



## Bachelor Political Science

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

#### **Why is there a numerus fixus?**

Every year, many students apply for the bachelor Political Science. 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.<sup>1</sup>

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

Applications to all three specialisations are processed in the same manner. Each application carries the

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<sup>1</sup> *Politologie*:

<https://www.universiteitleiden.nl/onderwijs/opleidingen/bachelor/politicologie/politicologie/aanmelding-en-toelating/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/application-selection-and-placement>

same weight, therefore there is one selection and placement for all three specialisations. 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.

### **What are the most important dates?**

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

- 1 October 2023: application opens.
- 15 January 2024: 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.
- 31 January 2024: application in uSis closes (ID, diplomas, transcripts, CV and application fee)
- 1 February 2024. 18:00 CET: you receive instructions to partake in the Selection and Placement procedure (including instructions for submitting the online assessment).
- 15 February 2024 13:00 CET- 16 February 2024 23:59 CET: online assessment (see more information below).
- 15 April 2024: you receive your ranking number via Studielink.
- 15 April 2024 onwards: period for the first 600 candidates 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. If we have places in the programme and there are candidates on the waiting list, we will continue to offer placement until 31 August 2024. Please note; after receiving your offer, you have only 14 x 24 hours to accept placement.

### **Is it also possible to apply after 15 January 2024?**

15 January 2024 is the latest possibility to apply in Studielink. If candidates were not able to register,

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<sup>2</sup> *Politologie*:

<https://www.universiteitleiden.nl/onderwijs/opleidingen/bachelor/politicologie/politicologie/aanmelding-en-toelating/selectie-en-plaatsing>

*Internationale Politiek*:

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

*International Relations and Organisations*:

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

due to unforeseen circumstances, they can make a request to register. If the selection and placement procedure has not started yet, 1 February 2024, they can request the Faculty Board via [selectiepol@fsw.leidenuniv.nl](mailto:selectiepol@fsw.leidenuniv.nl) to participate in the selection procedure at the faculty board. For more information check the Regulations Selection and Placement Political Science<sup>3</sup>.

### **Is it necessary to finish all criteria of the selection and placement procedure to receive a ranking number?**

You will only receive a ranking number if you have met all the conditions before the given deadlines: your application is complete, including the upload of your grade average and you have finished and submitted both parts of the online assessment.

### **What criteria determine the ranking?**

The following three criteria and percentages will determine the ranking:

- a) Grades from previous education– 30%
- b) Online assessment part 1 – 50%
- c) Online assessment part 2 – 20%

A low-ranking number is good news. The candidates with ranking number 1 to 600 will be the first to be offered placement. Please note; do not confuse your ranking number with your final score (the higher your final score, the lower your ranking number).

A high-ranking number is not necessarily bad news: see the last question in this FAQ.

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

The online assessment part 1 will consist of several multiple-choice questions related to National and International Politics, International Relations and Statistics. Part 2 will consist of a writing skill assignment on subjects that will be discussed in the first study year. Two weeks in advance 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.

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<sup>3</sup> <https://www.organisatiegids.universiteitleiden.nl/en/regulations/social-and-behavioural-sciences/political-science/students/selection-and-placement>

**How much time is there for the online assessment?**

The test is open for almost 35 hours: 15 February 2024 13:00 CET till 16 February 2024 23:59 CET. This way we accommodate all time zones and create equal chances for all candidates. Outside the period given it is not possible to partake in the online assessment, unless there are compelling circumstances you can submit a request for a resit to the Selection Committee via [selectiepol@fsw.leidenuniv.nl](mailto:selectiepol@fsw.leidenuniv.nl). The request should be accompanied with one or more pieces of evidence to prove these compelling circumstances. You can submit the request until 26<sup>th</sup> of February 2024 (article 7.3 Selection Regulations Bachelor Political Science).

**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 and you have taken part in the online assessment and submitted both parts. Please note; to receive an offer of placement you need to be directly admissible or (un-)conditionally admitted for our bachelor programme.

**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 (14 x 24 hours) to either accept or decline the offered place.

**I have a disability, can I receive extra support?**

A candidate who wishes to make use of special facilities in connection with a disability or other long-term limitation must make this known by email at the latest on 31 January 2024 at the time of registration via [selectiepol@fsw.leidenuniv.nl](mailto:selectiepol@fsw.leidenuniv.nl) and must substantiate this request with documentation (medical or psychological statement).