

Bachelor programmes Political Science, Universiteit Leiden

Frequently Asked Questions *numerus fixus*, selection and placement procedure

Why is there a *numerus fixus*?

Our bachelor programmes have become increasingly popular amongst students. Especially the English taught specialisation *International Relations and Organisations* receives substantial numbers of applications for admission. The *numerus fixus* of 600 has been implemented to regulate the number of students. The selection- and placement procedure comes into effect when the number of applicants exceeds this *numerus fixus*. The procedure will then determine which applicants are best suited to start the bachelor. Implementing this measure helps us to maintain the quality of education in the programme.

Does the selection and placement procedure also determine whether I am admissible?

The selection and placement procedure does not determine whether you are admissible: you will still have to prove that you meet all the requirements necessary to partake in a university programme. Some students will not yet be directly admissible when applying, for example when they have not yet finished high school. Nevertheless, you can still partake in the procedure. Please be aware that you will have to adhere to the requirements before the start of the programme in September. You can find the requirements on the website.¹

***Politologie, Internationale Politiek, International Relations and Organisations*: different procedures?**

Applications to all three specialisations are processed in the same manner. Each application carries the same weight. It is only possible to apply for one of the three specialisations.

Do you differentiate between Dutch applications and non-Dutch applications?

The criteria for Dutch and non-Dutch applicants are the same. Results from previous education programs are standardised using objective criteria so it is possible to compare the results of all applicants, regardless of country of origin.

¹ *Politologie*: <https://www.universiteitleiden.nl/onderwijs/opleidingen/bachelor/politicologie/toelating-en-aanmelding/toelatingseisen>
Internationale Politiek: <https://www.universiteitleiden.nl/onderwijs/opleidingen/bachelor/politicologie/internationale-politiek/toelating-en-aanmelding/toelatingseisen>
International Relations and Organisations: <https://www.universiteitleiden.nl/en/education/study-programmes/bachelor/political-science/international-relations-and-organisations/admission-and-application/admission-requirements>

What criteria determine the ranking?

The following three criteria and percentages will determine the ranking:

- a) Grades from previous education– 40%
- b) Motivation letter – 40%
- c) Online assessment– 20%

What are the most important dates?

You can find the complete timeline on the website.² The most important dates are:

- 1 October 2020: application opens.
- 15 January 2021: application closes. After this date it is **no longer possible** to submit your application. Disclaimer: applying for a university programme requires some preparation and documentation. Applying early helps to smoothen the process. We therefore advise you to apply as early possible.
- 27 January 2021: you receive instructions to partake in the Selection and Placement procedure.
- 28 January 2021 – 5 February 2021: the time frame within which to write and submit your motivation letter.
- 12 February 2021 12:00 CET- 13 February 2021 12:00 CET: online assessment (see below for more information).
- 15 April 2021: you receive your rank number via Studielink.
- 15 – 29 April 2021: period that the first 600 candidates have to confirm whether they accept their offered place in the programme and want to finalise their application; every person that receives an offer and decline, equals an offer for the next candidate in the ranking.

Is it also possible to apply after 15 January 2021?

No, unfortunately. 15 January 2021 is the latest possibility to apply. After this date it will no longer be possible to partake in the application and selection and placement procedure.

Why is it not possible to submit my motivation letter earlier? What does the motivation letter entail?

On 27 January 2021, you will receive the exact guidelines for the motivation letter. Subsequently you will have up to and including 5 February 2021 to write and submit your letter. With this measure we

² *Politologie*: <https://www.universiteitleiden.nl/onderwijs/opleidingen/bachelor/politicologie/toelating-en-aanmelding/aanmeldprocedure>

Internationale Politiek:

<https://www.universiteitleiden.nl/onderwijs/opleidingen/bachelor/politicologie/internationale-politiek/toelating-en-aanmelding/aanmeldprocedure>

International Relations and Organisations: <https://www.universiteitleiden.nl/en/education/study-programmes/bachelor/political-science/international-relations-and-organisations/admission-and-application/selection-and-placement>

want to ensure that all applicants have an equal chance in the selection and placement procedure. It also eases the procedure when the format of each letter is the same.

We expect a brief letter (circa 400 words), in which you make clear, *inter alia*, why you have chosen for the specific programme.

Motivation letters for *Politologie* and *Internationale Politiek* have to be in Dutch. The motivation letters for International Relations and Organisations are to be written in English.

What does the online assessment entail: what is to be expected and how can I prepare?

The assessment will consist of several multiple-choice questions on subjects that are also discussed in the first study year. You will be granted access to the web lectures and the reading material required for the assessment.

Is the online assessment the same for all applicants?

The online assessment differs between the specialisations. *Politologie*, *Internationale Politiek* and International Relations and Organisations all have their own set of questions (there might be some overlap as they are all part of the Political Science program). The language also differs between the tests, with *Politologie* and *Internationale Politiek* in Dutch and the test for International Relations and Organisations in English. The difficulty of all tests is equal.

How much time is there for the online assessment?

The test is open for 24 hours: 12 February 2021 12:00 CET till 13 February 2021 12:00 CET. This way we accommodate all time zones and create equal chances for all candidates. It roughly takes two hours to answer all the questions and it is possible to pause the assessment midway.

When am I finished with the selection and placement procedure?

You are only eligible for a place in the ranking if you have fulfilled all the requirements: completed your registration, including uploading your grades; you have submitted your motivation letter on time and according to the instructions; you have taken part in the online assessment and submitted these results.

My ranking number is higher than the *numerus fixus*. How to proceed now?

In case of a selection and placement procedure, applicants within the range of 1 till 600 are offered a place in the programme. However, it does happen that applicants within this range still get declined, because they do not meet the entry requirements (e.g. because they have failed to finish their final exams). It is also possible that some of the candidates that have been offered a place, decline the offer to study *Politologie*, *Internationale Politiek* or International Relations and Organisations. In cases such as these, the offered place goes to someone with a ranking above the set capacity of 600. It therefore does not necessarily mean that you do not have a chance anymore if your ranking number is higher than 600.

It is, of course, not possible to know how many candidates decline the offer. Each candidate has two weeks to either accept or decline the offered place. If your ranking number is far above the 600, we do recommend you to look for other possibilities.

Does the outbreak of Covid-19 have any effect on the selection and placement procedure?

Unfortunately, Covid-19 does have a (minor) influence on the procedure. Many candidates will not be able to submit a complete grade list, or have other likewise problems in regard to this criteria. Leiden University has made (national) agreements with other Dutch universities in this regard. Dutch vwo candidates will not hand in a 5 vwo 'overgangsrapportcijferlijst', but will instead provide a grade list with their average 'SE' grades (until the date of 15 January 2021). International students are advised to get in touch with Leiden University's Admission Office.³

Leiden University has also taken other measurements due to 'Covid-19'. Please go through the Corona updates⁴ and the Corona FAQ.⁵ Visit these pages regularly since measurements may change.

³ <https://www.student.universiteitleiden.nl/en/vr/faq/form/student-affairs-front-office>

⁴ <https://www.universiteitleiden.nl/en/dossiers/coronavirus-en>

⁵ <https://www.universiteitleiden.nl/en/dossiers/coronavirus-en/vragen-en-antwoorden-en>