Universiteit Leiden
The Netherlands

ERASMUS+ PARTNER KEY DATA 2018-2019

Universiteit Leiden
The Netherlands

ERASMUS+ PARTNER KEY DATA 2018-2019

INSTITUTION

Name Institution **ERASMUS ID code**	Universiteit Leiden NL LEIDEN01
Website	www.leidenuniv.nl (Dutch) www.leiden.edu (English)

CONTACT

Name	Central: Student and Educational Affairs (SEA) International Relations	Faculty: Office for International Education (BIO)
Address	Gravensteen / Pieterskerkhof 6 P.O. Box 9500 NL-2300 RA Leiden The Netherlands	Leiden University, Law School Steenschuur 25 2311 ES Leiden The Netherlands
Telephone number	+31 71 527 7781	+31 71 527 3593
Email	Ms **Hieke Hoekstra, Ms. Laura Kamsma** and Ms **Florine Weekenstroo**, Admissions Office: exchange@sea.leidenuniv.nl (processing applications)	**Mrs. Mahshid Alizadeh** Incoming Exchange Coordinator incomingexchange@law.leidenuniv.nl **Ms. Magali Dirven** Outgoing Exchange Coordinator outgoingexchange@law.leidenuniv.nl **Mrs. Anette van Sandwijk** Head of the office for International Education a.m.m.van.sandwijk@law.leidenuniv.nl

APPLICATION

Deadlines	Fall Semester + Full Year:	1 April If this is not possible, please advise your faculty contact at Leiden University.
	Spring Semester:	15 October
Admission requirements	A GPA of 3.2 out of 4.0 and at least two years of prior academic study, unless otherwise agreed in bilateral agreements.	
Language requirements	A level of English similar to that reflected by a score of 6.5 on the Academic IELTS test and/or as agreed in the Erasmus+ agreement.	

Universiteit Leiden
The Netherlands

Online application and further information	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. A student must be admitted to several specific courses before an offer of admission can be extended. We recommend that students not book flights or make other travel plans before receiving their offer of admission. www.prospectivestudents.leiden.edu/study-abroad-exchange/application-admission/ In addition to their desired courses, students should also select at least 3 alternative courses in case their first choices are not all approved.
Required documents	• Transcript • Nomination form • Motivation letter • Copy of passport ID page • Copy of student ID

PRE DEPARTURE

Website for non-degree students	For information on Courses, Admission, Visa, Housing, Financial Matters and more.
Accommodation	Housing through Leiden University is available on a limited basis in Leiden and The Hague. Housing is **not** guaranteed; and demand is especially high in the Fall semester. There are two intake periods per year: -Fall semester with the start date of the tenancy agreement from mid-August until mid-January -Spring semester with the start date of the tenancy agreement from mid-January until mid-August. 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 submitting their 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. 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/.
Visa and residence permits	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 €317 for visas/permits (this fee is subject to change) and strict deadlines for submission of documents.
Insurance	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. Students are also highly recommend to take out liability insurance to cover any accidental damage caused to other persons or property.
Estimated living expenses	On average, at least €860 – €1400 per month.

Universiteit Leiden
The Netherlands

ARRIVAL & ORIENTATION

Arrival & trains	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).			
Orientation: **Leiden and the Hague**	1st semester:	The Hague: Leiden:	Aug 20 – 24 2018 Aug 27 – 31 2018	Fee €80 Fee €80
	2nd semester:	Leiden: The Hague:	Jan 29 – Feb 2 2019 n.a.	Fee € 45
	Leiden University organizes two orientation programmes: Orientation Week **Leiden – OWL** – is the orientation programme to help new international students settle in and find their way around Leiden and the university. **The Hague** Orientation Programme – **HOP** - is the orientation programme organized for Dutch and international students who study in The Hague, to help them discover city life, student life and university life of our Campus in The Hague. Participation in either OWL or HOP is obligatory.			
International Student Network (ISN)	Organizes cultural and social events for international and internationally-oriented students in Leiden; great way to make friends and get involved!			
Dutch language and customs	Language courses **are not available as regular exchange programme courses**. The University's Academic Language Center offers Dutch language courses for a fee, and the International Student Network offers short courses as well. Students can also download the Hoi Holland App! This serious game is their first step towards mastering the Dutch language.			
Student life	Leiden and The Hague are typical student cities with a rich student life and plenty of sports and cultural activities.			

STUDENT SUPPORT SERVICES: https://www.student.universiteitleiden.nl/en/study--studying/guidance--advice

International Student Advisers	Leiden University's International Student Advisers can help students with all types of practical advice about their study and stay in Leiden. They will answer the questions directly or refer them to the right person.
Faculty International Coordinators	Each faculty has an international coordinator who can assist incoming exchange students with questions regarding courses in that faculty.
International Student Counsellor	Our International Student Counsellor offers various workshops as well as private counselling sessions.
Disability services	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

Universiteit Leiden
The Netherlands

ACADEMIC

Academic calendar	The academic year officially runs from September 1 through to August 31. All faculties follow a semester calendar: the first semester lasts from September until December/January. The second semester courses start in February.	
Recommended arrival week (in order to settle in prior to mandatory orientation)	1st semester:	Third week of August 2018
	2nd semester:	Third week of January 2019
Semester dates	1st semester, from / to:	September 3 2018 – February 1 2019 (exams: late Dec & Jan)
	2nd semester, from / to:	February 4 2019 – July 5 2019 (exams: May & June)
Courses available to non-degree students	Students should check the e-Prospectus for information on course content, language of instruction, pre-requisites and semester dates.	
Languages of instruction	English	
Credit and grading	Leiden University uses the ECTS credit transfer system. Most courses carry a load of 5 or 10 ECTS credits. As is common in the Netherlands, the top grades of 9 and 10 are rarely given. A grading table will be provided on all transcript of records. For more information see: http://www.universiteitleiden.nl/en/grading-table.	
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	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 (uSis) occurs prior to the start of the semester. More information regarding this matter will be send to the student prior to the start of the semester.	
Examinations	Many exams for courses available to international exchange students in semester1 are held so that students may return home by the end of December. There is, however, no guarantee that this will be possible. Alternative arrangements for assessments are not possible.	
Transcript issuance	Transcripts will be issued and send to the partner university: - for Fall students: mid-February - for Spring and Full-Year students: end of August Please note that this is an indication only, unfortunately we are unable to give a guarantee with respect to transcript issuance dates.	