enrolment protocol: <https://inschrijfprotocol.universiteitleiden.nl/>
- Prospectus <https://studiegids.leidenuniv.nl>

- Appendix 1: Honours and Grading System LUC The Hague
- Appendix 2: Learning Outcomes per Major

Chapter 1 General provisions

Article 1.1 **Scope of the regulations**

These regulations apply to the teaching and examinations of the Bachelor's programme(s) Bachelor's programme(s) Liberal Arts and Sciences: Global Challenges (BA and BSc), henceforth referred to as the programme. henceforth referred to as the programme.

The programme is instituted in the Faculty of Governance and Global Affairs of Leiden University, henceforth referred to as the Faculty, and is taught in The Hague by the Leiden University College.

Article 1.2 **Definitions**

In these regulations the following definitions apply:

a. Board of Examiners	The Board of Examiners for the programme, established and appointed by the Faculty Board in accordance with Article 7.12a of the Act
b. Component	One of the courses or practical assignments of the programme, as referred to in Article 7.3 of the Act. The study load of each component is expressed in whole credits. Each component is concluded with an examination.
c. Credit	The unit in EC that expresses the study load of a component as referred to in the Act. According to the ECTS, one credit equals 28 hours of study.
d. EC(TS)	European Credit (Transfer System)
e. Education Administration Office	The office in the faculty where students can go for information and to register for courses (education information centre, service desk, education service centre)
f. Prospectus	The digital prospectus containing specific and binding information about the programme: http://studiegids.universiteitleid.nl/ . The Prospectus constitutes an integral part of these regulations, and is included as an appendix.
g. Degree classification	Further degree classification by the Board of Examiners
h. Digital teaching environment	A digital environment, such as Brightspace, in which students can work together, communicate and learn
i. Enrolment protocol	The digital enrolment protocol containing specific and binding information concerning enrolment in components, examinations, and final examinations. The enrolment protocol constitutes an integral part of these regulations, and is included as an appendix.
j. Examination (tentamen)	An inspection of the knowledge, understanding and skills of the student with respect to a particular component, and an assessment thereof (in accordance with Article 7.10 of the Act). The assessment can take place in written form, orally as well as digitally, or a combination of these methods. An examination may consist of several constituent examinations. Credits are only awarded for examinations passed. The inspection is conducted according to the method determined by the Board of the Examiners to assure the quality of examinations and final examinations.
k. Examiner	The person appointed by the Board of Examiners to conduct examinations, in accordance with Article 7.12c of the Act

l. Final examination (<i>examen</i>)	The examinations associated with the components belonging to the programme or the propaedeutic phase of the programme, including an investigation to be carried out by the Board of Examiners itself, as referred to in Article 7.10 (2) of the Act
m. First/second examiner	The first or second examiner to read and assess the thesis/final paper/final report/final programme assignment. The first examiner is also the supervisor.
n. Language of instruction	The language of a programme, in which lectures and tutorials are given and examinations and final examinations are held
o. Leiden Register of Study Programmes	Register of the programmes offered by Leiden University, maintained under the supervision of the Executive Board, as referred to in Article 7 of the Management and Administration Regulations
p. Level	The level of a component according to the abstract structure as defined in the Leiden Register of Study Programmes Framework Document. ⁵
q. Nominal duration of study	The study load in years of study as established in the Central Register of Higher Education Programmes
r. Portfolio	A monitoring and assessment file with which students (1) demonstrate that they have achieved a sufficient level of academic education to be awarded the degree, (2) record their personal process of academic learning during the programme, and (3) receive appropriate supervision and study advice
s. Practical assignment	<p>A practical assignment that contributes to an examination or final examination, as referred to in Article 7.13 (2) (d), of the Act, and takes one of the following forms:</p> <ul style="list-style-type: none"> - writing a thesis/final paper/final report/final programme assignment, - writing a paper or creating an artistic work, - carrying out a research assignment, - participating in fieldwork or an excursion, - completing an internship, or - participating in another educational activity aimed at acquiring particular skills
t. Pre-University College	A teaching programme offered by Leiden University to selected pupils in the fifth and sixth grades of secondary (pre-university) education (VWO)

⁵[Leiden Register of Study Programmes](#)

u. Programme	The programme to which the OER relates: a coherent set of components, aimed at achieving clearly defined objectives relating to the knowledge, understanding and skills that a graduate of the programme is expected to have acquired. Each programme is concluded with a final examination.
v. Propaedeuse	The first year of the programme and the part of the programme defined in Article 7.8 of the Act. This phase is concluded with an examination, unless the Faculty determines otherwise in these regulations.
w. Student	A person enrolled at Leiden University in order to follow the courses, and/or sit the examinations and final examinations of the programme
x. The Act	The Higher Education and Research Act [<i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> , WHW]
y. Working day	Monday to Friday, excluding public holidays and the compulsory closure days specified by the Executive Board
z. the College	The International honours college of Leiden University, which offers a fulltime small-scale and intensive Liberal Arts and Sciences BA and BSc study programme within a residential concept to students selected for admission
z. Major	A specialisation of 80-85 ECTS within the programme, meeting the requirements stipulated in Article 4.11.2
aa. Minor	A coherent 30 ECTS package of courses, including 10 credits at 300- level (see Article 2.7)
bb. track	A coherent series of a 100-level, 200-level and 300-level course as specified per Major
cc. Grade Point Average	The average grade point achieved by a student The average grade point based on all results achieved by a student
dd. Cumulative Grade Point Average:	
ee. Extracurricular credits	Credits obtained by a student which exceed the 180 credits needed to meet the graduation requirements.

All other terms have the meaning ascribed to them by the Act.

Article 1.3 **Codes of conduct**

1.3.1 The Leiden University Code of Conduct on Standards of Behaviour between Lecturers and Students is applicable.⁶ The aim of this code is to create a framework for a good, safe and stimulating work and study environment within Leiden University, in which teachers and students respect each other and in which mutual acceptance and trust are important values.

1.3.2. The Code of Conduct on Remote Teaching applies;⁷ this provides guidelines for teaching and learning in digital environments, remote environments or any form of teaching that is primarily dependent on IT services.

1.3.3 The Leiden University Regulations on ICT and Internet Use are also applicable.⁸ These regulations define what is considered appropriate use of ICT and internet and how usage checks will be made. They also explain which conduct is not tolerated and the consequences that apply.

1.3.4 Furthermore, the following Faculty codes of conduct apply to the programme:

- The Academic Honour Code⁹ of the College applies and requires the College community to uphold the values and ideals of LUC The Hague as well as the highest standards of academic conduct as a framework for a good, safe and stimulating academic environment.
- The Social Honour Code¹⁰ of the College applies and requires students to take responsibility to uphold the values and ideals of LUC The Hague as well as the highest standards of social conduct, ensuring a harmonious community including the residential life systems as well as the third year students who live off campus.

Chapter 2 Description of the Programme

Article 2.1 Objectives of the programme

The programme has the objective to train students in the tradition of the Liberal Arts and Sciences, with a focus on Global Challenges, leading to graduates who have the knowledge, skills and orientation described in Article 2.3.

Article 2.2 Specialisations

The programme Liberal Arts and Sciences: Global Challenges has the following specialisations (Majors):

- Earth, Energy, and Sustainability (BSc)
- Global Public Health (BSc) – to be titled Global Health, Innovation and Society (BSc) from AY 2024-2025
- Governance, Economics, and Development (BSc)

⁶[Leiden University Code of Conduct on Standards of Behaviour between Lecturers and Students](#)

⁷[Code of Conduct on Remote Teaching](#)

⁸[Leiden University Regulations on ICT and Internet Use](#)

⁹ The Academic Honour Code is published in the Student Handbook of the College. The contents of the Student Handbook apply for the duration of the academic year 2019-2020, or until a new version has been published in the course of that year. Previous versions of the Student Handbook are superseded by the current version. The Student Handbook can be found on the website of the College (<http://www.lucthehague.nl>).

¹⁰ Ibid.

- Culture, History and Society (BA)
- International Justice (BA)
- World Politics (BA)

For students who enrolled in the programme for the first time before 1 September 2014, the following Majors apply: Global Justice; Global Public Health; Human Interaction; International Development; Policy Science; Political Arts; Sustainability; World Politics.

The learning outcomes per Major are defined in Appendix 2.

Article 2.3 **Learning outcomes**

Graduates of the programme have attained the following learning outcomes, listed according to the Dublin descriptors:

a. Knowledge in Major

LUC The Hague graduates:

- Have an overview of the knowledge base in the domain of their chosen Major. This includes knowledge of the most important theories, models, concepts and discourse of the area of study.
- Demonstrate deep knowledge by not just learning facts but by applying concepts and models with reference to real world cases.
- Are able to analyse real world cases, choosing the most appropriate research methods for the case at hand.

b. Knowledge in General Education

LUC The Hague graduates:

- Have insight in the origins and interaction of humans with each other and the planet they inhabit, based in the natural sciences, law, social sciences and humanities.
- Have a broad knowledge base that enables them to place global challenges in multiple perspectives.

c. Academic skills

LUC The Hague graduates:

- Demonstrate the ability to rationally analyse and evaluate cases, arguments and lines of reasoning, distinguishing between facts and opinions.
- Can research, individually or in a group, a case, problem or issue and integrate knowledge, analytical, problem solving and communication skills to come to a solution, recommendation, or advice.
- Demonstrate quantitative literacy when consuming information and arguments which rely on mathematical and statistical elements.

d. Interdisciplinary skills

LUC The Hague graduates:

- a. Have an understanding of the various fields of study, their subject matter, epistemology, ontology, methodology, and research methods.
- b. Can analyse a complex case and determine which disciplines and research methods are needed to come to a solution.
- c. Can combine knowledge and methods from various disciplines to come to an integrated approach for the case at hand.
- d. Are able to create new ideas and contribute to solutions by bringing together or reapplying existing knowledge.
- e. Can argue a well-considered stance, making use of the relevant disciplines.

e. Global Citizenship

LUC The Hague graduates:

- a. Are able to identify, reflect upon, and responsibly act upon their social and civic responsibilities.
- b. Are able to apply theoretical concepts related to lived experiences outside of the College setting.
- c. Are able to critically reflect upon their own values and beliefs while coming into contact with others.
- d. Are able to engage in diverse cultural, social and professional situations and environments.

f. Personal skills

LUC The Hague graduates:

- a. Are able to reflect upon their own opinions and ideas and are open to changing their mind when new insights or knowledge are presented.
- b. Have leadership skills and are able to take responsibility to contribute to change.

g. Communication skills

LUC The Hague graduates:

- a. Have excellent written and oral presentation skills and are able to select the proper format and register for a lay or specialised audience.
- b. Are able to present their ideas and analyses in an unambiguous and coherent way, using the appropriate methods of communication for the situation.
- c. Have learned to work in a team, both organizing and contributing to the group process, with respect for all group members.
- d. Appreciate, value and use diversity in academic disciplines, cultural backgrounds, and personal styles.

h. Learning skills

LUC The Hague graduates:

- a. Are able to continuously expand their knowledge and modify their skillset in an ever-evolving world environment. They will continue to develop and pursue their academic curiosity throughout their careers and life and are able to organise their own learning.

- b. Have acquired the skills to detect and remedy deficiencies in their own knowledge and have the tools to obtain, evaluate, and process new information quickly.
- c. Demonstrate profound respect for academic integrity and ethical scholarship.

Article 2.4 **Structure of the programme**

The programme Liberal Arts and Sciences: Global Challenges offers full-time tuition only.

The nominal duration of the part-time programme is 3 years.

Article 2.5 **Study load**

The programme has a study load of 180 credits. The first year programme has a study load of 60 credits and forms an integral part of the programme. The norm at the College is that students earn 15 credits per block (30 credits per semester, 60 credits each year), and maintain a cumulative GPA of at least 2.0. If students comply with the norm they are considered to be in good academic standing.

Students who maintain a cumulative GPA of 3.3, or with approval of the Board of Examiners, may enroll in additional courses after the first semester of their first year of enrollment at the College, provided places are available.

Article 2.6 **Start of the programme; uniform structure of the academic year**

The programme starts on 1 September. In terms of regular courses, the programme is based on the university semester system and comprises 42 teaching weeks. In exceptional cases, the College may allow a student to start on 1 February.

Article 2.7 **Minors and Honours education**

2.7.1 As of Academic Year 2023-2024 LUC will discontinue the four LUC The Hague Minors: Psychology; Gender Studies; Journalism and Philosophy. These Minors will no longer be offered to students starting in 2022-2023 and onwards. Courses required for the completion of these Minors will remain available to students who are currently enrolled in one of these four Minors until they have completed the Minor.

LUC students will still have the option to do the LUC The Hague Minor in a Major. Students select a combination of 30 ECTS credits (at least 10 credits at 300-level) within one of the College's six Majors.

As of AY 2023-2024 the following Minor will be offered by LUC:

- Sustainability, Climate Change and Food

This Minor will be open to all LUC students, LU students and LDE students.

2.7.2 The description of the components belonging to a particular minor can be found in the Prospectus. The Prospectus also specifies which Board of Examiners is authorised to examine the minor.

2.7.3 The educational minors are the responsibility of the ICLON Board of Examiners.

2.7.4 Components that are offered in the context of the Honours tracks are the responsibility of the Honours Academy Board of Examiners.

Article 2.8 **Final examinations of the programme**

2.8.1 The following final examination(s) can be taken within the programme:

- a. ~~the examination for the propaedeuse~~
- b. the final examination for the bachelor's programme

If the programme has a propaedeutic examination, students may only sit the final examination for the programme once they have passed the propaedeutic examination.

Article 2.9 **Language of instruction**

2.9.1 Subject to the Code of Conduct on the Language of Instruction and Examination¹¹ the language(s) in which the instruction is given is English. Students are expected to have an adequate command of the language(s) of instruction used in the programme, in accordance with the requirements stated in Article 5.2.4. As appropriate, the Faculty publishes the OER in English for English-taught programmes.

2.9.2 Contrary to Article 2.9.1, in individual cases the Board of Examiners can permit the student to write the final thesis in another language, in accordance with the Guideline on Language Policy.¹²

Article 2.10 **Quality**

The programme is accredited by NVAO¹³ and meets the national and international quality requirements for degree programmes. The programme's teaching also meets the quality standards for teaching set out in the Leiden Register of Study Programmes Framework Document.

Chapter 3 Curriculum

Article 3.0 **Exceptions due to *force majeure* situations**

3.0.1 If it is not possible, in the even of a crisis as defined in Article 1 of the Leiden University Regulations on Crisis Management Coordination, or other *force majeure* circumstances, such as coronavirus measures, to provide or take part in components as set out in the OER or the Prospectus, changes will be announced by the authorised body in due time via Brightspace.

Article 3.1 **Compulsory components**

¹¹[Code of Conduct on Language of Instruction.](#)

⁵ Guideline on Language Policy

¹³ The Accreditation Organisation of the Netherlands and Flanders.

3.1.1 The programme includes compulsory components worth a total study load of 45 ECTS credits. These compulsory components include the set components from which students are obliged to choose.

3.1.2 [not applicable] 3.1.3 The Prospectus further specifies the actual structure of the programme, i.e. the study load, level,¹⁴ content, method of examination and structure of the components of the curriculum.

Article 3.2 **Optional components**

3.2.1 In addition to the components referred to in 3.1.1, students select components from those on offer worth a total study load of 135 credits. At least 105 of these credits must be earned within the College, except in cases where the Board of Examiners decides otherwise. Language courses taken at Leiden University which are used to fulfil the Global Citizenship requirements are considered to be earned within the College. Students may choose optional components (electives) with a maximum of 45 credits: In the first-year programme students may pursue electives within the College worth 15 credits / Students starting in the Academic Year 2018-2019, in the first year may pursue electives within the College worth 20 credits; in the post-first-year programme students may choose a maximum set of electives worth 30 credits with a maximum of 15 credits at 100-level. These post-first-year credits may also be earned outside of the College with prior approval of the Board of Examiners.

Upon enrollment at the College students may request to transfer a maximum of 30 credits completed at a recognised and/or accredited institution of higher education. This includes any credits obtained at LUC as a non-degree student (exchange student, visiting student or independent study abroad student). Such request must be filed to the Board of Examiners during the first year of enrollment, before the end of block 2. Transferred credits are assigned to the (post-first-year) elective space or registered as an exemption (article 4.9).

3.2.2 Students are obliged to register for the minor of their choice according to the Guidelines for Elective Credits and Minors which can be found on the Leiden University website.

3.2.3 The Board of Examiners must approve the student's selection of components. The Board of Examiners bases its evaluation of the student's selection solely on the coherence and level of the components selected. The approval of the Board of Examiners is not required for minor programmes with a study load of 30 credits that are recognised as such by Leiden University nor for the minors recognised by Delft University of Technology and Erasmus University Rotterdam.

3.2.4 In addition to the components taught at this university, and subject to the approval of the Board of Examiners, students may also select components offered by other Dutch or foreign universities, or components offered by another legal entity offering accredited undergraduate higher education programmes.

3.2.5 Because LUC The Hague is an international honours college, components in which the student participates in the framework of the Honours College of Leiden University can be

¹⁴ In accordance with the 'abstract structure', as specified in the Leiden Register of Study Programmes Framework Document.

used as optional courses¹⁵. The 30 ECTS honours tracks are designed as extra-curricular tracks and cannot be included in their entirety in the LUC elective space.

3.2.6 Students who are enrolled in the programme may assemble their own curriculum of components that are taught by an institution, as long as these are concluded with a final examination. They will require the permission of the most appropriate Board of Examiners. When granting such permission, the Board of Examiners also indicates to which University programme the curriculum is considered to belong.¹⁶ If necessary, the Executive Board designates a Board of Examiners to take this decision.

3.2.7 *[not applicable]*

Article 3.3 **Practical assignments**

3.3.1 For each component, the Prospectus specifies which practical assignments are included, the nature and scope of the student's workload for these practical assignments and whether participation in these is a condition of entry to the (other parts of) examination for the component. The Board of Examiners may exempt students from a practical assignment, in which case the Board can choose to apply alternative conditions.

3.3.2 The Prospectus specifies the scope and study load of the final thesis (Capstone), including the requirements that the thesis must meet and the procedure that applies to the supervision.

Article 3.4 **Sitting examinations and taking part in components**

3.4.1 Taking part in components

3.4.1.1 Because of the structure of the programme, participation in components (courses) is allocated on the basis of registration, need to fulfil the programme requirements and preference, with the provision that students who are registered in a particular Major are given priority to courses that are a mandatory part of their programme. Students may only take certain components once they have passed the examination of a preceding component. The e-Prospectus specifies the components to which this condition applies. Each component is usually capped at 20 students.

For the LUC Minor 'Sustainability, Climate Change and Food' students must register for the component according to the applicable enrolment protocol.¹⁷ Registration is possible up to fourteen calendar days before the start of the component, as stipulated in the Prospectus.

3.4.1.2 In the case of a component with restrictions on the number of participants, participation takes place in order of enrolment. For students enrolled in the programme, timely enrolment guarantees placement in the components that form part of the mandatory curriculum of the programme.

The stipulations in this article are only applicable to the LUC Minor: Sustainability, Climate Change and Food. The stipulations in this article do not apply to the rest of the Bachelor of Liberal Arts & Sciences: Global Challenges programme.

¹⁵ See <http://education.leiden.edu/honourcollege>.

¹⁶ In accordance with Article 7.3j of the Act ('free curriculum in higher education').

¹⁷ Course and examination enrolment-Leiden University.

3.4.1.3 Contrary to Article 3.4.1.1, a different enrolment period may apply for certain components, if approved by the Faculty Board. The relevant components and the corresponding enrolment term can be found in the Prospectus.

The stipulations in this article are only applicable to the LUC Minor: Sustainability, Climate Change and Food. The stipulations in this article do not apply to the rest of the Bachelor of Liberal Arts & Sciences: Global Challenges programme.

3.4.1.4 Students who have not enrolled on time can report to the Education Administration Office of the faculty of which the study programme is part. The relevant enrolment protocol lists the circumstances on the basis of which students may be enrolled contrary to Article 3.4.1.1.

The stipulations in this article are only applicable to the LUC Minor: Sustainability, Climate Change and Food. The stipulations in this article do not apply to the rest of the Bachelor of Liberal Arts & Sciences: Global Challenges programme.

3.4.2 Sitting examinations

3.4.2.1 At the same time as registering for the component, students register for the corresponding examination. *The stipulations in this article are only applicable to the LUC Minor: Sustainability, Climate Change and Food. The stipulations in this article do not apply to the rest of the Bachelor of Liberal Arts & Sciences: Global Challenges programme. For the Bachelor Programme students do not register for examinations separately.*

3.4.2.2 Students who do not register for the component may register only for the examination or constituent examination. To be allowed to sit the examination or constituent examination, a confirmation of registration for the examination is required.

The stipulations in this article are only applicable to the LUC Minor: Sustainability, Climate Change and Food. The stipulations in this article do not apply to the rest of the Bachelor of Liberal Arts & Sciences: Global Challenges programme. For the Bachelor Programme students do not register for examinations separately.

3.4.2.3 In order to sit the examination, students must confirm their participation. They can only sit an examination once confirmation of participation has been given.

The stipulations in this article are only applicable to the LUC Minor: Sustainability, Climate Change and Food. The stipulations in this article do not apply to the rest of the Bachelor of Liberal Arts & Sciences: Global Challenges programme. For the Bachelor Programme students do not register for examinations separately.

3.4.2.4 Students will receive a notification in due time asking them to confirm or cancel their participation. Confirmation of participation in an examination is possible up to ten calendar days before the examination takes place.

The stipulations in this article are only applicable to the LUC Minor: Sustainability, Climate Change and Food. The stipulations in this article do not apply to the rest of the Bachelor of Liberal Arts & Sciences: Global Challenges programme. For the Bachelor Programme students do not register for examinations separately.

3.4.2.5 Students who have not enrolled on time according to the applicable enrolment protocol may report to the Education Administration Office of the faculty of which the programme forms part.

The stipulations in this article are only applicable to the LUC Minor: Sustainability, Climate Change and Food. The stipulations in this article do not apply to the rest of the Bachelor of Liberal Arts & Sciences: Global Challenges programme. For the Bachelor Programme students do not register for examinations separately.

3.4.2.6 A different term applies for the situation as referred to in Article 4.6.2; in this case, students can register up to five calendar days before the examination takes place.

The stipulations in this article are only applicable to the LUC Minor: Sustainability, Climate Change and Food. The stipulations in this article do not apply to the rest of the Bachelor of Liberal Arts & Sciences: Global Challenges programme. For the Bachelor Programme students do not register for examinations separately.

Article 3.5 **Distribution of study materials**

3.5.1 Students are not permitted to take photographs or make audio or video recordings of lectures or education-related meetings, including the feedback sessions after examinations (including examinations assignments and model answers), without the explicit prior permission of the relevant lecturer. Should such permission be granted, students are only legally permitted to use the photograph or recording for their own use; all forms of distribution or publication of the photograph or recording are prohibited. A student has no independent control over these materials, unless the University has explicitly granted this to the student.

3.5.2 Students are prohibited from all forms of distribution or publication of study materials. The materials are for students' own use only.

3.5.3 Students are prohibited from infringing the intellectual property rights of the University, third parties or the person with whom licensing agreements were made.

Chapter 4 Examinations and Final Examinations

Article 4.0 **Exceptions due to *force majeure* situations**

4.0.1 If it is not possible, in the event of a crisis as defined in Article 1 of the Leiden University Regulations on Crisis Management Coordination, or other *force majeure* circumstances, such as corona measures, to offer examinations and final examinations in the form and at the point in time set out in the OER or the Prospectus, changes will be announced by the authorised body in due time via Brightspace.

Article 4.1 **Frequency of examinations**

4.1.1 For the regular Liberal Arts & Sciences: Global Challenges programme examinations, excluding the Capstone, are held only once during the academic year for each component

offered in that year. The Board of Examiners determines the manner of resit for practical assignments.

For the LUC Minor: 'Sustainability, Climate Change and Food' Examinations are held twice during the academic year for each component offered in that academic year. The Board of Examiners determines the manner of resit for practical assignments.

4.1.2 The Faculty Board is responsible for the practical organisation of the examinations and final examinations and ensures, if necessary by means of invigilation, that the examinations and final examinations proceed properly. If online proctoring is used, this is done according to [the Online Proctoring Protocol](#).

4.1.3 If a component includes a practical assignment, students may only sit the examination as referred to in 4.1.1 if they have passed the practical assignment, unless the Board of Examiners decides otherwise.

4.1.4 If the grade for a component results from several constituent examinations, it is possible to vary from the number of examinations and resits as referred to in 4.1.1, on the understanding that students are given the opportunity to resit and pass the component by taking an examination that is representative of the component. If applicable, this is specified in the Prospectus.

This rule will only apply to the LUC Minor: Sustainability, Climate Change and Food. This rule will not apply to any part of the regular LUC *Bachelor of Liberal Arts & Sciences: Global Challenges programme*.

4.1.5 In accordance with Article 7.13 (2) (h) of the Act, the Prospectus specifies the dates of the examinations.

4.1.6 The Board of Examiners may set certain rules for taking the resit. These rules are specified in the Rules and Regulations of the Board of Examiners.

This rule will only apply to the LUC Minor: Sustainability, Climate Change and Food. This rule will not apply to any part of the regular LUC *Bachelor of Liberal Arts & Sciences: Global Challenges programme*, as LUC does not hold resits for failed courses or examinations.

4.1.7 At a student's request the Board of Examiners may in exceptional circumstances diverge from the provisions of Article 4.1.1 and allow a replacement sitting.

4.1.8 During a bachelor's programme, students may resit one examination that they passed, without prejudice to the power of the Board of Examiners to deviate from this stipulation in exceptional cases and at the student's request. This only applies if the resit takes place in the same academic year as the original examination. In the event of such a one-time resit, the highest result obtained applies.

The examination referred to in the first sentence may consist of a number of constituent examinations. Registration for this examination should take place in accordance with Articles 3.4.1.1 and 3.4.2.2.

4.1.9 The following are excluded from the resit option as referred to in Article 4.1.8:

- Oral examinations

- Practical assignments
- Minors or components thereof, according to the recognised selection of minors included in the Prospectus
- Examinations that the student passed at a different institution than Leiden University

4.1.10 If a component is included in multiple programmes, the student is only granted one opportunity to resit an examination that they previously passed for this component.

Article 4.2 **Obligatory sequence**

4.2.1 The Prospectus specifies whether there are any examinations that students may not sit until they have passed the examinations for one or more other components.

4.2.2 For the components and their attendant examinations which must be completed in a given sequence, the Board of Examiners may in special cases, and following a substantiated written request by the student, agree to an alternative sequence.

Article 4.3 **Form of examination**

4.3.1 The Prospectus states whether the examination or constituent examinations for a component take the form of a written, digital or oral examination, or a combination of these.

4.3.2 The procedure during examinations and the guidelines and instructions, as referred to in Article 7.12b (1) (b) of the Act, for assessing and establishing the results of examinations and final examinations are described in the 'Rules and Regulations of the Board of Examiners'.

4.3.3 Students with a disability or chronic medical condition are given the opportunity to apply for individual examination arrangements adjusted to their particular disability or condition. These arrangements may not affect the quality or level of difficulty of the examination. If necessary, the Board of Examiners seeks expert advice, as referred to in the Protocol on Studying with a Disability,¹⁸ before reaching a decision.

4.3.4 In special cases, the Board of Examiners may, at the request of the student and within the scope of the OER, permit a student to sit an examination in another manner than specified in the Prospectus.

4.3.5 Examinations are held in the language(s) of instruction for the programme that is/are specified in the OER. At the request of the student, the Board of Examiners may permit a student to sit an examination in another language.

Article 4.4 **Oral examinations**

4.1.1 Students take oral examinations individually, unless the Board of Examiners decides otherwise.

¹⁸ [Protocol on Studying with a Disability](#)

4.4.2 Oral examinations are public, unless the Board of Examiners or the examiner concerned decides otherwise owing to special circumstances, or unless the student has reservations.

Article 4.5 Rules and Regulations of the Board of Examiners

4.5.1 In accordance with Article 7.12b (3) of the Act, the Board of Examiners establishes rules concerning the performance of its tasks and responsibilities and the measures it can take in the event of fraud.

4.5.2 The Board of Examiners is responsible for ensuring that the right of students to appeal against decisions of the Board of Examiners or the examiners is guaranteed.

Article 4.6 Assessment

4.6.1 The examiner determines the grade immediately after an oral examination has been conducted. The student receives a message about the grade via the University study progress system.

4.6.2 The examiner determines the grade of any written or other form of examination or constituent examination within ten working days of the day on which the examination or constituent examination was held. The result is notified to the student. The final grade is recorded in the University progress system, and the student receives a message about it via that system. The student will be informed of the result at least five working days before the next opportunity to take a resit of the same examination. If this deadline is not met, the resit can be postponed.

4.6.3 If the examiner is unable to comply with the periods of ten working days, as specified in Article 4.6.2, the student is notified accordingly within the specified term. The student is also informed of the relevant procedure in such cases.

4.6.4 The examination result will be expressed as a letter ranging from A+ (plus) to F, with A+ representing the highest grade and F the lowest.

4.6.5 The examination result is considered to be a pass if it is 6.0 or higher [or in the case of the LUC: C- or higher].

4.6.6 If students must complete a practical assignment to be permitted to sit an examination, the Board of Examiners may decide that students have sat the examination once they have passed the practical assignment.

4.6.7 Together with the written or electronic notification of examination results, students are also informed of their right to inspect their graded examination papers, as referred to in Article 4.8, as well as of the appeals procedure.

4.6.8 The Board of Examiners may draw up rules that specify under which conditions it may exercise its power as specified in Article 7.12b (3) of the Act to determine that students do not have to pass every examination and/or under which conditions the results of constituent examinations can compensate for each other. These rules are specified in the Rules and Regulations of the Board of Examiners.

Article 4.7 **Period of validity of examinations**

4.7.1 The College Board may limit the validity of an examination pass, subject to the authority of the Board of Examiners to extend the period of validity in individual cases. The period of validity of an examination pass may only be limited if the examined knowledge, understanding or skills are demonstrably outdated.

4.7.2 The Board of Examiners may, in accordance with the criteria specified in the Rules and Regulations and at the request of the student, extend the validity of examinations for a period to be specified by the Board itself. In the event of special circumstances in the sense of Article 7.51 (2), of the Act, the Board of Examiners shall act in accordance with the pertinent provisions in Article 7.10 (4) of the Act.

4.7.3 The validity period referred to in 4.7.1 starts on 1 September of the academic year following that in which the grade was obtained or the exemption granted.

Article 4.8 **Inspection and final feedback session**

4.8.1 Students are entitled to inspect and receive feedback on their graded examination within a maximum period of 30 calendar days following the publication of the results of a written or digital examination, and in any case before the resit takes place.

4.8.2 Within the period referred to in 4.8.1, students may inspect the examination questions and assignments, as well as - if possible - the grading schemes used to grade the examination.

4.8.3 Students may request a feedback session on the marked examination. The opportunity for this is announced together with the examination results.

4.8.4 The Board of Examiners is authorised to decide whether the inspection of the examination papers and the feedback session are to be collective or individual.

4.8.5 The examiner determines where and when the inspection of the examination paper and the feedback session will take place.

4.8.6 Students who are unable to attend the inspection of the examination paper and the feedback session due to demonstrable circumstances beyond their control are granted another opportunity, if possible within the period referred to in 4.8.1.

Article 4.9 **Exemption from examinations and/or practical assignments**

4.9.1 At the student's request and after consultation with the examiner in question, the Board of Examiners may grant the student exemption from one or more examinations or practical assignments if the student:

- has completed a component at a research university or university of applied sciences that is similar in content and level to the component for which the student is requesting exemption, or
- has demonstrated, through relevant work or professional experience, that they have acquired sufficient skills and knowledge in relation to the component in question, or

- has passed Pre-University College, in which case, the Board of Examiners determines the component(s) for which the exemption is granted.

4.9.2 If the exemption concerns the components that belong to a minor, the Board of Examiners responsible first consults the Board of Examiners of the programme that provides the minor before deciding whether to grant an exemption.

Article 4.10 **Final examination**

4.10.1 The Board of Examiners awards a degree certificate when there is sufficient proof that the final examination has been passed and that a final GPA of 2.0 or higher has been acquired.

4.10.2 As part of the final examination, the Board of Examiners is entitled to conduct its own evaluation of the knowledge, understanding and skills of the examination candidate and to assess the results.

4.10.3 The degree is only conferred once the Executive Board has declared that all procedural requirements (including the requirement to pay tuition fees) have been met. One degree certificate is awarded for each programme. The degree certificate states that the programme or specialisation was delivered by Leiden University and Leiden University College, Faculty of Governance and Global Affairs.

4.10.4 Pursuant to the regulations referred to in Article 7.11 (3) of the Act, a student who is entitled to graduate may ask the Board of Examiners to postpone graduation, as long as the student has not exceeded the maximum period of enrolment of four years for the programme in question.

4.10.5 This request must be submitted within five working days of the student receiving notification of his or her final examination results. In the request the student must indicate when they wish to receive the degree certificate.

4.10.6 The Board of Examiners may also approve the request if refusing it would result in a considerable injustice.

4.10.7 A supplement in Dutch and/or in English that conforms to the standard European Diploma Supplement format, including the grading table applicable for the degree programme, is attached to the degree certificate. In addition to the degree certificate, students are issued with a translation of the degree certificate and a certificate in Latin.

4.10.8 A student who has studied according to the College's norm as elaborated in article 2.5 and who wants to postpone graduation in order to pursue additional courses over and above 180 credits, draws up a justified extended study plan to be approved by the Board of Examiners.

Article 4.11 **The degree**

4.11.1 The degree of Bachelor of Arts or Bachelor of Science is awarded to those who have passed the final examination of the programme. The degree of Bachelor of Arts is awarded to students who successfully completed the Majors Culture, History and Society; International Justice; or World Politics. The degree of Bachelor of Science is awarded to students who successfully completed the Majors Earth, Energy, and Sustainability; Global Public Health [renamed to Global Health, Innovation, and Society for students enrolled from 2024-2025]; or Governance, Economics, and Development.

4.11.2 The degree certificate specifies which degree has been awarded as well as the Major completed.

Students who started before the Academic Year 2018-2019 must meet the following requirements to be able to graduate:

- have obtained 180 credits in total;
- have obtained 60 credits from the first-year curriculum;
- have obtained 80 credits in a Major;
- have obtained 10 credits in the Global Citizenship component (25 credits for students who enrolled in the programme for the first time before 1 September 2014);
- have obtained 30 credits in a Minor or by taking a set of elective courses (see Articles 2.7 and 3.2.1).

Students who started from the Academic Year 2018-2019 on must meet the following requirements to be able to graduate:

- have obtained 180 credits in total;
- have obtained 25 credits first year General Education;
- have obtained 15 credits first year Skills Courses;
- have obtained 85 credits towards their Major;
- have obtained 10 credits towards Global Citizenship;
- have obtained 15 credits in electives;
- have obtained 30 credits in a Minor or by taking a set of elective courses (see Articles 2.7 and 3.2.1).

Within the Major students who started before the Academic Year 2018-2019 should meet the following requirements:

- at least three 5 credits 100-level courses, one in each core track, as specified per Major;
- two or three 5 credits methodology courses at 200-level, as specified per Major;
- one 5 credits Research Design course at 200-level, as specified per Major;
- at least 20 credits at 300-level in at least two tracks, as specified per Major;
- a 10 credits 400-level final thesis (Capstone);

Within a Minor:

- 30 credits, with at least 10 credits at 300-level. See also Article 2.7.

Within the Major students started from the Academic Year 2018-2019 on should meet the following requirements:

- at least three 5 credits 100-level courses, one in each core track, as specified per Major;
- two or three 5 credits methodology courses at 200-level, as specified per Major;

- one 5 credits Research Design course at 200-level, as specified per Major;
- at least 20 credits at 300-level in at least two tracks, as specified per Major;
- a 10 credits 400-level final thesis (Capstone);

Within a Minor:

30 credits, with at least 10 credits at 300-level. See also Article 2.7.

Article 4.12 **Degree classification**

4.12.1 The Board of Examiners may attach a degree classification (distinction) to the result of a final examination.

4.12.2 The degree classification is based on the weighted average of the grades obtained for all the examinations that form part of the final examination, with the exception of the examinations for which an exemption was granted or for examinations or for which the student only obtained a proof of attendance. Components completed from other programmes, including components followed abroad, must be approved by the Board of Examiners. For students who enrol in the programme from the academic year 2015-2016 onwards, a distinction is only awarded when a student has completed the study programme within the nominal time plus one semester. In determining the number of years of study, which counts towards the decision to award a distinction, any study delay resulting from board membership activities or personal circumstances and which has been recorded by the Board of Examiners may be taken into account.

4.12.3 [not applicable]

4.12.4 [not applicable]

4.12.5 [not applicable]

4.12.6 [not applicable]

4.12.7 If a student has been subject to a disciplinary measure as a result of irregularity, fraud or plagiarism, as set out in the Rules and Regulations, a distinction will not be awarded, unless the Board of Examiners decides otherwise.

4.12.8 ~~The Final GPA and the~~ The degree classification for the curriculum of LUC The Hague are listed in the appendix 'Honours and Grading System LUC The Hague'.

Chapter 5 Admission to the programme for the academic year 2023-2024

Article 5.1 **Direct admission**

5.1.1 Direct admission to the programme is granted to those persons who meet the requirements set out in Articles 7.24 and 7.25 of the Act, subject to the proviso that, for the LUC and programmes with a fixed quota, the selection criteria and procedure as stated in Articles 5.3.2 and 5.3.3 apply.

5.1.2 [Not applicable]

5.1.3 In certain cases as defined in the Act, the Executive Board may deny admission by virtue of its powers under Article 7.28 (1), second and third sentences, of the Act.

5.1.4 If on the basis of Article 7.53 of the Act, the Executive Board has determined a limited first enrolment for the programme, the procedure described in Articles 5.3.2 and 5.3.3 is applicable.

Article 5.2 **Admission**

5.2.1 **Admission with first year diploma from a university of applied sciences or associate degree**

Pursuant to Article 7.28 (1a) of the Act, the following is required of the holder of an associate degree or the holder of a first year diploma from a university of applied sciences who is not in possession of a diploma as referred to in Article 7.24 (1) of the Act or of a diploma that is considered on the grounds of the second paragraph to be at least equivalent to such a diploma either by virtue of the Ministerial Regulations or by the Executive Board:

a) must demonstrate that they possess knowledge, understanding and skills required to successfully complete the bachelor's programme and meets the selection requirements included under Articles 5.3.2 and 5.3.3.

5.2.2 **Equivalent qualifications**

A person who is not in possession of a pre-university (VWO) diploma awarded after 2007, but who is nevertheless eligible for direct admission on the basis of the Act, must demonstrate that he or she possesses the knowledge, understanding and skills required to successfully complete the Bachelor's programme and meets the selection requirements included under Articles 5.3.2 and 5.3.3.

5.2.3 **Further prior education requirements and deficiencies**

5.2.3.1 [Not Applicable]

5.2.3.2 [Not Applicable]

5.2.3.3 [Not Applicable]

5.2.4 **Dutch and English languages**

5.2.4.1 [Not Applicable]

5.2.4.2 [Not Applicable]

5.2.4.3 Holders of a diploma obtained outside the Netherlands meet the requirement of a sufficient command of the English language if they have one of the following diplomas:

- An International Baccalaureate diploma from a programme taught in English (or an IB diploma with English A)
- A diploma of secondary (or higher) education completed in Australia, Canada (except for French-taught programmes in Canada), Germany, Ireland, Malta, New Zealand, Singapore, the United Kingdom, the United States or South Africa

5.2.4.4 Holders of a Dutch diploma meet the requirement of a sufficient command of the English language if they have a pre-university education (VWO) diploma with a final grade of 8.0 or higher.

5.2.4.5 If the student does not meet the requirements in 5.2.4.3, at least one of the following language requirements can be set:

- IELTS Academic test with an overall score of 7.0; where each separate constituent score must be at least 6.0;
- TOEFL (internet-based) test with a minimum score 100; where each separate constituent score must be at least 20.¹⁹
- Cambridge C2 or C1 Certificate (Proficiency: CPE or Advanced: CAE) with an overall score of 185.

At the time of applying for the programme, the test must have been taken no more than two calendar years previously.

5.2.4.6 If the student does not meet the requirement in 5.2.4.4, but has a pre-university education (VWO) diploma with a final grade of 7.0 in English, the student will be required to sit a supplemental exam in English proficiency at the College in which at least level C1 of the Common European Framework of References for Languages must be obtained.

5.2.5 **Entrance examination**

[Not Applicable]

Article 5.3 Selection for the programme *[Applies to programmes with a fixed quota and LUC]*

5.3.1 **Confirmation of admission**

The Faculty Board provides confirmation of admission if the student meets the selection criteria specified in Article 5.3.2, as long as the maximum number of students that may be enrolled in the programme has not been exceeded.

Article 5.3.2 **Selection criteria**

¹⁹ See also the comparison table: English-test-equivalencies.pdf (universiteitleid.nl)

The selection criteria are:

Proficiency in English. Ideally, the applicant has at least

- A diploma of secondary (or higher) education completed in Australia, Canada (except for French-language programmes in Canada), Germany, Ireland, Malta, New Zealand, Singapore, the United Kingdom, the United States or South Africa
- a grade 8 in English at Dutch VWO, or
- passed a TOEFL Internet-based test with a minimum score 100, or
- an IELTS Academic test with an overall score of 7.0, or
- obtained a Cambridge C2 or C1 Certificate (Proficiency: CPE or Advanced: CAE) with an overall score of 185, or
- a European Baccalaureate English Language 1, or
- a European Baccalaureate English Language 2, with aside the subject English 2L, at least 4 other courses taught in English, other than Ethics/Religion and Physical Education, during the last cycle (years 6&7), or
- A full English-taught International Baccalaureate Diploma, or
- An International Baccalaureate with English A at Higher Level, or
- a Diplôme du Baccalauréat Général – Option International American/English section, or
- a Zeugnis der Allgemeinen Hochschulreife with a final English grade of at least 13, or
- National Senior Certificate (UMALUSI or IEB) with English as home or first language, or
- Maltese Matriculation Certificate from the University of Malta, or
- Singapore three H2-Levels combined with O/N-Levels
- Proficiency in mathematics.²⁰ Please refer to the list of mathematics requirements on the Admissions web page of the College²¹
- Overall academic strength across multiple academic subjects and domains of activity as demonstrated in the application materials (CV, motivation letter, diploma²²/transcripts, recommendation letter) and – if applicable – interview;
- Suitability and commitment to study in an international and academically demanding environment as demonstrated in the application materials and – if applicable – interview;
- Suitability and commitment to contribute to the residential campus environment at LUC The Hague in a positive manner as demonstrated in the application materials and – if applicable – interview.

5.3.3 Selection procedure

²⁰ For students with marginal mathematics scores the Admissions Board may require students to participate in a diagnostic exam and remedial mathematics course at the College.

¹⁹²¹ <https://www.universiteitleiden.nl/en/education/study-programmes/bachelor/liberal-arts--sciences-global-challenges/admission-and-application/entry-requirements#mathematics-requirements>

²² Please refer to the diploma requirements on the admissions webpage of the College

The selection procedure is as follows: Complete applications which meet the minimum admission requirements (see Article 5.3.2) are reviewed by the Board of Admissions, which includes a review of the applicants' academic profile and domains of activity and motivation for studying at the College. In addition, applicants who are deemed admissible may be invited for a personal interview either at the College or via multimedia. Decisions on admission applications are made by the Dean of the College with the formal approval of the Faculty Board. Only complete applications which are submitted via the way specified on the LUC website will be taken into consideration.

5.3.3.2 Students who wish to reregister after a period of deregistration, will be required to contact the Study Advisors to discuss their return.

Chapter 6 Student Counselling and Study Advice

Article 6.1 Study progress administration

6.1.1 The College keeps records of the results of individual students.

6.1.2 Students may inspect their results in the study progress system at any time.

6.1.3 From the second year of enrolment, the programme asks all students to submit an annual study plan, indicating the examinations they intend to take, and the extracurricular activities relevant to the programme or recognised by the Executive Board in which they intend to participate.

Article 6.2 Introduction and student counselling

As referred to in the Leiden University Regulation on the Binding Study Advice, the programme must provide an introduction and counselling for all students who are enrolled in the programme, in order to familiarise them with their study options in the programme and elsewhere and to facilitate their progress in their studies.²³

Article 6.3 Study advice

6.3.1 In their first year of enrolment, all students are provided with advice on the continuation of their studies. The Board of Examiners is mandated by the Faculty Board to issue this study advice. For information on the requirements, the number of times and the occasion when the advice is issued, and the possible consequences of this advice, see the Leiden University Regulation on the Binding Study Advice that applies to the academic year in question, as well as 6.3.2.

6.3.2 In addition to the required minimum of 45 ECTS credits for a positive binding study advice as referred to in the Leiden University Regulation on the Binding Study Advice, the College imposes requirements concerning certain components that students must pass, in order to obtain the positive binding study advice.

For students who started before the Academic Year 2018-2019:

²³ [Leiden University Regulation on the Binding Study Advice](#)

- All students are required to pass the course Academic Writing, and
- at least 35 ECTS credits of the other compulsory courses (Global Challenges courses, History of Science, History of Philosophy, Mathematics, Statistics) in the first year of enrolment.

For students who started in the Academic Year 2018-2019:

- All students are required to pass the course Academic Writing, and
- at least 30 ECTS credits of the other compulsory courses (Global Challenges courses, History of Philosophy, Mathematics, Statistics) in the first year of enrolment.

For students who started in the Academic Year 2019-2020 and onwards:

- All students are required to pass the courses Academic Writing and Statistics in the first year of enrolment.

6.3.3 A binding negative study advice with refusal only applies to the programme and associated specialisations in which the student is enrolled. The binding study advice also applies to any bachelor's programme which shares the first year programme within the Bachelor's programme.

6.3.4 Students may request an oral explanation of the study advice as well as information on continuation of their studies within or outside the Faculty and on any other possible education options.

Article 6.4 Supervision of the thesis/final paper/final report/final programme assignment

6.4.1 Together with the first reader, the student draws up a plan for the thesis (Capstone) ~~together with the first reader~~, as referred to in 3.3.2. This plan is based on the study load for this component as specified in the Prospectus.

6.4.2 The plan referred to in 6.4.1 also specifies the frequency and manner of supervision.

Article 6.5 Top-level sport

Students who engage in top-level sport are given the opportunity to adjust their study programme to their sporting activities wherever possible. The programme determines who falls within this category in line with the guidelines set out in Section III of the Regulations on Financial Support for Students, drawn up by the Executive Board.

Article 6.6 Disability or chronic medical condition

Where possible, students with a disability or chronic medical condition are given the opportunity to adjust their study programme to the limitations resulting from their disability or chronic medical condition.²⁴ The study programme can be adjusted to the individual disability or chronic medical condition of the student in question, but this must not affect the quality or level of difficulty of the components or the final examination curriculum itself.

²⁴ <https://www.organisatiegids.universiteitleidenn.nl/en/regulations/general/protocol-studying-with-a-disability>

Article 6.7 **Study and internships abroad**

Special measures will be taken for students who suffer from a demonstrable delay in their studies as a result of study or an internship abroad that has been approved by the Board of Examiners, in order to limit the delay.

Chapter 7 Evaluation of the Programme

Article 7.1 **Evaluation of the programme**

The education in the programme is evaluated as follows:

- course evaluations (after the block or semester)
- programme evaluation (once a year)

The Programme Board/Programme Director will inform the Programme Committee about the outcomes of the evaluation.

Chapter 8 Final Provisions

Article 8.1 **Amendments**

8.1.1 Amendments to these regulations are adopted by a separate order of the Faculty Board with the prior consent of the Faculty Council or the Programme Council , depending on the topics concerned.

8.1.2 Amendments to these regulations that apply to a particular academic year must be adopted before the start of that year and published in the prescribed manner, unless earlier implementation of an amendment to the regulations is strictly necessary and, in all reasonableness, does not harm the students' interests.

8.1.3 Amendments to these regulations may not adversely affect any prior decision pertaining to students taken by the Board of Examiners on the basis of these regulations.

Article 8.2 **Publication**

The Faculty Board or Programme Board is responsible for publishing these regulations, the Rules and Regulations established by the Board of Examiners, and any amendments to these documents, via the University website.

Article 8.3 **Term of application**

The Course and Examination Regulations apply for the duration of one academic year.

Article 8.4 **Entry into force**

These regulations enter into force on 1 September 2023.

APPENDIX 1: Honours and Grading System LUC The Hague

Table 1: Honours Categories

Bachelor degree (without honours)	2.00-2.99
Honours	3.00-3.49
Cum laude	3.50-3.79
Magna cum laude	3.80-3.89
Summa cum laude	3.90-4.00

Table 2: Grade Descriptors

Letter	Grade Point	Description
A+	4.0	Outstanding: An outstanding answer showing an extraordinary understanding of the issues and methodologies; original, independent thinking informs an answer based upon rigorous argument accurately supported by evidence derived from a wide range of source material; could not be bettered at undergraduate level in the time
A	4.0	Very good: An answer demonstrating a high level of understanding of the issues and methodologies; the answer displays independent thought, and strong and well organised argument, using a wide range of sources
A-	3.7	
B+	3.3	Good: A good answer showing most but not necessarily all of the above. The level of independent thinking is a bit lower
B	3.0	
B-	2.7	
C+	2.3	Pass: An answer demonstrating satisfactory understanding of the issues, with a reasonable and reasonably well organised argument supported by a standard range of sources. The answer may display some shortcomings, but no fundamental errors
C	2.0	
C-	1.7	
D+	1.3	Insufficient: An answer which shows minimal, inadequate or limited understanding of some of the issues raised by the question, with substantial omissions or irrelevant material, and limited use of relevant material. Poorly conceived and poorly directed to the question
D	1.0	
D-	0.7	
F	0.0	Fail: Unsatisfactory, but will show skeletal grasp of some relevant issues and necessary material and/or skills. There may be gross misconceptions which nevertheless show some evidence of an elementary grasp of issues. Or: no answer offered. Or: an answer which is totally irrelevant or fundamentally wrong
P	--	Pass: This result is registered when a student passed a course for which no grade is recorded
W	--	Withdrawal: This result is registered when a student has officially withdrawn from the course with permission of the Board of Examiners
VR	--	Vrijstelling [Exemption]: This result is registered when the student received an exemption for the course from the Board of Examiners

CI	--	Course Incomplete: This is a placeholder result for students with pending grades
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Table 3: Conversion Table Dutch grades

Dutch Grade	LUC Grade		Dutch Grade	LUC Grade
8.6-10.0	A+		6.4-6.6	C+
8.0-8.5	A		6.0-6.3	C+
7.7-7.9	A-		5.5-5.9	C-
7.4-7.6	B+		5.3-5.4	D+
7.0-7.3	B		5.1-5.2	D
6.7-6.9	B-		4.9-5.0	D-
			0.0-4.8	F

**This table may be subject to change in the future*

Remarks

1. The College uses a criterion-based grading system, meaning that students are assessed by their ability to meet specific predetermined learning outcomes (see Article 2.3 and Appendix 2).
2. A final GPA of 2.0 (= C) or higher is required to graduate (Article 4.10.1). The final GPA will be calculated on the basis of the weighted average of all the components of the post-first-year phase (last four semesters of the programme; 120 credits or more), excluding the components for which an exemption was granted or components for which the student only obtained a proof of attendance (Article 4.12.2). Note that the requirement of a final GPA of 2.0 automatically entails that each individual C- will always have to be compensated by at least a C+.
3. If students fail a course (D or F grade) they will have to repeat the whole course (also see Article 4.6.5). A student who fails the capstone proposal is allowed to rewrite and resubmit it. A student who fails the capstone is allowed to rewrite the capstone on the same topic. The failing grade will remain on record. The rewrite opportunity does not apply if plagiarism is discovered in the capstone thesis.
4. For students who were enrolled in the programme for the first time before 1 September 2014: these students are allowed to have two D-grades (D-/D/D+) among the final grades and will earn up to 10 credits for these courses. However, they will not count for the BSA-requirement of Leiden University. Note that the requirement of a final GPA of 2.0 automatically entails that D's will always have to be compensated by at least B's (D+ by B-, D by B, D- by B+). D-grades are not allowed for a number of crucial elements in the curriculum: (1) all compulsory courses in the first year; (2) all courses counting towards the Major; (3) the bachelor's thesis. D-grades are also not permitted as prerequisites for sequential (100-200-300 level) courses.
5. Two different grade point averages are used at LUC: the **cumulative GPA** and the **final GPA**. The **cumulative GPA** is stated on academic transcripts and is—among other things—used to establish eligibility for a Semester Abroad and enrollment in extra courses. The GPA is weighted by course ECTS; this means a result for a 10 ECTS class will count for twice as much as a result for a 5 ECTS course. The cumulative GPA is based on the results of all the courses a student took as part of the programme at LUC. This means that the results of transferred courses, any external classes approved by the Board of Examiners, and Semester Abroad courses are also included in this GPA. If a student failed a course, this result is included in the calculation of the cumulative GPA, unless the student repaired the failing grade by retaking the same course. In such a case, the failing

grade will remain listed on the transcript of the student, but the failing grade will no longer be included in the calculation of the cumulative GPA. Courses for which the student was exempted (grade “VR”), received a Pass (grade “P”), or from which the student officially withdrew (grade “W”) are never included in the cumulative GPA. Incomplete grades (grade “INC”), for example for students with an extension, are also not included in the cumulative GPA. Upon graduation, the **final GPA** of students is calculated. The final GPA is calculated over the results of all the courses a student passed, minus the results of courses taken during the student’s first year (first two semesters) and minus the results of any extracurricular classes. Extracurricular courses are courses taken on top of the 180 ECTS necessary to be able to graduate and need to be listed in the appropriate section on the student’s study plan. Note that once the student has submitted the final version of the study plan (about two months before graduation), it is no longer possible to make changes to the study plan, including the extracurricular courses. Results of failed classes, incomplete grades (INC), exemptions (VR), withdrawals (W), and any pass/fail (P/F) results will never be included in the final GPA. Also note that results of compulsory first-year courses are never included in the final GPA even if a student (re)took such a course during the second or third year. Whether—and if so, which—latin honours are awarded to a student will depend on the student’s final GPA (see Appendix 1 of the OER). After graduation, both the cumulative GPA and final GPA will be stated on the student’s academic transcript. While latin honours (if applicable) are stated on the diploma documents (diploma and diploma supplement), Leiden University currently does not allow for the publication of grade point averages on diploma documents.

APPENDIX 2: Learning Outcomes per Major

Earth, Energy, and Sustainability (BSc)

Learning Outcomes Major Earth, Energy, and Sustainability (BSc)	
	The Earth, Energy and Sustainability (EES) Major draws insights from the natural and social sciences to give students the practical skills and knowledge to address key challenges related to anthropogenic impacts on our natural environment. The Major is structured around three core tracks: i) Ecosystem Health, ii) Earth System Science, and iii) Energy and Natural Resources. In addition, students can pursue courses in a co-convened track with the Major Governance, Economics and Development and Global Health, Innovation and Society.
Article	<i>Knowledge in Major</i>
2.3.1 a	Can generally explain the most important theories, models, concepts and discourse of the EES domain: 1) human and environment interactions; 2) in understanding natural systems; 3) in environmental policies and management.
2.3.1 b	Demonstrate deep knowledge by applying scientific methods to real world cases in the social and natural sciences.
2.3.1 c	Can apply scientific research skills, individually or in a group, within the EES field: field and laboratory techniques; quantitative analysis of data sets; modelling of natural and human systems. Can explain the approach used in the scientific method.
	<i>Academic skills</i>
2.3.3 a	Can analyse the results of independent study using the scientific skills discussed in 2.3.1 c.
2.3.3 b	Can interpret scientific findings from different disciplines within EES; Critically read scientific articles on EES issues; Can conduct and complete, individually or in a group, a research project in the field of EES.
	<i>Interdisciplinary skills</i>
2.3.4 a	Demonstrate knowledge of the multidisciplinary nature of EES by establishing connections with the different disciplines in the natural and social sciences which have shaped the field of EES.
2.3.4 b	Can design a study and defend their chosen approach.
2.3.4 c	Can formulate research questions and hypotheses; Evaluate the strengths and weaknesses of research based publications using theoretical and empirical approaches of the relevant scientific fields.
2.3.4 d	Can analyse and criticise (both by positive and constructive feedback) the methodology used within the scientific literature or by their peers.
2.3.4 e	Can evaluate the strengths and weaknesses in scientific studies (e.g. published work, government reports, or peer-projects) and their own work (self-reflection) or work of their peers.
	<i>Communication skills</i>
2.3.7 a	Can write a project proposal by examining the scientific literature, highlighting important areas of research and formulating hypotheses based on own literature reviews, in a standard scientific format. Students can prepare and present a scientific presentation. They understand the roles and complexity of stakeholders involved in issues of environmental assessment and management. Students can communicate their knowledge about content, the scientific method and scientific skills.
2.3.7 b	Students can write a report in a scientific format, and generalise their findings to a broader context.
2.3.7 c	Students successfully complete a research project in a group or individually within the framework of a class.
2.3.7 d	Appreciate, value and use diversity in academic disciplines, cultural backgrounds, and personal styles.

Global Health, Innovation and Society (BSc)

Learning Outcomes Major Global Health, Innovation and Society (BSc)	
<p>The Global Health, Innovation and Society (GHIS) Major provides students with the opportunity to develop skills for both the technical and the critical analysis required to understand how biology, the social and physical environment, new medical innovations and health policy contribute to health and well-being around the world. With training in both quantitative and qualitative methods, students engage with communities in the Hague and beyond to understand health related challenges and approaches to address them. We address Global health challenges, such as socioeconomic inequality in child health, sexual and reproductive health, and proper nutrition, through an interdisciplinary perspective. The goal of the Global Health, Innovation and Society (GHIS) Major at LUC is to foster both an applied and critical theoretical understanding of the social and historical determinants, risk factors, and potential interventions and innovations associated with understanding global health challenges that range from the individual, community, institutional to environmental and societal level. This two-year Major provides students with a strong grounding in health sciences. The courses revolve around five major themes (tracks): Biomedical sciences, Health Data Science, Health and Development, Health Policy and Politics, Health and Environment. Courses include required foundational and thematically oriented course work within biomedical health sciences including biology, infectious diseases, health promotion, medical anthropology, human geography, and data-science in healthcare. Also, students will have methodology courses in statistics, epidemiology, qualitative methods and geographic information systems for health-data analysis.</p>	
Article	<i>Knowledge in Major</i>
2.3.1 a	Explain and discuss the most important theories, models, concepts, and discourses within the Global Health field. Identify biological, social, behavioural and environmental determinants of communicable and non-communicable diseases. Describe the impact of communicable and of non-communicable diseases at an individual, interpersonal, community and societal level.
2.3.1 b	Systematically evaluate the state of the art on global health issues. Analyse real-world data and cases related to global health challenges. Acquire a broad understanding of health and well-being. Examine the evolving health technology and innovative uses of data in health care. Understand historical and colonial legacies and evaluate their relationship to contemporary global health. Understand policy responses to global health challenges
2.3.1 c	Choose the appropriate design to study global health challenges from a range of epistemological approaches relying on a diverse set of methods. Compare methods used for collecting data for health research purposes (quantitatively and qualitatively). Adequately analyse different types of evidence from global health research.
2.3.1 d	Examine the evolving health technologies, innovation, and use of data in (public) health care. Evaluate how the latest innovative approaches in health and medical care, such as artificial intelligence and data science for health, shift our understanding of health challenges and alternative solutions.
<i>Academic skills</i>	
2.3.3 a	Demonstrate the ability to critically evaluate and interpret findings from global health research. Distinguish the difference between evidence-based practice, opinion-based practice, and real-world based practice in Global health. Critically reflect on these practices in real-world engagement projects within courses.
2.3.3 b	Research global health problems in a systematic and evidence-based manner. Critically read scientific articles on global health issues. Evaluate different sources of evidence. Develop evidence-based prevention and health-promotion programs to tackle public health challenges. Apply effective methods of visualization and communication of health data.
<i>Interdisciplinary skills</i>	
2.3.4 a	Understand determinants of communicable and non-communicable diseases at different levels (i.e. at an individual, community, environmental, institutional and societal level).

2.3.4 b	Be able to study global health problems in different cultural contexts and at different levels (i.e. at an individual, community, institutional, and societal level).
2.3.4 c	Can apply multidisciplinary frameworks and methods (e.g. the social ecological as well as behavioural models) based on different epistemological approaches to study major global health challenges.
2.3.4 d	Can apply the different determinants of communicable and non-communicable diseases and related risk factors into multidisciplinary solutions integrated at an individual, community, environmental, institutional and societal level.
2.3.4 e	Can compare and evaluate prevention and policy strategies to combat communicable and non-communicable diseases and related risk factors at an individual, community and societal level.
<i>Communication skills</i>	
2.3.7 a	Present scientific findings through scientific papers and presentations and translate that knowledge for communication to societal and policy actors, as well as the general public.
2.3.7 b	Can write scientific articles and study proposals related to global health topics.
2.3.7 c	Learn to perform group work through research projects and practical assignments related to global health.
2.3.7 d	Learn to work with people from different backgrounds in teamwork and to reflect on own values
<i>Learning skills</i>	
2.3.8 c	Explain ethical issues that can come along with global health interventions, epidemiological research, quantitative and qualitative methods, and technological and data innovation in healthcare and how to appropriately address these in scientific papers and debates.

Governance, Economics, and Development (BSc)

Learning Outcomes Major Governance, Economics, and Development (BSc)	
The Governance, Economics, and Development (GED) Major draws on scholarship from a range of disciplines and interdisciplinary research fields in the social sciences. Students can choose to focus primarily on either the policy challenges of the rich world (governance) or those of the poorer world (development), and deepen their understanding by selecting specific Additionally, all students take a set minimum of methodology courses in data science ensuring that they master the fundamentals of data analysis and case studies with the most advanced tools used by professionals.	
Article	<i>Knowledge in Major</i>
2.3.1 a	Have an overview of the knowledge base within Governance, Economics, and Development and assess the role and importance of various actors and stakeholders in the generation and evolution of social outcomes.
2.3.1 b	Demonstrate deep knowledge by learning facts about governance and development challenges in different parts of the world and by applying relevant concepts and models to cases of these challenges using appropriate research methodologies.
2.3.1 c	Are able to choose the most appropriate research methods for a given hypothesis or research question in the social sciences.
<i>Academic skills</i>	
2.3.3 a	Can in a manner appropriate to their research question apply and critically evaluate in the work of others the following scientific skills in research within the Major of GED: (a) Individual case study design and analysis; (b) Small-N comparative case study design and analysis; (c) Large-N research design and analysis; (d) Mixed methods approaches.
2.3.3 b	Can write a project proposal using scientific reasoning and research method skills; can research, individually or in a group, a case, problem or issue and successfully complete a research project within the framework of a final thesis; and can integrate knowledge, problem solving, analytical and communication skills to come to a solution, recommendation or advice.
<i>Interdisciplinary skills</i>	
2.3.4 a	Identify questions of governance and development and have an understanding of the main social science disciplines pertinent to these questions, their subject matter, their epistemology, ontology, methodology and research methods.
2.3.4 b	Can formulate research questions and hypotheses and evaluate the strengths and weaknesses of research-based publications using theoretical and empirical approaches of the relevant social-scientific fields.
2.3.4 c	Can combine knowledge and methods from various social science disciplines to come to an integrated approach to research and address issues of governance and development.
2.3.4 e	Can argue a well-considered stance, making use of relevant social-scientific theories and methods.
<i>Communication skills</i>	
2.3.7 a	Can write a project proposal using scientific reasoning and research method skills. Can construct succinct analytical arguments in well-structured written and spoken English. Can deploy the above skills conversationally with non-experts.
2.3.7 b	Are able to present their ideas and analyses in an unambiguous and coherent way, using the appropriate methods of communication for the situation.
2.3.7 c	Have developed the skills to work in a team, respecting the variety in backgrounds and making sure all can contribute to the final product.
2.3.7 d	Can use and appreciate the variety in academic disciplines in the GED Major and can be attentive to cultural and personal differences.
<i>Learning skills</i>	
2.3.8 c	Can identify and explain ethical issues that arise in research on issues related to governance and development and are able to suggest solutions to address these issues.

Culture, History and Society (BA)

Learning Outcomes Major Culture, History and Society (BA)	
The Culture, History and Society (CHS) Major draws insights from the humanities and social sciences to give students the knowledge and skills necessary to understand the challenges of living together peaceably, equitably, sustainably and respectfully in plural and complex societies. The major is arranged in three interdisciplinary components or tracks: Cultural Expressions; Historical Processes; and Social Forms - CHS. In addition, students can pursue co-convened tracks in Gender Studies, Philosophy and Languages.	
Article	<i>Knowledge in Major</i>
2.3.1 a	Explain and discuss themes and concepts in the study of culture and history in different social formations across the world. In the Cultural Expressions track studying themes related to cultural representations, political memory, visual arts, black literature, intersectionality. In the Historical Process track students learn about nationalism, slavery, imperialism, migration, industrialization, globalization and social movements, like environmentalism, in various parts of the world. In the Social Forms track students explore themes related to power, legitimacy, self/other dichotomies, social inequalities, urban and regional dynamics, based on the work of major social, political and anthropological scholarship.
2.3.1 b	Make comparisons and draw connections between a variety of conceptual repertoires informing the humanities and social sciences, and explain how they relate to one another and can be used to understand the complexity of socio-political and cultural real-world issues.
2.3.1 c	Ability to choose and decide among different methodological approaches in the humanities and interpretive social sciences the most appropriate route to carry out a viable research design.
<i>Academic skills</i>	
2.3.3 a	Ability to collect, organise, analyse, and evaluate different types of sources. Critically engage with difficult texts, doing research using different types of evidence, and distinguishing between facts, arguments and opinions. Ability to explain, compare, contrast, synthesise, and position one's own perspective in relation to scholarship in the humanities and interpretive social sciences.
2.3.3 b	Can apply their research skills, individually and in teams, on a case, problem or issue at stake. Can do this by systematically integrating their conceptual knowledge on an issue with empirical research, deploying problem solving, analytical, critical and communication skills.
<i>Interdisciplinary skills</i>	
2.3.4 a	Have an understanding of various fields of study that inform the humanities and interpretive social sciences, including their subject matter, historical development, alternative epistemological, ontological and methodological approaches.
2.3.4 b	Can analyse the complexity of the human and social worlds to question and determine which disciplinary approaches and research methods are most applicable to further their understanding.
2.3.4 c	Can combine knowledge and methods from various disciplinary backgrounds within the humanities and interpretive social sciences to come to an integrated approach.
2.3.4 d	Are able to pose relevant questions, create new ideas and contribute to imagine possibilities to address the challenges that human societies face, drawing on historical evidence, the study of cultural production and various conceptual repertoires in the social sciences and humanities.
2.3.4 e	Can write and speak argumentatively and synthetically using a range of source materials as evidence, and position themselves in various disciplinary approaches within the humanities and interpretive social sciences.
<i>Global Citizenship</i>	
2.3.5 c	Have the ability to position oneself as part of diverse and plural communities, at local, national, regional and global levels, taking into consideration the diversity of historical backgrounds, cultural repositories and forms of social organization that exist in the world.
<i>Communication skills</i>	
2.3.7 a	Demonstrate the ability to take position, elaborate an argument and present their findings, both in written and oral form, to a variety of audiences.
2.3.7 b	Can pose relevant research questions and design a research inquiry using appropriate methodological approaches and tools.

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- 2.3.7 c Are able to work in teams constructively and respectfully to attain a timely result.
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- 2.3.7 d Can identify and take position regarding the ethical questions associated to the production of knowledge in the various disciplinary fields that inform the Major, acknowledging there are multiple ways of thinking and knowing the world.
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International Justice (BA)

Learning Outcomes Major International Justice (BA)	
<p>The International Justice (IJ) Major explores conceptions of justice in our global society as responses to conflict and transnational threats, such as organised crime and terrorism, are increasingly international in scope and supported by a growing framework of norms and institutions tasked with enhancing sustainable peace and security. The International Justice Major is built around three key themes (a) law and enforcement, (b) human security, and (c) organization and integration. As justice issues related to human rights, peace, security and environment present legal and policy challenges for governmental and non-governmental actors, international institutions, and civil society that extend beyond national borders and single disciplines, the International Justice Major is also connected to the Governance, Economics and Development Major. Through these cross links students can explore issues related to governance and development, as well as comparative justice systems and gender, media and conflict.</p>	
Article	<i>Knowledge in Major</i>
2.3.1 a	Identify and articulate the national, regional and global context in which international justice operates. Evaluate the functioning of the international justice system and its impact on domestic policies and practices related to justice. Demonstrate knowledge of the nature and settlement of international disputes.
2.3.1 b	Evaluate the functioning of the international justice system and its impact on domestic policies and practices related to justice. Describe and critically assess the international institutional framework.
2.3.1 c	Research and analyse real world cases especially those that pertain to compliance and violations of international law. Identify the core elements of an international dispute.
<i>Academic skills</i>	
2.3.3 a	Demonstrate the ability to rationally analyse and evaluate cases, arguments and lines of reasoning, distinguish relevant facts and identify and analyse the appropriate sources and principles of law.
2.3.3 b	Can research, individually or in a group, a case or issue related to international justice and integrate knowledge and legal methods of reasoning to come to a recommendation or conclusion.
<i>Interdisciplinary skills</i>	
2.3.4 a	Explain the structure of legal argumentation and differentiate between the various methodologies used to explore justice issues.
2.3.4 b	Analyse a complex case and deconstruct and evaluate the argumentation of relevant actors in the field.
2.3.4 c	Objectively evaluate, compare, contrast and synthesise evidence to support an argument.
2.3.4 d	Formulate a clear argument evidenced by appropriate sources.
2.3.4 e	Develop, present a well-considered stance, and defend an argument in both written and oral motions. Can carry out independent research, within the framework of the capstone thesis.
<i>Global Citizenship</i>	
2.3.5 b	Use their knowledge gained in the Major, both in terms of content and methodology, to constructively participate in key dialogues related to international justice.
<i>Communication skills</i>	
2.3.7 a	Research and prepare a legal argument. Develop, present and defend an argument in both written and oral motions.
2.3.7 b	Prepare and present an oral presentation on a given topic. Students can advocate, in both oral and written form. Students can write a case note.
2.3.7 c	Students can convey information in a clear and persuasive manner in a group or individually.

World Politics (BA)

Learning Outcomes Major World Politics (BA)	
<p>The World Politics (WP) Major is organised around the global challenge Peace and Justice, locating issues of security and peace within the broader context of international relations and transnational politics. The Major will equip students with the knowledge and skills to understand the shape of political relations in a globalizing world and their connection to peace and security. Students will become familiar with the most important theories, actors, institutions and issues in world politics at the global and regional levels. World Politics is fundamentally an interdisciplinary subject that draws on several academic disciplines, including Politics, History, Philosophy, and Sociology. It is organized into three core tracks, each of which contains courses examining a different aspect of the global political order:</p> <ol style="list-style-type: none"> 1. International Relations and Diplomacy focuses on interstate relations and its dominant patterns: conflict and cooperation. This track will also introduce students to the most influential theories of international politics, including realism, liberalism and social constructivism. 2. Transnational Politics draws primarily on History and Sociology to explore dimensions of world politics that fall outside of International Relations' traditional focus on the state. This includes mass phenomena such as nationalism, religion and memory, as well as non-state and transnational actors. 3. Peace and Conflict Studies examines issues of security and peace in more detail, drawing primarily on the interdisciplinary fields of Security Studies and Peace and Conflict Studies. 	
Article	<i>Knowledge in Major</i>
2.3.1 a	Understanding of the major concepts, theories and methodological approaches used in the analysis of world politics, and the ability to critically evaluate them; understanding of the implications of different approaches, and the terms of relevant debates among scholars concerning their strengths and weaknesses.
2.3.1 b	Understanding of the significance of the most important issues at the heart of world politics, including nuclear proliferation, nationalism, religion, terrorism, regionalism, humanitarian intervention, etc.; understanding of key events associated with them, their historical context, and the ways they have shaped the development of international affairs.
2.3.1 c	Understand the significance and roles of key actors in world politics including individuals, states, intergovernmental organizations, non-governmental organizations, transnational corporations, global civil society.
<i>Academic skills</i>	
2.3.3 a	Demonstrate the ability to apply conceptual and theoretical tools to analyse key events and processes in contemporary world politics; the ability to critically evaluate key concepts, theories and methods using relevant case studies.
2.3.3 b	The ability to distinguish good and bad arguments; the ability to make logical and well-reasoned arguments supported by evidence drawn from appropriate sources.
<i>Interdisciplinary skills</i>	
2.3.4 a	The ability to demonstrate knowledge of the multi-disciplinary nature of world politics by establishing connections among the disciplines that have shaped the study of world politics.
2.3.4 b/c	Demonstrate an understanding of the relationship between theory, methodology and methods; the ability to critically evaluate the strengths and weaknesses of the major methodologies and method used in the study of world politics; the ability to develop research projects; the ability to select and rigorously apply methods appropriate to the nature of the research; the ability to gather, analyse and interpret relevant data.
2.3.4 d	Conduct research and evaluate evidence-based arguments and methodologically sound studies.
2.3.4 e	Can argue a well-considered position on issues in world politics, making use of relevant disciplines.
<i>Communication skills</i>	

2.3.7 a/b	Write well-organised, informed, logically argued, clear, persuasive, and stylistically correct essays and papers. Display confidence to present their arguments clearly, logically and persuasively in relevant academic contexts (seminars, workshops, conferences) to other students of world politics.
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Appendix II – BoE Rules & Regulations



Universiteit Leiden

Faculty of Governance and Global Affairs

Rules and Regulations of the Board of Examiners of the degree programme in Liberal Arts and Sciences: Global Challenges

pursuant to Article 7.12b(3) of the Higher Education and Research Act (WHW)

Pursuant to this article, the Board of Examiners determines rules for the execution of the tasks and authorities that are ascribed by law to the Boards of Examiners and the measures that the Board of Examiners can take in this respect. The rules must comply with the framework of the model Course and Examinations Regulation of Leiden University (OER).

Adopted on 25 August 2023

Chapter 1 General provisions

Article 1.1 Scope

1. These Rules and Regulations apply to the examinations (tentamens) and final examinations (examens) of the degree programme Liberal Arts & Sciences: Global Challenges of Leiden University, hereafter referred to as: the degree programme. They also apply to the Minor: Sustainability, Climate change and Food referred to as: the minor; where the rules for the minor deviate from the rules applicable to the main degree programme, it will be explicitly specified.
2. The template Rules and Regulations of Leiden University have been established in Dutch and English. Should there be any unexpected differences between the two versions, the Dutch version prevails and takes precedence in terms of explaining the provisions.

Article 1.2 Definition

Act:	Higher Educationx and Research Act (<i>WHW</i>)
AI Software:	artificial or artificial intelligence (AI) is the ability of a machine to exhibit human-like skills such as reasoning, learning, planning and creativity. ²⁵ Forms of AI software include virtual assistance, image analysis software, search engines, voice and facial recognition systems, chatbots such as ChatGPT;
First examiner:	the first examiner, who supervises, reads and assesses the thesis/final assignment/graduation report.
Fraud:	any action (including plagiarism) which entirely or partly prevents the correct assessment of a student's knowledge, understanding and skills is considered to be fraud in the sense of Article 7.12b WHW. This also includes the intention and/or incitement to take such an action or the omission of an action.
Invigilator:	a person who is charged by or on behalf of the Faculty Board with ensuring that order is maintained during an examination.
Mid-term examination (<i>deeltentamen</i>):	a test which, in addition to one or more other mid-term examinations or practical assignments, forms part of an examination (<i>tentamen</i>) and contributes to the final grade (<i>eindcijfer</i>) of the examination. The relative weighting of the mid-term examinations is laid down in the Course and Examination Regulations (OER) and in the e-Prospectus.
OER	the Course and Examination Regulations (<i>Onderwijs- en examenregeling</i>) of the degree programme, as adopted by the Faculty Board.
Practical assignment:	a practical assignment as (a component of) an examination, as provided for in Article 7.13(2d) of the Act, which takes one of the following forms: <ul style="list-style-type: none">- writing a thesis/final assignment/graduation report- completing a writing assignment or an artistic outcome- carrying out a research assignment- taking part in fieldwork or an excursion- doing an internship- taking part in an alternative learning activity aimed at acquiring particular skills (such

²⁵ 'Wat is artificiële intelligentie en hoe wordt het gebruikt? | Nieuws | Europees Parlement', 9 April 2020. <https://www.europarl.europa.eu/news/nl/headlines/society/20200827STO85804/wat-is-artificiele-intelligentie-en-hoe-wordt-het-gebruikt>.

as a practical lab assignment).

Second examiner: the second examiner, who reads and assesses the thesis/final assignment/graduation report.

Third assessor: a third examiner who is appointed by the Board of Examiners in the event that the first and second assessors are unable to agree on the assessment of the thesis/final paper/final report.

Other terms have the meaning assigned to them in the Act or the OER.

Chapter 2 Duties and procedures of the Board of Examiners

Article 2.1 Appointment of the chair and secretary

2.1.1 The Board of Examiners has a chair and a deputy chair.

2.1.2 An official secretary may be assigned to the Board of Examiners.

2.1.3 The Board of Examiners has an external member. This member has the following duties: participate in at least 1 meeting with the other members of the Board of Examiners, provide solicited and unsolicited advice, produce one report per year, focusing on quality assurance.

Article 2.2 Duties and powers of the Board of Examiners

2.2.1 The Board of Examiners is the body charged with objectively and competently determining whether a student fulfils the conditions laid down in the OER regarding the knowledge, understanding and skills required for obtaining a degree.

2.2.2 The Board of examiners has the following tasks and responsibilities:

I. General tasks

- a. assuring the quality of the examinations and final examinations;
- b. assuring the quality of the organisation and procedures relating to examinations and final examinations;
- c. in the bachelor's programme, issuing the (binding) study advice on behalf of the Faculty Board, as referred to in article 7.8b of the Act and the Leiden University Regulation on the Binding Study Advice;
- d. compiling an annual report of its activities for the Faculty Board;

II. Degree programme and examination

- e. granting permission, given by the most appropriate Board of Examiners, for a student to compile and follow an individual curriculum, as referred to in Article 7.3h of the Act, the final examination of which leads to obtaining a degree. The Board of Examiners will also indicate to which of the institution's degree programmes this curriculum is deemed to belong for the application of the Act;
- f. in individual cases, approving the choice of course components included in the degree programme; granting exemption from taking one or more examinations on one of the grounds specified in the OER;
- g. verifying, insofar as this is stipulated by the Faculty Board as a condition for taking final examinations or components thereof, that evidence of an adequate command of the Dutch language for successful participation in the courses has been provided by students who have been granted exemption from the prior education requirement as referred to in Article 7.24 of the Act. This exemption is on the ground of having a diploma awarded outside the Netherlands, or if exemption has been granted from the admission requirement for the post-first-year (post-propaedeuse) stage of the degree programme;
- h. presenting the student with a degree certificate and supplement as referred to in Article 7.11(4) of the Act, as evidence of having passed the final examination;
- i. in the case of a student who has passed more than one examination but cannot be awarded a degree certificate as referred to in h. above, issuing a statement showing at least the examinations that he/she has passed;

III. Examinations and exemptions

- j. establishing guidelines and instructions within the framework of the OER to assess and determine the

- results of examinations and final examinations, including the pass/fail regulation;
- k. granting exemption from taking one or more examinations on one of the grounds specified in the OER;
- l. where applicable, extending the period of validity of pass results for examinations, as specified in the OER;
- m. in exceptional cases, deciding whether an examination must be taken orally, in written form or in another way, notwithstanding the provisions of the OER;
- n. in exceptional cases, deciding whether an examination must be held in public, notwithstanding the provisions of the OER;
- o. granting exemption from the obligation to participate in practical assignments required for admission to the examination concerned, possibly with the imposition of alternative requirements in exceptional cases, deciding whether an examination must be taken orally, in written form or in another way, the provisions of the OER;
- p. taking appropriate measures and imposing sanctions if a student or external examination candidate (extraneus) is found to have committed fraud as well as enforcing the Academic Honour code in accordance with that which is specified on the subject in the Student Handbook of the degree programme.
- q. granting effective measures for following a programme and taking examinations to students with a functional disability as referred to in the Equal Treatment Act on the grounds of handicap or chronic illness;
- r. appointing examiners.

Article 2.3 Procedures

2.3.1 The Board of Examiners decides by simple majority of votes. If there is an equal division of votes, the chair has the casting vote.

2.3.2 The Board of Examiners can mandate its members, or other parties whose positions qualifies them to do this, in writing to take certain decisions. The Board of Examiners can provide the mandated member(s) with instructions on how to exercise the mandated power.

2.3.3 Mandated members take decisions on the basis of the OER, the present Rules and Regulations and previously formulated policy, and render account for their actions. The method of rendering account will be established in advance. Where there is any divergence from previously formulated policy, the full Board of Examiners will decide.

2.3.4 The Board of Examiners has in any case established the following:

- a. the composition of the Board of Examiners;
- b. the duties, powers and responsibilities of the chair, deputy chair, other members and official secretary;
- c. the duties that are mandated to the various members and to whom these duties have been mandated, including the method of rendering account for decision-making;
- d. the frequency of meetings, public access and confidentiality;
- e. the method of reporting and archiving of meetings and decisions
- f. internal procedures relating to:
 - the appointment of examiners;
 - assuring the quality of examinations;
 - requests for exemption;
 - fraud;
 - the binding study advice (BSA);
 - the recording of the members' signatures.

Chapter 3 Appointment of examiners

3.1.1 Before the start of each academic year, and further as often as necessary, the Board of Examiners will appoint examiners for conducting examinations and determining the results of those examinations, and will inform the examiners of their appointment.

3.1.2 An examiner must have the necessary expertise in terms of subject matter and assessment skills, in accordance with the requirements specified in Article 4.2.

3.1.3 The Board of Examiners may appoint more than one examiner for any examination.

3.1.4 The Board of Examiners may appoint external examiners. The Board will ascertain that these examiners meet the established quality requirements. The external examiners will receive a letter of appointment from the Board of Examiners, stating that they have been appointed as an external examiner, and for which examination they have been appointed.

3.1.5 The Board of Examiners will inform the students and relevant staff regarding the examiners who have been appointed. This information will be published on the website of the programme in question.

3.1.6 The Board of Examiners can rescind the appointment if there are serious grounds for doing so.

3.1.7 The examiners will provide the Board of Examiners with all information as requested.

Chapter 4 Assessments

Article 4.1 Format of the examinations

4.1.1 The format of the examinations is laid down in the e-Prospectus. In exceptional cases, the Board of Examiners may decide, in consultation with the examiner, that an examination will be held in a format other than that stated in the e-Prospectus. On behalf of the Board of Examiners, the examiner will announce the format in which the examination will be held at least 25 working days²⁶ before the examination date.

4.1.2 The Board of Examiners may agree to an alternative method of examination than that laid down in the OER and in the e-Prospectus, if the student submits a reasoned request to this effect. The Board of Examiners will decide on this, after consultation with the examiner, within ten working days after receipt of the request.

4.1.3 (not applicable)

4.1.4 The assessment of all group work, including papers, presentations, and research reports, will be in principle on the basis of the individual contribution made by each student.

Article 4.2 Quality assurance of examination

4.2.1 Each examination will comprise an assessment of the student's knowledge, understanding and skills, and also the evaluation of the outcome of that assessment.

4.2.2 The questions and assignments of an examination will be clear and unambiguous, and will contain sufficient instructions for the answers to be given in the required detail.

4.2.3 The examination will be appropriate and will serve exclusively to assess whether the student has developed the qualities that were determined in advance as the objectives of the course component concerned, and were laid down in the e-Prospectus.

4.2.4 The examination will be so specific that only those students who have a sufficient command of the material will be able to provide adequate answers. The examination will correspond to the level of the course component.

²⁶ In line with the principles for education and examinations in the first semester 2021-2022 established by the Executive Board on 8 June 2021, in the case of force majeure the examiner will announce on behalf of the Board of Examiners at least 5 working days prior to the date of the examinations the form in which the examination will take place.

4.2.5 The questions and assignments of the examination will be distributed as evenly as possible over the prescribed reading material.

4.2.6 The questions and assignments of the examination will relate only to the material announced in advance as prescribed reading material. It will be clear for students in advance how they will be assessed, and on what material they will be assessed.

4.2.7 If a written examination counts towards 20% or more of the final course grade the questions and assignments of the examination will be reviewed by another qualified examiner in a manner prescribed by the Board of Examiners.

4.2.8 The duration of each examination will be such that the student may reasonably be expected to have sufficient time to answer the questions and/or complete the assignments.

4.2.9 Written or online tests will be assessed on the basis of pre-determined, written criteria.

4.2.10 The procedures relating to the quality assurance of examinations are determined by the Board of Examiners. These include but are not limited to the following:

- The Board of Examiners makes available to examiners recommended assessment criteria for common assessment types. Examiners are free to amend these criteria where necessary.
- The examiner ensures that for each course at least four distinct learning outcomes are assessed.
- The examiner ensures that each assessment cannot count towards more than 45% of the final course grade. This rule does not apply to the final paper (capstone) or to courses offered as part of the minor.
- The examiner ensures that presentations as well as in-class participation count for a maximum of 19% of the final grade.
- For courses offered as part of the minor, the examiner should ensure there are at least two assessments per course.
- The examiner ensures that plagiarism software is used where possible to detect possible cases of plagiarism.
- The examiner facilitates the evaluation of the examinations as described in article 4.2.11 by submitting to the Board of Examiners all assessments (including their evaluation and model answers where applicable) that count toward 20% or more of the final course grade.
- The examiner ensures that at least one of the assessments counts towards the final grade for 20% or more.

4.2.11 The Board of Examiners will evaluate on a random basis the validity, reliability and usability of the examinations. The outcome of this evaluation may be discussed with the examiner(s) concerned and shared with other relevant parties within the College.

4.2.12 The Board of Examiners can also conduct an investigation into the validity, reliability and usability of the examination, if evaluations or results give cause for this.

4.2.13 In completing the evaluation referred to in 4.2.11 and 4.2.12, the Board of Examiners can request the assistance of experts.

4.2.14 The Board of Examiners will guarantee the quality of the way invigilation is carried out, both on campus and online, and will pay particular attention to the following aspects:

- Whether sufficient measures are taken to prevent fraud during the examination;
- Whether the identity of the student taking the examination can be verified;
- Whether it can be confirmed that the examination has been completed within the time set.

Article 4.3 Admission requirements for examinations and practical assignments

4.3.1 The examiner will ascertain that the student fulfils the conditions for admission to the examination, as laid down in the OER and e-Prospectus or ensuing from the Act or University regulations.

4.3.2 A request as referred to in Article 4.2.2 of the OER will only be processed if it is accompanied by a study plan and a list of subsidiary activities recognised by the Executive Board in which the student has participated or is intending to participate.

4.3.3 The degree programme does, in principle, not allow resits of examinations. This is not applicable for the minor however, in which resits are the norm. Additionally, it does not allow retaking a passed course, except in exceptional cases, judged as such by the Board of Examiners.

In light of art. 4.1.8 of the OER, students may however request to resit one examination that they passed during their bachelor at LUC. This only applies if the resit takes place in the same year as the original examination. In the event of such a one-time resit, the highest result obtained applies. This option is limited to written final exams counting for more than 20% of the grade. Such requests need to be introduced to the Board of Examiners.

4.3.4 The degree programme has additional conditions regarding prior knowledge for participation in course components, examinations or practical assignments. These are specified in the e-Prospectus.

Article 4.4 Dates of the examinations

4.4.1 Unless otherwise stipulated in the OER and the e-Prospectus, the dates on which written examinations will be held will be determined and announced on behalf of the Board of Examiners no later than one month before the start of the academic year, unless, due to *force majeure*, the date cannot be announced earlier than five days in advance.

4.4.2 There may be variation from the provisions of 4.4.1 in the event of *force majeure*, after advice has been given by the Programme Council and if it can reasonably be expected not to harm the interests of the students.

4.4.3 The dates for oral examinations will be determined by the examiner, if possible in consultation with the students.

4.4.4 The provisions of 4.4.3 will as far as possible apply equally to tests (on campus or online) other than written or oral tests.

Article 4.5 Registration for and withdrawal from examinations

4.5.1 An examination can only be taken, and its result assessed, after the student has registered for participation in a manner that has been determined and announced by or on behalf of the Faculty Board.

4.5.2 In exceptional cases, the Board of Examiners may permit variation from the provisions of 4.5.1 regarding the latest date and the manner of registration.

4.5.3 During the period in which it is possible to register for an examination, withdrawal is also permitted, by the same means.

4.5.4 Withdrawal from an examination during the period between the registration deadline and the start of the examination will only be possible in the event of *force majeure*, to be decided at the discretion of the Board of Examiners.

4.5.5 If a student who has registered for and has not withdrawn from an examination does not take that examination, the examination will nevertheless be deemed to have been taken, except in the event of *force majeure*, to be decided at the discretion of the Board of Examiners.

Article 4.6 Conducting examinations and orderly conduct during an examination

4.6.1 For examinations that are taken remotely, either on campus or online, at the request of the Faculty Board or with a view to safeguarding the quality of the assessment, the Board of Examiners can issue a recommendation regarding the use of such resources as invigilators or proctoring in order to prevent fraud.

4.6.2 A student must provide proof of identity, in the form of a student ID card and legally valid ID, when so requested by or on behalf of the examiner.

4.6.3 For examinations that are taken remotely online, the Board of Examiners can stipulate that students submit a completed 'Statement of Authenticity' prior to an examination.

4.6.4 Students may not enter the room after the exam has started. Students may not leave the room before the ending time of the examination, unless permitted to do so by the examiner. This also applies to toilet visits. If a student is not able to comply with this for

medical reasons, he or she must have notified the Study Advisor and the instructor in advance.

4.6.5 For examinations that are taken remotely online, students will be admitted up to 15 minutes after the specified starting time to the (online) environment where the examination is to be taken. In the event of problems with logging in, the student should immediately contact the examiner.

4.6.6 If an examination is taken online or digitally and a (technical) failure occurs within the university environment which means that the examination cannot be continued, the Board of Examiners will decide whether and when a new examination can be scheduled.

4.6.7 A student can refuse to take part in an online examination using proctoring on the grounds of serious privacy objections. The student must inform the Board of Examiners accordingly as soon as possible. The student can ask the Board of Examiners for an alternative assessment. The Board of Examiners can decide to allow an alternative assessment or decide that the student must wait until the examination can be taken in another form.

4.6.8 Communication equipment, including mobile telephones, smartwatches and smartphones must be switched off while the examination is taking place. Other electronic equipment may not be used, except with the permission of the examiner.

4.6.9 Students are required to comply with all instructions of the Board of Examiners or the examiner that were published before the start of the examination, and all instructions that are given during and immediately after the examination.

4.6.10 Any student who creates a disturbance will receive a warning. If the student continues to create a disturbance, the examiner or invigilator can ask the student to leave the room. The examiner will then write an official report, and will inform the student concerned that the examination will not be assessed until the Board of Examiners has reached a decision.

4.6.11 The examiner will immediately inform the Board of Examiners in writing of any measure taken pursuant to the provisions of 4.6.10

Article 4.7 Examinations using proctoring

4.7.1 Students will be informed via Brightspace at least 10 working days in advance of the relevant conditions for taking an examination using proctoring and of the maximum length of the examination.

4.7.2 By taking part in the examination the student agrees to the recording and collection of data by the proctoring system.

4.7.3 If the examiner is unable to verify that all the conditions mentioned in this article have been met, the examiner cannot determine whether the examination has been taken in correctly. The examination can then be declared invalid.

Article 4.8 Effective provisions for examinees with a functional disability

4.8.1 A student who has a functional disability as referred to in the Equal Treatment Act is entitled to effective modifications when taking an examination.

4.8.2 The Board of Examiners will decide on a request for effective modifications, taking into account the legal rules and the Leiden University protocol on studying with a functional disability.

4.8.3 A request for an effective modification will be submitted to the student dean or the study adviser.

Article 4.9 Orderly conduct during a laboratory practical

4.9.1 The supervisor(s) of the practical will arrange that for the practical experiments, if necessary, laboratory assistants are appointed to ensure that order is maintained during the practical.

4.9.2 A student must provide proof of identity, in the form of a student ID card and legally valid ID, when so requested by or on behalf of the examiner.

4.9.3 Students are required to immediately comply with all instructions given by the practical supervisor(s) before or during the practical.

4.9.4 Any student who creates a disturbance will receive a warning. If the student continues to create a disturbance, the examiner can ask the student to leave the practical room. The examiner will then write an official report, and will inform the student concerned that the practical will not be assessed until the Board of Examiners has reached a decision. The examiner will immediately inform the Board of Examiners of this measure.

Article 4.10 Oral examinations

4.10.1 Oral examinations will usually be conducted by a single examiner. At the request of the student, the oral examination can be conducted by two or more examiners. If only one authorised examiner is present at the oral examination, then both written notes and an audio recording will be made.

4.10.2 The Board of Examiners may decide that a specific oral examination will be taken by several students together, if the students who are to be examined agree to this.

Article 4.11 Assessment of final paper (Capstone)

4.11.1 The Board of Examiners establishes the criteria for the assessment of the final paper (*eindwerkstuk*), the procedure for the appointment of the first and second examiner, the assessment form and the division of responsibilities between the first and second examiner. The final paper will always be assessed independently by two examiners, and the grade will be determined by agreement between the examiners. If the examiners are unable to reach agreement, the Board of Examiners will appoint a third examiner as third assessor. The third examiner will have the deciding vote.

4.11.2 [expired]

4.11.3 Changes to the Capstone by third parties that go beyond editing are not allowed and may be considered as plagiarism, fraud or other kinds of irregularities.

Article 4.12 Period of validity of examinations

The period of validity of pass results for examinations and for exemptions granted will be checked by the Board of Examiners. The period of validity of a pass result for an examination and for an exemption granted, as laid down in the OER, can only be limited if the examined or exempted knowledge, understanding and/or skills are demonstrably outdated. If the student receives a financial allowance from the Profiling Fund in connection with exceptional individual circumstances, as referred to in Article 7.51(2) of the Act, the Board of Examiners can extend the period of validity in individual cases for the duration of the financial allowance.

Article 4.13 Inspection and evaluative discussion

4.13.1 During the period stated in the 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, at a location to be specified by the examiner.

4.13.2 Students are not permitted to make copies of, distribute or publish the questions and assignments or marking key in any manner whatsoever.

4.13.3 If ten or more candidates have taken a written examination at the same time, the examiner will hold a collective evaluative discussion at a time and place to be specified by the examiner.

Article 4.14 Exemption from examinations and practical assignments

4.14.1 Students may submit to the Board of Examiners a reasoned, written request for exemption from taking one or more examinations or from the obligation to participate in one or more practical assignments, as referred to in the OER and e-Prospectus. The degree programme normally does not allow counting towards the student's degree programme academic credits that are or have been earned as part of another finite academic degree programme. The only exceptions are officially approved double-degree programmes. Any successfully completed examination can be counted towards only one component of the student's degree programme.

4.14.2 The Board of Examiners will reach a reasoned decision within twenty working days after the submission of the request. If the Board of Examiners is considering refusing the request, the student may be given the opportunity to state his/her case. Approved exemptions for programme components on the basis of external academic credits are final and cannot be altered at a later stage.

Article 4.15 Retention periods

4.15.1 The examination and model answers will be retained for a period of at least seven years. The work carried out in the context of an examination will be retained for at least two years.

4.15.2 A student's final paper (*eindwerkstuk*), including the assessment form, will be retained for a period of at least seven years.

4.15.3 The decisions of the Board of Examiners and the results of all (final) examinations taken will be carefully recorded. Access to the recorded information will be restricted to persons who have been given such permission by the Board of Examiners.

Chapter 5 Final examinations and degree certificates

Article 5.1 Taking the final examination

Pursuant to Article 4.10.2 of the OER, the Board of Examiners can decide that the final examination will include an additional test, as referred to in 4.2.1, which it will conduct itself. **Error! Reference source not found..**

Article 5.2 Compensation

(not applicable)

Article 5.3 Approval of individual curricula for final examinations

A reasoned, written request for approval of an individual curriculum for a final examination, as referred to in Article 7.3d of the Act, must be submitted to the Board of Examiners. The Board of Examiners will decide within thirty working days after receipt of the request. The degree programme normally does not allow doing a double major.

Article 5.4 Degree certificate and diploma supplement

5.4.1 After the Executive Board has declared that the procedural requirements for issuing a degree certificate have been fulfilled, the Board of Examiners will present a degree certificate, as evidence that the student has passed the final examination. This degree certificate will show the information stipulated in Article 7.1(2), of the Act.

5.4.2 The degree certificate will be drawn up in Dutch or English, and also in Latin. The degree certificate will be signed with a wet signature by at least one of the members of the Board of Examiners.²⁷

²⁷ A wet signature is a signature with lightfast ink.

5.4.3 The Board of Examiners will add a diploma supplement to the certificate stating that the student has passed the final examination. The aim of the supplement is to provide insight into the nature and content of the completed degree programme, also with a view to international recognition of degree programmes. The Leiden University diploma supplement conforms with the standard European diploma supplement. The final page of the diploma supplement will be signed with what is known as a wet signature by at least one of the members of the Board of Examiners. In addition, the Board of Examiners may choose to initial each page of the diploma supplement.

5.4.4 A student who has passed more than one examination but cannot be awarded a degree certificate, as referred to in 5.4.1, will on request be given a statement issued by the Board of Examiners, showing at least the examinations that the student has passed.

Article 5.5 Final examination grade

5.5.1 The Board of Examiners may award the examination candidate a final grade (*judicium*) for his/her work in the context of the final examination. This final grade is based on the average of the grades achieved for the course components covered by the final examination, weighted according to course load.

5.5.2 If the GPA, calculated over all credits awarded in the last four semesters of the programme (120 ECTS or more) is between 3.00 and 3.49, the Board of Examiners may choose to confer the designation 'Honours'. If the result is between 3.50 and 3.79, the Board of Examiners may choose to confer the designation 'Cum Laude'. If the result is between 3.80 and 3.89, the Board of Examiners may choose to confer the designation 'Magna Cum Laude'. If the result is 3.90 and 4.00, the Board of Examiners may choose to confer the designation 'Summa Cum Laude'.

Article 5.6 Retention periods

The results of the final examinations are open to public inspection. The registers containing the results of the examinations will be retained indefinitely.

Article 5.7 Exclusion from the degree programme or certain of its components

5.7.1 If, in accordance with Article 7.42a of the Act, a student has demonstrated by behaviour or remarks that the student is unfit to practice one or more of the professions for which the student is being trained in the degree programme that the student is following, or is unsuited to engage in practical preparation for professional practice, the Board of Examiners will, on request, issue advice to the Executive Board regarding the refusal or termination of that student's enrolment in the degree programme.

5.7.2 If the student referred to in Article 5.7.1 is enrolled in another degree programme, and within that programme is following the courses of a specialisation that is similar to or, in terms of the practical preparation for professional practice, is related to the degree programme for which the enrolment has been terminated pursuant to Article 7.42a(1) of the Act, the Board of Examiners will, on request, issue advice to the Executive Board regarding whether the student can be permitted to follow this specialisation or other components of this degree programme.

5.7.3 The Board of Examiners will issue advice as referred to in 5.7.1 or 5.7.2 within ten working days after this request has been made by the Executive Board.

Chapter 6 Fraud, irregularities and plagiarism

Article 6.1 Fraud

6.1.1 Fraud is understood to mean:

Any action or omission that makes it completely or partly impossible to form a proper assessment of an individual's knowledge, insights, skills, professional attitude or reflection, including in any event:

- a. during an examination, including an online examination, or practical assignment, using unauthorised communication devices, software such as unauthorised AI software, or documents;
- b. during an online or other examination or a written assignment, using unauthorised notes (crib sheets) in the permitted material;
- c. during an online or other examination or a practical assignment, completely or partly copying the answers of another person, or through software such as unauthorised AI software;
- d. submitting the same piece of work to different instructors for grading, or revising and submitting a piece of work from one course for another without the instructor's knowledge and consent;
- e. during an online or other examination or a practical assignment, exchanging information with another person;
- f. during an online or other examination or a practical assignment, impersonating another person;
- g. plagiarism (acting in contradiction of the Leiden University College Code of Conduct on Plagiarism, attached);
- h. modifying the submitted examination (digital or otherwise) at the inspection;

6.1.2 Fraud is also taken to mean gaining access or attempting to gain access on improper grounds to the programme, or a constituent examination, practical assignment or examination.

6.1.3 Fraud also includes other behaviour which the examination committee, on the basis of the rules laid down and communicated within the faculty or programme, considers to be fraud.

Article 6.2 Documents brought into the examination by students

6.2.1 If a student is permitted to use a document that he/she has personally brought into the examination, this document must not contain any notes.

6.2.2 For the purposes of the previous paragraph, notes are not understood to mean:

- underlining, highlighting and marking with fluorescent felt pen;
- references to sections of the law;
- references to case law and other literature, provided that this is explicitly permitted for a specific examination;
- marginal notes added by the publisher of a compendium of legislative texts.

6.2.3 The above paragraphs apply equally to any legal text brought into the examination by a student.

Article 6.3 Disciplinary measures to be taken by the examiner in the event of irregularities or fraud

6.3.1 In the event of observation or serious suspicion of any irregularity or fraud during the examination, the examiner will notify the student of this immediately. The student will be permitted to finish the examination. After the examination, the examiner and the student will fill in the official report form. This official report form will be submitted immediately to the Board of Examiners, and the student will also receive a copy. The examiner may confiscate any items in the possession of the student that could be relevant in assessing the irregularity or fraud.

6.3.2 If the examiner requests this, a student is obliged to surrender to the examiner any items in the student's possession that could be relevant in assessing an irregularity or act of fraud, for the purpose of that evaluation. The confiscated items will be returned to the student within a reasonable period of time after the examination.

6.3.3 The examiner will give the items that they have confiscated to the Board of Examiners. In the case of notes in a legislative text or other compendium of texts, the availability of aids that the examiner had not permitted (such as a book), and suchlike, the examiner can provide the Board of Examiners with photocopies of the confiscated items, instead of the actual items. In all cases, the examiner can provide the Board of Examiners with an official report of the observed irregularity or fraud, signed by two examiners / invigilators, instead of confiscated items or the said photocopies.

6.3.4 If an invigilator observes an irregularity, act of fraud or disturbance during the examination, he/she must notify the examiner immediately.

6.3.5 The student's name and student number and the nature of the irregularity are recorded on the official report form. The student preferably signs the form as 'seen', below the description of the irregularity.

Article 6.4 Disciplinary measures to be taken by the Board of Examiners in the event of irregularities or fraud

6.4.1 In the event of any irregularity or fraud during an examination or practical assignment, the Board of Examiners can interview the examiner, student, invigilators and other persons.

6.4.2 The Board of Examiners will decide on the basis of the official report and the findings from the interviews whether a sanction should be imposed and, if so, what the appropriate sanction is. The examination will only be assessed, as referred to in 6.3.1, after the Board of Examiners has reached a decision in which the examination is released for assessment.

6.4.3 The disciplinary measures that can be imposed by the Board of Examiners are:

- a. declaring the results of the examination null and void (this is a remedial sanction aimed at removing the consequences of the offence) or awarding a grade of Fail (F) for the examination;
- b. excluding the student from participation in the examination regarding which the irregularity or fraud was observed for a maximum period of one year and/or;
- c. excluding the student from participation in one or more other examinations for the maximum period of one year;
- d. excluding the student from participation in examinations and the final examination of one or more degree programmes provided by the Faculty for a maximum period of one year;
- e. examinations of another faculty or higher education institution that are passed during the exclusion period, also including assignments, papers and theses, cannot be included in the final examination of the degree programme in any way whatsoever.

6.4.4 In the event of serious fraud, the Executive Board may decide to definitively terminate the programme of the student in question, in view of Article 7.42(3) of the Act.

Article 6.5 Disciplinary measures to be taken as a result of plagiarism

6.5.1 If the examiner detects plagiarism in an essay, paper, thesis or research assignment, they will notify the chair of the Board of Examiners of this as soon as possible, by filling in and sending a plagiarism form.

6.5.2 The examiner will provide the Board of Examiners with the essay, paper, thesis or research assignment concerned.

6.5.3 In the event of suspected plagiarism, the Board of Examiners may interview the examiner, the lecturer, the student and others.

6.5.4 The disciplinary measures that may be imposed by the Board of Examiners are

- a. giving an official warning and including this in the student file;
- b. imposing a grade deduction;
- c. declaring an assignment, including papers, thesis, or other research assignments, to be invalid, or award the student an "F grade" for an entire course in which plagiarism was committed;
- d. for a maximum period of one year, refusing to accept from the student concerned any assignment, paper, thesis or research project of the kind regarding which plagiarism was detected, including assignments etc. from another faculty or higher education institution that are completed with a pass result, and excluding the student concerned from participation in preparing or conducting such assignments, papers, theses or research projects;
- e. and/or excluding the student from participation in one or more examinations for a maximum period of one year, and/or excluding the student from participation in examinations and the final examination of one or more degree programmes provided by the Faculty for a maximum period of one year. Examinations of another faculty or higher education institution that are passed during the exclusion period cannot be included in the final examination of the degree programme in any way whatsoever.
- f. In the case of serious fraud, the Executive Board may, at the proposal of the Board of Examiners, definitively terminate the student's enrolment in the degree programme.

Article 6.6 Irregularities

If there are reasonable grounds to suspect irregularities regarding fraud prior to or during an examination but it is not possible to identify the individual students to which this relates, the Board of Examiners may declare the examination in question invalid. In such an instance, the examination will need to be conducted anew. The Board of Examiners will set a new examination date as soon as possible. In this respect, irregularities can also be taken to mean technical faults, for instance in the case of digital examinations, and the Board of Examiners may declare the examination invalid on these grounds.

Chapter 7 The binding study advice

Article 7.1 Student file

7.1.1 The Board of Examiners maintains a BSA file on every student who is enrolled in the bachelor's degree programme and to whom this applies on the basis of the Leiden University Regulation on the Binding Study Advice.

7.1.2 The file includes a description of the student's personal circumstances, as referred to in Article 7.8b(3) of the Act, and, if applicable, the study plan adapted to these personal circumstances, which the student has formulated, together with the study adviser.

7.1.3 All students have the right to inspect their personal file, as referred to in 7.1.1, and, if they so wish, to have their objections to its contents included in the file.

Article 7.2 The advice

The Board of Examiners issues the advice on behalf of the Faculty Board, with due observance of the provisions of the Leiden University Regulation on the Binding Study Advice Leiden²⁸.

Chapter 8 Complaints and appeals

Article 8.1 Lodging a complaint or appeal

8.1.1 A student who wishes to lodge a complaint or administrative appeal, as referred to in Article 7.61(1) of the Act, regarding a decision taken by the Board of Examiners or by one or more of the examiners appointed by the Board of Examiners, should lodge this complaint or appeal with the Examination Appeals Board.

8.1.2 The time limit for lodging a written administrative appeal, as referred to in 8.1.1, is six weeks after the written notification of the decision that is the subject of the administrative appeal.

Article 8.2 Handling of complaints

Complaints are handled in accordance with the current procedures laid down in the Regulations relating to the Ombudsperson, the Regulation on Other Complaints, the Regulations of the Examination Appeals Board and the General Administrative Law Act (Awb).

Article 8.3 Handling of appeals

Administrative appeals are dealt with in accordance with the current procedures. These are laid down in the Regulations of the Examination Appeals Board and the Student Charter.

²⁸. <http://www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-bindend-studieadvies.html>

Chapter 9 Annual report

Article 9.1 Reporting

9.1.1 Each year, the Board of Examiners will produce a report of its activities, and will submit this report to the Faculty Board.

9.1.2 The report will comply with the requirements set by the Executive Board and will in any case contain the most important decisions of the Board of Examiners and a description of how the Board of Examiners has fulfilled its duty with respect to the quality assurance of examinations, as referred to in Article 4.2.

Chapter 10 Final provisions

Article 10.1 Exceptional circumstances

10.1.1 All cases for which these Rules and Regulations do not provide will be decided by the Board of Examiners.

10.1.2 If, in exceptional cases, the strict application of the provisions of these Rules and Regulations would result in evident unfairness, the Board of Examiners is authorised to reach an alternative decision.

Article 10.2 Changes

10.2.1 If changes to these Rules and Regulations relate to the current academic year, or have serious consequences for students who were already enrolled in the degree programme, every possible effort will be made to prevent the interests of the students concerned being harmed in any way.

Article 10.3 Effective date

These Rules and Regulations will enter into effect on 28 August 2023.

Appendix 1: Leiden University College Code of Conduct on Plagiarism

Plagiarism

Plagiarism is the presentation, without attribution, of someone else's work as your own. This includes but is not limited to direct verbatim copying of analysis, without attribution of the source; paraphrasing of analysis, without attribution of the source; and reproduction of reasoning or analysis, without attribution.

Plagiarism includes unattributed use of text produced by others, but can also involve unattributed use of others' ideas, arguments, interpretations, linguistic formulations, images, graphs, diagrams, and software code.

This applies whether it comes from academic or commercially published sources, online media, public domain or copyright-free material, unpublished work, personal communications, work by academic staff or other students, or material generated by artificial intelligence.

Plagiarism is not limited to deliberate deception. Use of work without attribution is plagiarism, whether it was intentional or not. You are responsible for properly citing your sources.

In summary: to avoid plagiarism, work you have not produced yourself should always be cited appropriately. You must make it clear what is your own work, where you are relying on the work of others, and where that work came from.

The problem with plagiarism

Plagiarism is a problem of academic integrity, and a form of fraud. It is misleading and dishonest to present others' work as your own, and it gives a false impression of your abilities and achievements. In the university, plagiarism makes it impossible to properly evaluate your attainment. Fraud is doing something, or failing to do something, that makes it completely or partly impossible to properly assess the knowledge and skills you have developed through your studies.

Plagiarism is also bad academic practice. Scholarship depends on good citation practices that allow proper evaluation of other scholars' arguments and the discovery of new sources.

Plagiarism breaks the connecting threads that make research and debate in academic communities possible.

Detection and penalties

Plagiarism is taken very seriously by the university; it is a form of fraud, and considered an offence. The university takes active steps to detect plagiarism and penalise those found to have committed it. The university uses computer software to analyse written coursework, and conducts further inquiries in cases where plagiarism is suspected. If plagiarism is proven, the Board of Examiners will generally impose penalties. Their severity will depend on the seriousness of the offence, and may take account of previous infringements. Details of penalties that may be imposed can be found in the Rules and Regulations of the Board of Examiners.

'Self-plagiarism' and re-use of your own work

Re-using work that you have produced yourself but previously submitted for other assignments is not permitted.

Exceptions to this rule may be made for iterative assignments in which you are expected to develop your work in response to feedback, or new assignments that build on earlier work. Exceptions are defined at the discretion of the course convener, instructor or supervisor you are submitting the re-used work to. Unless the instructor has explicitly stated that you are allowed to reuse material from earlier assignments, you should assume that it is not

permitted. If you are unsure whether it is allowed or not in any particular situation, you are responsible for seeking clarification and consent from your instructor or supervisor.

The problem with re-use of work

Re-using your own work is sometimes referred to as 'self-plagiarism'. This can be misleading, because it is different in certain respects to plagiarism: it doesn't involve passing other people's work off as your own, misrepresenting your abilities and achievements, or disrupting the basic conditions of academic research. However, it can still be a problem in some contexts, and is taken seriously by the university. In published work, re-use of previously published material can infringe copyright law and intellectual property rights. While such considerations rarely apply to university coursework, re-use of previously submitted material is nevertheless still not permitted for university coursework because it would allow students to gain academic credits while producing less work than would otherwise be required. It would also make it impossible to properly assess what they have learned on later courses if they are reusing work written for earlier courses.

Detection and penalties

Unpermitted re-use of work is considered fraud by the university. As with plagiarism, the university actively checks submitted work for recycled material, and if it is detected, the Board of Examiners may apply a range of penalties, depending on the seriousness of the offence. The penalties that may be applied in cases of fraud can be found in the Rules and Regulations of the Board of Examiners.

Appendix 2: Attendance Policy

Please note this attendance policy is applicable to the degree programme and not to the minor.

Students are required to attend all class meetings of their courses at LUC. In addition, students should be punctual, prepared, ready to engage, and equipped with learning materials and readings.

As classes are interactive it is not possible to replicate the learning that occurs in class with assignments or additional readings. However, it may happen that due to circumstances, students need to miss a class. To accommodate illness or other unforeseen events, students are allowed to miss up to 15% of the total number of sessions for a single course. If students miss more than 15% of the total number of sessions for a single course without extenuating circumstances, they will fail the course.

Extenuating circumstances are recognized and properly documented unforeseen circumstances that are serious and beyond the control of students, and which demonstrably impact on their academic performance. Absences are dealt with by study advisors and instructors of the concerned courses. If students have extenuating circumstances, they should inform their instructor(s) and study advisors. In case of more than 15% absences, students should submit supporting documentation for all absences, so it can be assessed. Although students are encouraged to keep their instructors informed, in sensitive personal cases the supporting documentation may only be assessed by the study advisors, who will then inform the instructor(s). The study advisors advise the instructor(s) whether the extenuating circumstances justify the absences; the individual course instructor decides to what extent the absences affect students' course work and assessment, if a replacement assignment is feasible, or whether it is no longer possible to pass a course. The Board of Examiners' involvement may be necessary in unclear or controversial cases, or when the quality of assessment could be at risk.

If students need to miss a class, they should ensure to document this, so it can be assessed in case of more than 15% absences!

Course Format	Class Meetings*	15% Absences
5 EC Regular 1-block course (7 weeks of classes)	2/wk (14 classes)	2 classes
5 EC semester courses (14 weeks of classes)	1/wk (14 classes)	2 classes
10 EC semester language course (14 weeks of classes)	3/wk (42 classes)	6 classes

* Does not include Reading Week (last week of the scheduled course)

- A student who misses 50% or more of a course (e.g., classes, lectures, seminars, field trip, etc.), regardless of having extenuating circumstances, does not meet the attendance requirement and will fail the course.
- If a student is over ten minutes late, or if a student leaves a class early without permission of the instructor, s/he will be counted as absent for that class meeting.
- If a student is over ten minutes late, s/he may not be allowed to enter the class, at the discretion of the instructor.
- Students must notify their instructor and the study advisors when they become aware that they will miss a class meeting.
- Students are responsible for completing assignments for missed classes (if necessary). It is up to the discretion of the instructor whether or not the student will be permitted to complete replacement assignments/exams or receive extensions. Requests for extensions or replacement assignments/exams that go beyond one week after the block has ended must be submitted to the Board of Examiners and will only be approved in case of clear extenuating circumstances. *See the BoE app on the Student website for the appropriate request form.*
- When possible, students should plan medical visits in a way that does not interrupt their LUC class schedule. Students who miss class for medical reasons should request a note from their healthcare professional to document the medical visit. *See the BoE app on the Student website for a doctor's note template.*

- Students must always submit the final assignment or sit the final exam of a course with reasonable effort. The final assignment or exam usually assesses if all learning aims have been achieved.
- If students disagree with the decision taken by the instructor and the decision affects their grade for an assessment or the entire course, they could submit a complaint to the Board of Examiners or lodge an appeal to the Examination Appeals Board in Leiden. Students are always allowed to continue with the course, until the final outcome of the appeal is known.

All LUC instructors record attendance in their courses on the attendance sheet, which is submitted along with the final grades to the LUC Registrar at the end of the course. If there are extenuating circumstances that justify a missed class, this should be noted in the comments field on the grade sheet.

Appendix 3: Leiden University Official Report of Irregularity, Fraud, Disturbance

Examination:		Date and time:	
Practical:		Date and time:	
Location:			
DETAILS			
NAME AND INITIALS OF EXAMINER:		NAME AND INITIALS OF STUDENT:	
Course/Practical:		Student number:	
Study programme:		Study programme and year:	
Faculty:		Faculty:	
IRREGULARITY – FRAUD – DISTURBANCE			
NOTIFICATION OF IRREGULARITIES			
DESCRIPTION			
TIME			
COMMENTS			
CONFISCATED ITEMS			
This form has been completed truthfully by:			
Examiner	Signature	Date:	
Invigilator (if present)	Signature	Date:	
Student	Signature (as ‘seen’)	Date:	

Appendix 4: Form for notification of detected plagiarism

Notification by the examiner of plagiarism or fraud pursuant to Article 6.5 of the Rules and Regulations. The completed form must be sent (by email) to the Secretary of the Board of Examiners (boe@luc.leidenuniv.nl)).

Please note: a student's product must be checked for plagiarism in a plagiarism programme (Turnitin) before an assessment of any kind is given or released.

Date			
Person submitting the notification		Email	
		Tel.	
Student(s)		Student number(s)	
Year of the study programme		Bachelor's / Master's	
Type of examination assignment		Study programme component	
Summative test	<input type="radio"/> Additional requirement <input type="radio"/> Counts towards the final grade (accounts for ... %)		
Relates to:	<input type="radio"/> Fraud <input type="radio"/> Plagiarism		
Description of (suspected) fraud/plagiarism and, if applicable, the form of plagiarism (see explanation at the end).			
If plagiarism: percentage plagiarism according to the programme used (if known):		average %, suspected section %	
Reaction of the student(s) to being informed that suspected fraud / plagiarism has been detected.			
Method of handling			
<input type="radio"/> Notification will be submitted to the Board of Examiners → further complete A and B.			

A
Proposal for handling by Board of Examiners (more than one option can be selected)
<input type="radio"/> Not serious plagiarism
<input type="radio"/> First time this has been detected for this/these student(s)
<input type="radio"/> Student was not aware of plagiarism
<input type="radio"/> "Clumsiness" of the student
<input type="radio"/> Cultural difference (for a student from a country other than the Netherlands)
<input type="radio"/> Interview reveals that this is a learning moment for the student(s) and there will be improvement in the future
<input type="radio"/> Seriousness of plagiarism
<input type="radio"/> Second time this has been detected for this/these student(s)
<input type="radio"/> Attitude of the student(s)
<input type="radio"/> Other; i.e.

<input type="radio"/> Interview with the student about the (suspected) plagiarism	
<input type="radio"/> Other; i.e.	
If applicable, additional information that may be relevant for the Board of Examiners	
B	
The student has been informed of this notification	Yes / No
Evidential material is appended	Yes / No
If yes: this material is	

This form has been completed fully and truthfully by:

Signature

City

Date

Appendix 5: Sample format for the Annual Report of the Board of Examiners

ANNUAL REPORT OF ACADEMIC YEAR <add date>
of the BOARD OF EXAMINERS of the degree programme(s) in:

Composition of Board of Examiners (as of dd/mm/yyyy) Chair elected by the Board of Examiners: Member 1: Member 2: Member 3: Member 4: External member: Official secretary: Term of appointment of the members:	... years
Number of meetings of the Board of Examiners in 2014-15	
Rules and Regulations of the Board of Examiners	Adopted on Published on
Training followed	
Procedure on how the Board of Examiners appoints examiners	
Approach and results of quality assurance (review of activities in annual report year: <ul style="list-style-type: none"> • Tests and examinations • Final assignments 	
Which issues call for further investigation and more specific policy?	
Conclusions and actions points for the subsequent academic year. Also reflect on matters that appear on the programme cards such as degrees awarded and BSAs issued. <ul style="list-style-type: none"> • What will the Board of Examiners tackle in the current academic year? • Which topics require attention in the longer term? • Desired training and/or support 	

Plagiarism prevention by: Number of cases of plagiarism detected: Measures taken: Number of decisions concerning the enforcement of sanctions:	
Other fraud Number of cases: Types of fraud: Measures taken: Number of decisions concerning the enforcement of sanctions:	
Number of complaints lodged by students with the Board of Examiners: NB please also list complaints submitted to a separate complaints board.	

Number of students who lodged an objection/appeal with the Examination Appeals Board:	
Number of students who were granted exemption from one or more examinations and/or from practicals and assignments. Other decisions concerning exemptions:	
Number of students who were granted an extension of the period of validity of a pass result for an examination:	
Number of students who were granted permission to take an examination in a way other than that laid down in the Course and Examination Regulations (OER):	
Number of students for whom the Board of Examiners: a. verified that evidence had been supplied of an adequate command of the Dutch language, and b. granted exemption from this entry requirement:	
Number of students provided with a statement showing the number of examinations passed (= students who dropped out of the programme and do not receive a degree certificate):	
Number of students who were granted permission to follow an individual curriculum compiled by the student him/herself:	
Percentage of requests that were handled within the legal term (8 weeks)	

