

Erasmus+ Programme

NL LEIDEN01

Universiteit Leiden

Departmental coordinator: Prof. Ponchia Simonetta

A. Information about higher education institutions

Name of the institution (Institutional Coordinator and Departmental Coordinator)	Erasmus code	Contact details (email, phone ...)	Website (Home page and course catalogue)
Universiteit Leiden Institutional Coordinator Departmental Coordinator(s)	NL LEIDEN01	Ms Marieke te Booij Institutional Erasmus coordinator Tel: +31-71-527 3325 E-mail: m.t.te.booi@sea.leidenuniv.nl Ms Linda Huizinga-Coolen Erasmus coordinator Humanities Tel: +31-71-5273293 e-mail: m.a.huizinga-coolen@hum.leidenuniv.nl	Web page: http://prospectivestudents.leiden.edu/study-abroad-exchange/ e-prospectus (course catalogue) https://studiegids.leidenuniv.nl/en/

B. Mobility numbers per academic year

Student Mobility for Studies

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Study cycle			Number of students and mobility periods		
				1 st	2 nd	3 rd	Students	Months per student	Total number of months
NL LEIDEN01	I VERONA01	225 - (2)	History and Archaeology	X	X	X	3	9	27

Staff Mobility for Teaching

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Number of staff mobility periods		
				Number of Teachers	Duration in number of weeks	Number of teaching hours per

						week
NL LEIDEN01	I VERONA01	225 - (2)	History and Archaeology	1	1 per teacher	5 hours

C. Recommended language skills

Receiving institution [Erasmus code]	Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
NL LEIDEN01	History and Archaeology	English	Dutch	ENGLISH: Minimum required level: IELTS 6.5, TOEFL 90/5751 or equivalent OR C1	Minimum recommended level: B2

D. Additional requirements

Student Mobility for Studies

Receiving institution [Erasmus code]	Subject area	Minimum Number of Credits to be included in the study plan	Faculty or Department(s) where students will be entitled to attend courses/modules	Access to other Faculties or Departments (yes / no)	Support and infrastructure to welcome students/staff with disabilities (yes / no)
NL LEIDEN01	History and Archaeology	15 per semester	Faculty of Humanities	Yes (<u>to be agreed previously on a case to case basis</u>)	Yes

NL LEIDEN01:

<http://prospectivestudents.leiden.edu/study-abroad-exchange/application-admission/admission-requirements.html#2-english-language-requirements>

¹ At Leiden University Scores may be subject to change. Please see: <http://prospectivestudents.leiden.edu/study-abroad-exchange/application-admission/admission-requirements.html> for latest information.

Please note that curricular language acquisition courses are in principle not open to exchange students! If they are open to exchange students, they must have the required level of language proficiency.

E. Calendar

N.B. GLI STUDENTI POTRANNO SVOLGERE IL PERIODO DI MOBILITA' SOLAMENTE NEL SECONDO SEMESTRE (=Spring term)

Receiving institution [Erasmus code]	Autumn term APPLICATION DEADLINE	Spring term APPLICATION DEADLINE
NL LEIDEN01	1 April	15 October

F. Information

1. Grading systems of the institutions

Receiving institution [Erasmus code]	ECTS Link
NL LEIDEN01	http://www.students.leiden.edu/your-study/education/academic-system.html Please note: Lowest pass grade Humanities is 6!

2. Visa

Institution [Erasmus code]	Contact details (email, phone)	Website for information
NL LEIDEN01	Admissions Office, info@leidenuniv.nl , +31 71 527 8011	http://www.students.leiden.edu/application-admission/visa-residence-permit/

3. Insurance

Institution [Erasmus code]	Contact details (email, phone)	Website for information
NL LEIDEN01	International Students Advisor, Tel: +31 (0)71 527 3245 E-mail: j.delwel@sea.leidenuniv.nl	http://prospectivestudents.leiden.edu/study-abroad-exchange/after-admission/insurances/insurances.html

4. Housing

Institution [Erasmus code]	Contact details (email, phone)	Website for information
NL LEIDEN01	E-mail: housing@leidenuniv.nl Tel +31 (0)71 527 53 30	http://prospectivestudents.leiden.edu/study-abroad-exchange/after-admission/housing/housing.html



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The Netherlands

ERASMUS+ PARTNER KEY DATA HUMANITIES 2017-2018

INSTITUTION

Name Institution ERASMUS ID code	Universiteit Leiden NL LEIDEN01
Website	www.leidenuniv.nl (Dutch) www.leiden.edu (English) Humanities: http://hum.leiden.edu/internationalisation/

CONTACT

Name	Faculty of Humanities: Humanities International Office (HIO)	Central: Student and Educational Affairs (SEA) International Relations
Address	Lipsius building / Cleveringaplaats 1 P.O. Box 9515 NL-2300 RA Leiden The Netherlands	Gravensteen / Pieterskerkhof 6 P.O. Box 9500 NL-2300 RA Leiden The Netherlands
Telephone number	Incoming students: +31 71 527 3293 Outbound: +31 71 527 4179	+31 71 527 7781
Email	<ul style="list-style-type: none"> Incoming exchange students (nominations and academic questions) + Erasmus+ agreements: Ms Linda Huizinga-Coolen, HIO, exchange@hum.leidenuniv.nl outbound Erasmus+ Faculty programmes Ms Karin Aalderink studyabroad@hum.leidenuniv.nl Outbound BA International Studies Ms Wencke Appelman studyabroad@hum.leidenuniv.nl 	<ul style="list-style-type: none"> applications, general questions Ms Hieke Hoekstra and Ms Florine Weekenstroo, Admissions Office: exchange@sea.leidenuniv.nl General Programme and agreement information Ms Ruth Davison: internationalrelations@sea.leidenuniv.nl

APPLICATION

<u>Deadlines</u>	Fall Semester + Full Year:	1 April If this is not possible, please advise Ms Huizinga-Coolen exchange@hum.leidenuniv.nl .
	Spring Semester:	15 October
<u>Admission requirements</u>	A GPA of 3.2 out of 4.0 and at least one year of prior academic study. Unless otherwise agreed in bilateral agreements.	
<u>Language requirements</u>	<p>A level of English similar to that reflected by a score of 6.5 on the Academic IELTS test, and as agreed in the Erasmus+ agreement. All Chinese nationals must get an IELTS or ibTOEFL (min. score 90) certificate in order to get a Nuffic Certificate, which is needed for the issuance of their visa and residence permits. Any agreement-specific requirements above this take priority.</p> <p>The Faculty of Humanities does not necessarily need an official certificate from Erasmus+ students, but we expect all students to have the levels mentioned above. Erasmus+ students can send us an alternative qualification (i.e. statement issued by the Home University, language centres/schools) to demonstrate the required level.</p>	



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<p>Online application and further information</p>	<p>In our online application students are prompted to submit course requests and to download a nomination form for their home university co-ordinator to sign. Once an application is complete, if the student meets the admission criteria, course requests are forwarded to the faculties for evaluation. We recommend that students not book flights or make other travel plans before receiving their offer of admission.</p> <p>www.prospectivestudents.leiden.edu/study-abroad-exchange/application-admission/</p>
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PRE DEPARTURE

<p>Website for non-degree students</p>	<p>For information on Courses, Admission, Visa, Housing, Financial Matters and more.</p>
<p>Accommodation</p>	<p>Finding housing through Leiden University is on a first-come first-served basis, and may be difficult, especially in Fall when there is most demand. Housing is available in Leiden and The Hague.</p> <p>For the best chance of securing housing through the university, students should ensure they pay their (non-refundable) housing fee of €350 as early as possible after application and before the housing deadline of June 1st for the Fall semester and November 15th for the Spring semester, even if they have not yet been admitted to the programme. Other costs, such as the refundable €500 housing deposit, are due before students arrive.</p> <p>For the most up-to-date information on the exact amounts of the housing fee and other accommodation costs, please visit http://www.studenthousing.leiden.edu/exchange-students/.</p>
<p>Visa and residence permits</p>	<p>Holders of EU passports do not require a residence permit to study at Leiden University. Students with a non-EU nationality must have a residence permit and in many cases an entry visa as well. Please keep in mind that this applies to all Erasmus+ students with a non-EU passport, even if they have a student residence permit in another Schengen country. Once a student has been admitted to Leiden University, the International Relations Office will work with the student to apply on their behalf. Students should note that there is a fee of €311 for visas/permits (this fee is subject to change) and strict deadlines for submission of documents.</p>
<p>Insurance</p>	<p>All students are obliged to have health insurance to cover any medical costs incurred during their stay. We strongly recommend that students ensure they have medical insurance before their arrival. We also highly recommend that all students take out liability insurance to cover any accidental damage caused to other persons or property during their stay.</p>
<p>Estimated living expenses</p>	<p>On average, at least €860 – 1400 per month.</p>

ARRIVAL & ORIENTATION

<p>Arrival & trains</p>	<p>There is a train that runs directly from Amsterdam Schiphol Airport to Leiden Central station (about 20 minutes travel time) or the Hague Central Station (about 30 minutes).</p>		
<p>Orientation: Leiden and the Hague</p>	<p>1st semester:</p>	<p>Leiden: 27 Aug – 31 Aug 2017 The Hague: 20 Aug – 24 Aug 2017</p>	<p>Fee €80 Fee €70</p>
	<p>2nd semester:</p>	<p>Leiden: 30 Jan – 1 Feb 2018 The Hague: n.a.</p>	<p>Fee € 45</p>
<p>Leiden University organizes two orientation programmes: Orientation Week Leiden – OWL – is the orientation programme to help new</p>			



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	<p>international students settle in and find their way around Leiden and the university.</p> <p>The Hague Orientation Programme – HOP - is the orientation programme organized for Dutch and international students who study in The Hague.</p> <p>Participation in either OWL or HOP is obligatory.</p>
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Intake Appointment	To help students settle in and make sure they are on track with the various formalities, they will attend an intake appointment with Humanities International Office in the first week of the semester. The students will receive an invitation for an appointment.
<u>International Student Network (ISN)</u>	Organizes cultural and social events for international and internationally-oriented students in Leiden; great way to make friends and get involved!
<u>Dutch language and customs</u>	<p>Language courses are not available as regular exchange programme courses, unless stated otherwise in the e-prospectus. The University's <u>Academic Language Center</u> offers Dutch language courses for a fee, and the <u>International Student Network</u> offers short courses as well.</p> <p>Students can also download the <u>Hoi Holland App!</u> This serious game is their first step towards mastering the Dutch language.</p>
<u>Student life</u>	Leiden and The Hague are typical student cities with a rich <u>student life</u> and plenty of <u>sports and cultural activities</u> .

STUDENT SUPPORT SERVICES

<u>International Student Adviser</u>	Leiden University's International Student Adviser, Ms Jantien Delwel, can help students with all types of practical advice about their study and stay in Leiden. She will answer the questions directly or refer them to the right person.
<u>International Student Counsellor</u>	Our International Student Counsellor offers various workshops as well as private counselling sessions.
<u>International student support services</u>	The International student support services include <u>Legal and Financial Counselling</u> , <u>Psychological Counselling</u> , <u>Career Counselling</u> , and the <u>Fenestra Disability Center</u> .
<u>Disability services</u>	Fenestra Disability Centre is Leiden University's service centre for students with a (learning) disability.
Emergency number	From NL: 071 527 66 66 From abroad: +31 71 527 66 66

ACADEMIC

<u>Academic calendar</u>	The academic year runs from September 1 through to July 30th. All faculties follow a semester calendar: the first semester lasts from September until December/January. The second semester courses start in February. The latest academic calendar is available on the website: http://hum.leiden.edu/organisation/calendar/	
Recommended arrival	1st semester:	Third week of August 2017



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week (in order to settle in prior to mandatory orientation)	2nd semester:	Third week of January 2018
Semester dates	1st semester, from / to:	4 September 2017 – 2 February 2018 (exams: late Dec & Jan)
	2nd semester, from / to:	5 February – 8 July 2018 (exams: May & June)
<u>Courses available to non-degree students</u>	<p>Students should check the e-Prospectus for information on course content, language of instruction, pre-requisites and semester dates. In case of doubt they should contact our exchange coordinator, Linda Huizinga-Coolen.</p> <p>Students have to take at least 15 ECTS in Humanities courses per semester in the subject area in the agreement and can take courses in other areas, provided the departmental coordinator agrees. Approval for the courses always depends on space and pre-requisites.</p>	
Languages of instruction	English and Dutch (or the language of the studied area).	
<u>Credit and grading</u>	<p>Leiden University uses the ECTS credit transfer system. Most courses carry a load of 5 or 10 ECTS credits.</p> <p>As is common in the Netherlands, the top grades of 9 and 10 are rarely given.</p>	
Standard course load	20-30 ECTS per semester for non-degree students. 30 ECTS is the standard full-time semester load for Dutch students. 1 ECTS credit equals 28 hrs of study, including contact hours and self-study.	
Course registration	<p>Course approval occurs at the time of admission to the exchange program. This process reserves students a place in the approved courses. Registration for approved courses in our online registration system occurs prior to the start of the semester. Students should always contact the exchange coordinator with questions about courses and course applications. They are not allowed to contact the lecturers directly.</p> <p>Application for courses closes about 4 weeks before the start of the semester. The Faculty of Humanities will register the students for their Humanities courses. Changes are only possible in case of schedule clashes. Students will receive further instructions close to the start of the semester.</p> <p>Questions regarding course registration after arrival should be directed to our exchange coordinator, Linda Huizinga-Coolen exchange@hum.leidenuniv.nl.</p>	
Examinations	<p>1st semester: exams and resits are scheduled from December 1st until the end of January 2nd semester: exams and resits are scheduled from May 1st until the end of June</p> <p>Alternative arrangements for assessments may be possible only in case the student has to be back for the start of the next semester at the home university and at the discretion of the lecturer/department.</p>	
Transcript issuance	<p>During the semester, students will have a Transcript Request Appointment with the Humanities International Office. Only pass results appear on the transcript</p> <p>Transcripts will be issued: - for Fall students: mid-February to mid-March - for Spring and Full-Year students: mid-June to end of August</p> <p>Please note that this is an indication only, unfortunately we are unable to give a guarantee with respect to transcript issuance dates.</p>	