

# STUDENT HANDBOOK 2024-2025



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## 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, try to influence, read poetry to, 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](mailto:info@luc.leidenuniv.nl).

You can also use the document **WHERE TO GO** as a good start:  
[2024-2025 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 Board<sup>1</sup> of Leiden University consist of a President, Rector Magnificus and Vice-President.

#### Executive Board of Leiden University

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

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

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.

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<sup>1</sup> Dutch: *College van Bestuur*. See <https://www.universiteitleiden.nl/en/about-us/management-andhttps://www.universiteitleiden.nl/en/about-us/management-and-organisation/executive-boardorganisation/executive-board>.

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## Faculty Council

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Annemarie Bouwman	Archie Archie
Nikki Ikani	Niklas Spilker
Densua Mumford	Anne Roos Roohé
Jolande de Bos	Sophie Ritscher

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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 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](mailto:collegeboard@luc.leidenuniv.nl).

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## College Board

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Prof. Dr Giles Scott-Smith	Dean (Chair)
Dr. Hanne Cuyckens	Educational Director
Drs. Mirjam van den Brand	Operational Manager

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### 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 2<sup>nd</sup> and 3<sup>rd</sup> year representatives and in the first block of the following year for the 1<sup>st</sup> 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](mailto:cc@luc.leidenuniv.nl), they also have a mailbox on the 4<sup>th</sup> floor (next to the printers).

College Council	
Staff	Students
Dr. Jacqueline Hylkema (Chair)	1 <sup>st</sup> year Student Rep: to be elected in Block 1
Dr. Jyothi Thrivikraman	2 <sup>nd</sup> Year student Rep: Thomas Karmarker
Mr. Joppe Brieffies	3 <sup>rd</sup> Year student Rep: Annelie Spruijt
Mr. Maarten Cremers	CC Student member at large: Isabelle Brassat

## 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](mailto: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

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. Joy Lee	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 Health, Innovation and Society

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

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### 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](mailto:capstone@luc.leidenuniv.nl).

### Capstone Coordination Team

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

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### 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](mailto:foodminor@luc.leidenuniv.nl)

### Minor Coordination Team

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

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### Programme Council

The Programme Council<sup>2</sup> 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 2<sup>nd</sup> and 3<sup>rd</sup> year representatives and in the first block of the following year for first

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

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](mailto:programmecouncil@luc.leidenuniv.nl).

Programme Council	
Staff	Students
Dr. Ayo Adedokun (Chair)	1st Year student rep: to be elected in Block 1
Dr. Davina Osei	2 <sup>nd</sup> Year student rep: Avril Schroten
Dr. Jay Huang	3 <sup>rd</sup> Year Student rep: Sofia Debernardi
Dr. Wolfgang Steinel	PC Student member at Large: Ana Zaharia

#### 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:

Advisory Council	
Prof. dr. Inge Hutten (Chair)	Rector of the International Institute of Social Studies, The Hague
Prof. Dr. Bruce Mutsvauro	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
Prof. Dr. Maarten Frens	Dean of Education, Erasmus MC

## Board of Examiners

The Board of Examiners<sup>3</sup> 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](mailto:boe@luc.leidenuniv.nl)

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### Board of Examiners

Dr. Edmund Frettingham (Chair)

Dr. Achim Häger

Dr Sarah Hinman

Dr. Maja Vodopivec

Dr. Ann Wilson

Prof. Dr. Teun Dekker (External Member)

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

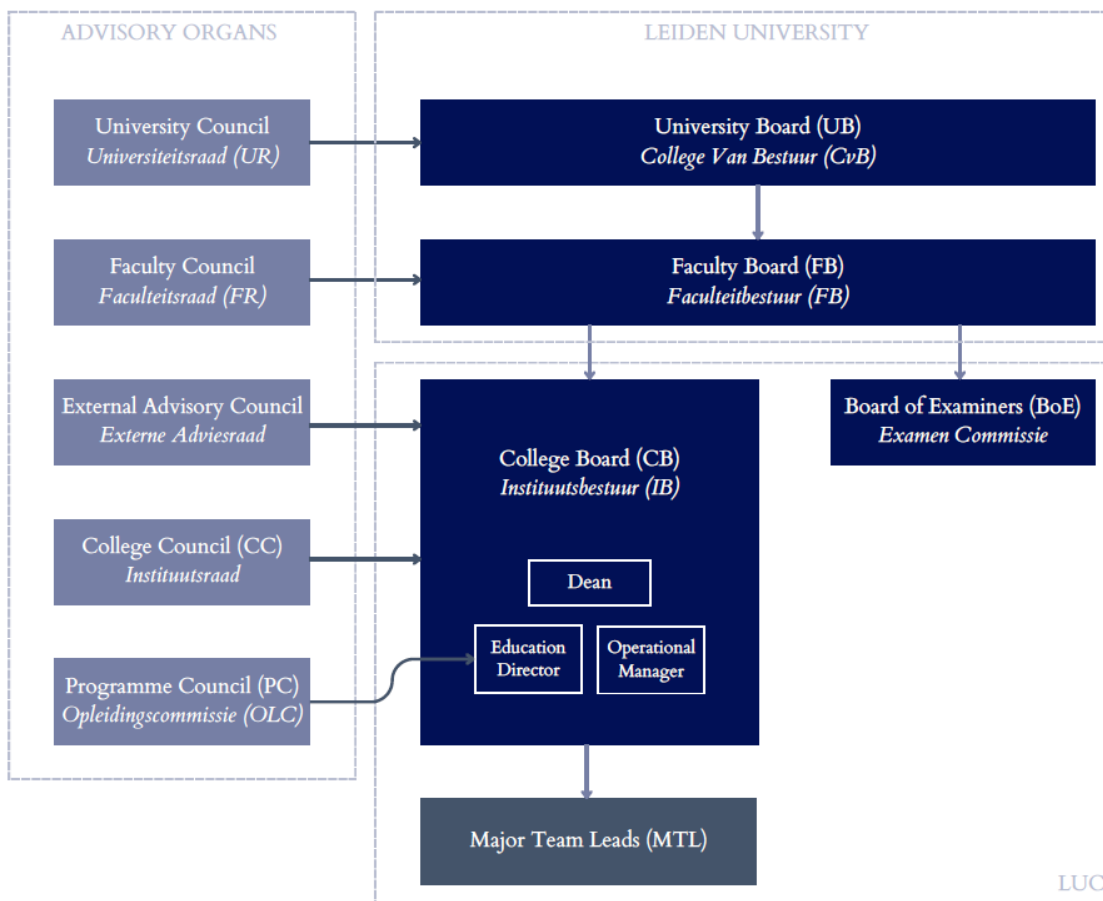
## LUC's Organizational Chart

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.





## 2 Meet the Staff

### 2.1 College Board



**Prof. Dr. Giles Scott-Smith**  
Dean  
[g.p.scott-smith@luc.leidenuniv.nl](mailto:g.p.scott-smith@luc.leidenuniv.nl)  
Office 4.46



**Drs. Mirjam van den Brand**  
Operational Manager  
[m.a.van.den.brand@luc.leidenuniv.nl](mailto:m.a.van.den.brand@luc.leidenuniv.nl)  
Office 4.22



**Dr. Hanne Cuyckens**  
Educational Director  
[h.cuyckens@luc.leidenuniv.nl](mailto:h.cuyckens@luc.leidenuniv.nl)  
Office 4.11

#### **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](mailto: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
<b>LUC CS Team</b> 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	Mirjam van den Brand	<a href="mailto:m.a.van.den.brand@luc.leidenuniv.nl">m.a.van.den.brand@luc.leidenuniv.nl</a>
Operational Support Officer	Itxaso Ciordia Villanueva	<a href="mailto:i.cioridia.villanueva@luc.leidenuniv.nl">i.cioridia.villanueva@luc.leidenuniv.nl</a>
Management Assistant	Kasia Pokutycka	<a href="mailto:k.e.pokutycka@luc.leidenuniv.nl">k.e.pokutycka@luc.leidenuniv.nl</a>
Information Desk	Bibi Schrijn	<a href="mailto:b.schrijn@luc.leidenuniv.nl">b.schrijn@luc.leidenuniv.nl</a> <a href="mailto:info@leidenuniv.nl">info@leidenuniv.nl</a>
Information Desk	Justyna van der Hulst	<a href="mailto:j.a.van.der.hulst@luc.leidenuniv.nl">j.a.van.der.hulst@luc.leidenuniv.nl</a> <a href="mailto:info@leidenuniv.nl">info@leidenuniv.nl</a>
Information Desk	Yelke Pronk	<a href="mailto:y.y.pronk@luc.leidenuniv.nl">y.y.pronk@luc.leidenuniv.nl</a>
<b>DREAM Team</b> Tasks of this team include Development, Recruitment, Events, Admissions, Alumni, Marketing and Communication.		
Senior Recruitment & Communications Officer	Anne Kuijs	<a href="mailto:a.kuijs@luc.leidenuniv.nl">a.kuijs@luc.leidenuniv.nl</a> <a href="mailto:communication@luc.leidenuniv.nl">communication@luc.leidenuniv.nl</a>

Event Coordinator Communication Officer	Anique van der Burg	<a href="mailto:a.f.l.van.der.burg@luc.leidenuniv.nl">a.f.l.van.der.burg@luc.leidenuniv.nl</a> <a href="mailto:events@luc.leidenuniv.nl">events@luc.leidenuniv.nl</a>
Admissions Officer	Jolande de Bos	<a href="mailto:j.c.m.de.bos@luc.leidenuniv.nl">j.c.m.de.bos@luc.leidenuniv.nl</a> <a href="mailto:admissions@luc.leidenuniv.nl">admissions@luc.leidenuniv.nl</a>
Admissions & Recruitment Officer	Maarten Cremers	<a href="mailto:m.n.cremers@luc.leidenuniv.nl">m.n.cremers@luc.leidenuniv.nl</a> <a href="mailto:admissions@luc.leidenuniv.nl">admissions@luc.leidenuniv.nl</a>
Recruitment and Communication Student Assistant	Sohana Jethnani	...
<b>CORE Team</b>		
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 Brieffies	<a href="mailto:j.w.m.brieffies@luc.leidenuniv.nl">j.w.m.brieffies@luc.leidenuniv.nl</a> <a href="mailto:courseadministration@luc.leidenuniv.nl">courseadministration@luc.leidenuniv.nl</a>
Student Affairs Officer	Ada Sulaj	<a href="mailto:n.sulaj@luc.leidenuniv.nl">n.sulaj@luc.leidenuniv.nl</a>
Student Affairs Officer	Tessa Thomas	<a href="mailto:tthomas@fsw.leidenuniv.nl">tthomas@fsw.leidenuniv.nl</a>
Secretary to the Board of Examiners	Shirley Hu	<a href="mailto:s.hu@luc.leidenuniv.nl">s.hu@luc.leidenuniv.nl</a> <a href="mailto:boe@luc.leidenuniv.nl">boe@luc.leidenuniv.nl</a>
Study Advisor	Esli Verheggen Carolien Gutteling-Sieverink	<a href="mailto:e.verheggen@luc.leidenuniv.nl">e.verheggen@luc.leidenuniv.nl</a> <a href="mailto:e.c.gutteling@luc.leidenuniv.nl">e.c.gutteling@luc.leidenuniv.nl</a> <a href="mailto:studyadvisor@luc.leidenuniv.nl">studyadvisor@luc.leidenuniv.nl</a>
Educational Policy Advisor Secretary to the College Board	Caitlin Utama	<a href="mailto:c.l.utama@luc.leidenuniv.nl">c.l.utama@luc.leidenuniv.nl</a> <a href="mailto:education@luc.leidenuniv.nl">education@luc.leidenuniv.nl</a> <a href="mailto:collegeboard@luc.leidenuniv.nl">collegeboard@luc.leidenuniv.nl</a>
Student Policy Advisor	Annelí Huising	<a href="mailto:a.l.m.huising@luc.leidenuniv.nl">a.l.m.huising@luc.leidenuniv.nl</a>
<b>FGGA</b>		
FGGA Student Assessor	Sterre Burmeister	<a href="mailto:s.burmeister@fgga.leidenuniv.nl">s.burmeister@fgga.leidenuniv.nl</a>
FGGA Student Support – POP Corner	Gianelle Vacca Ynette Caupain	<a href="mailto:popcornerthehague@leidenuniv.nl">popcornerthehague@leidenuniv.nl</a>
Exchange & International Relations office	Laura Kamsma Daria Chkalova Gina Forno	<a href="mailto:d.chkalova@fgga.leidenuniv.nl">d.chkalova@fgga.leidenuniv.nl</a> <a href="mailto:g.m.forno@fgga.leidenuniv.nl">g.m.forno@fgga.leidenuniv.nl</a> <a href="mailto:international@fgga.leidenuniv.nl">international@fgga.leidenuniv.nl</a>
FGGA Career Office	Laura van der Plas	<a href="mailto:careerservice@fgga.leidenuniv.nl">careerservice@fgga.leidenuniv.nl</a>
<b>STUDENT SUPPORT</b>		

Student Life Counselor	Mariya Shcherbinina Lidia Pardo Alba	<a href="mailto:slc@luc.leidenuniv.nl">slc@luc.leidenuniv.nl</a>
Student Life Officer	Lenore Todd	<a href="mailto:l.a.todd@luc.leidenuniv.nl">l.a.todd@luc.leidenuniv.nl</a>

## 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. For third years, the Graduation takes place at the beginning of July.

LUC Academic Year 2024-2025	From	Until
<b>Semester I</b>		
Block 1	26 August 2024	18 October 2024
Autumn Break	21 October 2024	25 October 2024
Block 2	28 October 2024	20 December 2024
<b>Semester II</b>		
Block 3	3 February 2025	28 March 2025
Spring Break	31 March 2025	4 April 2025
Block 4	7 April 2025	3 June 2025

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 2024-2025

17-18 August	LUC The Hague Move In day
19-25 August	Intro Days – please note that these activities are mandatory for first-year students
19-23 August	HOP week (The Hague)
26 August	Start LUC Academic Year
2 September	Opening Academic Year Leiden University
29 September	Dies Natalis LUC The Hague
3-4 October	Anniversary of ‘Leids Ontzet’ (1574) – College building closed
November (tba)	Cleveringa Lecture
tba	LUC Pantomime ( <i>date tba</i> )
25 December – 1	Christmas Break – College building closed

January	
tba	New Year's Toast
8 February	Dies Natalis Leiden University
18 April	Good Friday – College building closed
21 April	Easter Monday – College building closed
27 April	King's Day – College building closed
5 May	Liberation Day – College building closed
29-30 May	Ascension days – College building closed
9 June	Whit Monday – College building closed
tba	LUC Dies Fatalis
4 July (tbc)	Summer Graduation

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

#### Important Deadlines 2024-2025

No later than 6 September	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)
26 August	Start Block 1
28 August	Deadline course withdrawal/change in Block 1
30 August	Deadline Capstone course Semester 1 (Winter Capstone) withdrawal
6 September	Deadline for students enrolled in the Capstone course Semester 1 (Winter Capstone) to submit their Capstone proposal.
6 November	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)
18 October	End of Block 1 – grades due on 1 November
28 October	Start Block 2
30 October	Deadline course withdrawal/change in Block 2
10 November	Deadline final study plan – December graduates
7 November	Deadline semester abroad application AY 2025/2026 – LUC partners
1 December	Deadline semester abroad application AY 2025/2026 – university wide partners
6 December	Deadline for students enrolled in the Capstone course Semester 1 (Winter Capstone) to submit their final thesis
13 December – 1 January	Course registration Semester 2 (exact deadline tba)
20 December	End of Block 2 – grades due on 15 January
24 December – 31 January	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

3 February	Start Block 3
5 February	Deadline course withdrawal/change in Block 3
15 February	Deadline Clearing round study abroad application AY2025/2026 – LUC Partners
28 March	End of Block 3 – grades due on 11 April
Late March	End of Block 3 – Deadline Major declaration
20 April	Deadline Final Study Plan – July graduates
7 April	Start Block 4
9 April	Deadline course withdrawal/change in Block 4
10 May (TBA)	Capstone Information Session for students
14 May	Deadline for students enrolled in the Capstone course Semester 2 (Summer Capstone) to submit their final thesis
3 June	End of Block 4 – grades due 18 June
4 June	Summer Break
11 – 27 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 <sup>st</sup> 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 work on their Maths skills throughout the first semester. It is the student's own responsibility and decision to follow the advice given at the end of the Mathematics Diagnostic Exam or not. Supplementary 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 Health, Innovation and Society (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, including Research Design (5 EC);
- 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.

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, The Ecology Project or the College Project
- Complete a Field Course such as Postcolonial World or Searching for Sustainable Livelihoods
- 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.

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. Students who want to include a course from a university abroad, need to ask permission from the FGGA International Office ([international@fgga.leidenuniv.nl](mailto: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.

Electives from outside of LUC but within the Netherlands 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 20 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 <https://www.student.universiteitleiden.nl/en/study--studying/study/educational-information/board-of-examiners/governance-and-global-affairs/liberal-arts-and-sciences-global-challenges-ba-bsc?cf=governance-and-global-affairs&cd=liberal-arts-and-sciences-global-challenges-ba-bsc> 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. If you do not have a Dutch VWO diploma, you will have to prove your Dutch proficiency. 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](mailto: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 any research university that count as part of the Global Citizenship component are treated as internal courses (subject to the *prior* approval of the Board of Examiners).

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 transfer credits from 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 (courses abroad). 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). 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](mailto:international@fgga.leidenuniv.nl) or you can book a meeting with LUC Exchange officer at [https://fgga\\_exchange.youcanbook.me/](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, LUC students can apply to make their internship count towards their degree:
  - An internship may be eligible for an accreditation of 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 elective.
  - Such an internship will be evaluated with a Pass or Fail mark, which will not count towards the student's GPA.
  - Only 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](mailto: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 \(universiteitleiden.nl\)](https://www.leidenuniv.nl/en/education/internship-handbook)

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>. 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.

### Science Lab

The LUC Science Lab is on the third floor of the college (3.10, left of classroom 3.09). The Science Lab provides students and staff with facilities for hands on training and experience with fundamental scientific procedures in the health and natural sciences and is particularly utilized by instructors teaching courses or doing research in the fields of sustainability and global public health. Contact person: [A. Häger](#).

Students are not allowed to be in the Science Lab without staff supervision. Staff interested in using the Science Lab should coordinate this with Achim Häger, and receive proper instruction on lab procedures. To access the lab you need additional rights on your LU-card.

### Digital Lab

The Digital Lab is based on the first floor (between the Fortuna office and Coasters). The Digital Lab provides students with support for coursework involving software and data handling, such as statistics and math, GIS, QRM. Several computers that run software used in these courses are available to students. Support is offered in the form of student assistants providing practical support during office hours. All users are asked to keep this place tidy and clean so that it is a nice space for all users. Contact person: P.F. Hudson.

Alternatively, LUC students and staff can make use of the Computer Classroom at the Wijnhaven building. Booking this room can be arranged via the [Wijnhaven Servicedesk](#).

### LUC Writing Studio

The Writing Studio is a place where LUC students can go to develop their academic writing skills. The location of the Writing Studio will be announced at the beginning of the new academic year. During 20-minute, one-on-one tutoring sessions, the Writing Assistants can assist their peers with any aspect of the academic writing process: from identifying a topic and organizing ideas, to developing an argument and structuring evidence, to proofreading and revision. The Writing Assistants also offer support on academic reading and notetaking skills, as well as assistance with research tools like Zotero. In addition to providing individual tutoring, the Writing Studio also hosts workshops and other events focused on writing and research skills, with a particular eye toward thesis writers. For more information, and to schedule an appointment, students can visit <https://lucws.simplybook.it/>, or log in to the Writing Studio's Brightspace site (where every current student is enrolled). Contact person: A.M. Wilson

### Quiet study spaces

The quiet study area is situated on the 2<sup>nd</sup> 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. Classroom 2.14 on

the second floor has been allocated as a quiet study area. Still, if there is a need to book the room for other educational purposes the Information desk will do so and update the booking in MyTimetable.

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

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](mailto: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 2024-25 academic year, the five Academic Advisors are:**

Dr. Diana Branduse (team leader) ([d.m.branduse@luc.leidenuniv.nl](mailto:d.m.branduse@luc.leidenuniv.nl))

Dr. Min Cho ([m.j.cho@luc.leidenuniv.nl](mailto:m.j.cho@luc.leidenuniv.nl))

Dr. David Ehrhardt ([d.w.l.ehrhardt@luc.leidenuniv.nl](mailto:d.w.l.ehrhardt@luc.leidenuniv.nl))

Dr. Aisa Manlosa ([a.o.manlosa@luc.leidenuniv.nl](mailto:a.o.manlosa@luc.leidenuniv.nl))

Dr. Joeri Reinders ([j.b.reinders@luc.leidenuniv.nl](mailto: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:

WP - Marianna Sobotkowska

CHS - Karolina Liszewska

EES - Rosalie Marcus

GPH - Alexandra Milli

IJ - Ana Zaharia

GED - Natalia Lozano

### 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

### 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.<sup>4</sup> 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. 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](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 \(universiteitleiden.nl\)](#)

[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

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Two different grade point averages have been used at LUC: the **cumulative GPA** and the **Final GPA**. The difference between them lies in how they are calculated. Simply put, the cumulative GPA is based on

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<sup>4</sup> 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.

the results of all the courses a student took as part of the programme at LUC, whereas the final GPA is calculated from the results of all the courses a student passed, excluding the results of courses taken during that student's first year (first two semesters).

The **cumulative GPA**, which was previously already used to establish eligibility for a Semester Abroad and eligibility for extra courses, will now become **the default method** to calculate the GPA for all purposes. The main implication of this change is that only the cumulative GPA will be stated on the diploma and hence whether—and if so, which—latin honours are to be awarded to a student will also depend on the student's cumulative GPA. For more detailed information as to how the cumulative GPA is exactly calculated, please see appendix 1 of the OER.

**Please note that this change will only apply to those students graduating July 2026 onwards. For students graduating during AY 2024-2025, as a way to ensure a fair transition to the new system, both the cumulative and final GPA will still be mentioned on the transcripts, and the final GPA will still be used to determine whether—and if so, which—latin honours are to be awarded.**

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 decides 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 take a reduced course load in consultation with the Study Advisors. A reduced course load may lead to a delayed graduation.

Reduced course loads could be suitable when a student has a learning disability, suffers from a mental or physical illness, or has other extenuating circumstances that might affect their academic performance.

Students can schedule 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 taking 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-hague-study-advisor.youcanbook.me/study-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](http://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 last accreditation has taken place in May 2024 and the assessment of the programme and its management by the accreditation panel was very positive.

### 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](https://www.jobmotion.nl) 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](mailto: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.

In addition, LUC students set up a student-led Career Committee that hosts speaker events and workshops, contact moments with alumni and workshops on how to improve your CV. They will try and make the possibilities for life after LUC more approachable. You can reach them at their email [luc.career.committee@gmail.com](mailto:luc.career.committee@gmail.com)

## 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. After graduating, you can join Evolucio's [LinkedIn group](#) to stay updated on upcoming events, (international) meet-ups and vacancies. 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](mailto: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](mailto: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:

- 26 August 2024 – 20 December 2025
- 3 February 2025 – 6 June 2025



### **Resident Assistants (RAs) 2024-2025**

Floor 5 - Shauna Nix  
Floor 6 - Alexandra Milli  
Floor 7 Meike Van der Wall  
Floor 8 Arı Bektöre  
Floor 9 Marie De Los Frailes  
Floor 10 Hannah Mestermann  
Floor 11 Marieke de Weerd  
Floor 12 - Conor Holden  
Floor 13 Ignacy Grzegorzewski  
Floor 14 Graham Tribble  
Floor 15 - Hélène Albert-Lebrun  
Floor 16 Rebekka Probst  
Floor 17 Zoe M'Poko  
Floor 18 Natalia Kupczyk  
Floor 19 Norah Hornung  
Floor 20 Fenne Stevens  
Floor 21 Calypso Ruë-Simon

### **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](mailto: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](mailto: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](http://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 VastgoedService 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 VastgoedService (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](mailto: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](mailto:l.a.todd@luc.leidenuniv.nl)

Student Life Counselor: [slc@luc.leidenuniv.nl](mailto:slc@luc.leidenuniv.nl)

#### Leiden University services

University crisis number (24/7), also for crises during study or work-related stay abroad: +31 - 071-5271132.

Safety department Leiden University: [veiligheidszaken@bb.leidenuniv.nl](mailto: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, the terrace on floor 4 and the area in front of the main entrance.
- 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](mailto: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](http://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@vastgoedsevice.nl](mailto:info@vastgoedsevice.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 book a time slot by filling in [this form](#) and request the key from the reception on the ground floor.

There is a grand piano in this room, please keep it in perfect condition, and use the cover to protect the piano after you have used it.

Do not eat or drink in the music room.

### **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](#).

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](mailto: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. The plants on the terrace are maintained by a student-run committee.

### 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 2<sup>nd</sup> 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 2<sup>nd</sup> or 3<sup>rd</sup> floor) for quiet study, please check the availability on [MyTimetable](#), and send your request for a booking to [info@luc.leidenuniv.nl](mailto: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:	Probationary period of time after an incident following a warning;
Tenancy Regulations:	The tenancy agreement with DUWO and the house rules included in this agreement.

### 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 (see link below)

[oer-luc-2024-2025.pdf \(universiteitleiden.nl\)](#)

## Appendix II – BoE Rules & Regulations

[rr-2024-2025.pdf \(universiteitleiden.nl\)](#)

