



GUIDE BOOK

MSc
Crisis and Security Management



Universiteit
Leiden
The Netherlands

Welcome to the Faculty of Governance and Global Affairs

Discover the world at Leiden University

“EDUCATION IS THE MOST POWERFUL WEAPON WHICH YOU CAN USE TO CHANGE THE WORLD.”

Nelson Mandela



GETTING STARTED

You are about to begin the Master Crisis and Security Management at the Faculty of Governance and Global Affairs. You will be facing new challenges, some of them self-evident, others will require some looking into, all of which we are happy to help you with. This guide lists some ‘first-two-months’ tools to help you find

your way around. For example, you will receive information on systems and routines within the university and within the faculty, how and where to collect schedules, where to get help, and what The Hague has to offer you.

Please take the time to read this guide.





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This guide has been compiled with great care. However, it is possible that the information is subject to change. As such, the content is non-binding.

WELCOME!



Prof.dr.mr. Erwin Muller
Dean Faculty of Governance
and Global Affairs

Welcome to the Faculty of Governance and Global Affairs! And for many of you: welcome to The Hague. We are happy to embark on this adventure with you as a member of our community and hope you feel at home at Leiden University in The Hague.



Dr. Jelle van Buuren
Programme Director Master
Crisis and Security Management

We are motivated and excited about preparing you for a successful future and our staff and teachers will do their utmost to offer you the best learning environment possible! I wish you a great deal of success, but above all, I hope you enjoy this programme!



ASSESSOR@FGGA.
LEIDENUNIV.NL

Thomas van Klaveren
Assessor Faculty of Governance
and Global Affairs

It's great that you have chosen to study in this beautiful city. As an assessor, I represent the interests of the students within the faculty board. I collaborate with the student associations in order to convey their views as detailed as possible. Please contact me if you have tips and ideas for improvement.

FACULTY PERSPECTIVES

Institute of Security
and Global Affairs

Welcome to the Faculty of Governance and Global Affairs (FGGA), Leiden University's newest faculty, located in The Hague. The Faculty of Governance and Global Affairs has developed into a faculty that works beyond the traditional disciplinary boundaries, in innovating and international teaching programmes and in cross-border research fields with a strong valorisation component.

Facing important socio-cultural issues of the 21st century like climate change, terrorism and economic crises, requires a substantial and in-depth scientific knowledge to develop the necessary innovating insights into the field of (public) administration and social sectors like sustainability, public health, (inter)national safety, law, globalization, technological developments, digitalization, security and big data.

The Master's programme Crisis and Security Management is offered by the Institute of Security and Global Affairs (ISGA). The ISGA is a part of the FGGA and offers courses at both Bachelor's and Master's level. Researchers at this institute are engaged in interdisciplinary research and teaching within the international scientific field of security studies.

LEIDEN UNIVERSITY IN THE HAGUE

The Hague City Centre



ANNA VAN BUERENPLEIN
Anna van Buerenplein 301
2595 DG The Hague
Phone: +31 (0)70 – 800 9503

SCHOUWBURGSTRAAAT
Schouwburgstraat 2
2511 VA The Hague
Phone: +31 (0)70 – 800 9300

WIJNHAVEN
Turfmarkt 99
2511 DP The Hague
Phone: +31 (0)70 – 800 9500

STICHTHAGE
Koningin Julianaplein 10
2595 AA The Hague
Phone: +31 (0)70 – 800 9199

STUDENT CENTRE BEEHIVE
Turfmarkt 104
2511 DC The Hague
Phone: +31 (0)70 – 800 9188

MORE INFO
[UNIVERSITEITLEIDEN.NL/
FGGA/TEACHING](http://UNIVERSITEITLEIDEN.NL/FGGA/TEACHING)

Leiden University in The Hague comprises five locations, all right in the heart of the city centre. These buildings are all within walking distance of each other.

Wijnhaven

Wijnhaven is our main building. The building has large auditoria, a courtyard and the ‘Spanish Steps’. Events frequently take place here and can be attended by everyone. Here you’ll also find the library on the second floor. The offices of the Institute of Security and Global Affairs are located in the closed part of the fourth floor. If you have a meeting with a teacher here, he/she can let you in.

Anna van Buerenplein

This 21 story college building is located next to The Hague Central Station and the Royal Library. Students of Leiden University College (LUC) live

in this building which includes all living and learning facilities. Lectures and classes from other programmes do also take place on this location.

Schouwburgstraat

This building houses a large part of the administration of the Faculty of Governance and Global Affairs, an auditorium and additional classrooms.

Student Centre Beehive

Leiden University just opened a new Student Centre in The Hague, at Turfmarkt. A multifunctional facility for students and staff, providing space for social and cultural activities and different support services for students. It will also provide study workplaces and a fitness room.

Stichthage

The upper floors of this building above the Central Station are used for workgroups for several Bachelor’s and Master’s programmes.



The 1-year MSc CSM programme includes mandatory courses as well as a broad variety of electives that enable you to tailor the programme to your career or (future) research interests. The elective courses are taught in small groups so you get an optimal learning experience. Your programme culminates with writing a master thesis.



"IF YOU HAVE QUESTIONS ABOUT THE PROGRAMME, PLEASE CONTACT OUR STUDY COORDINATOR"

**GEOFFREY HARTEVELDE
CSM@FGGA.LEIDENUNIV.NL**

In the Master's programme CSM you will enjoy a combination of classic and innovative teaching methods:

- ▶ Most courses consist of lectures, but offer a degree of interaction and room for discussion;
- ▶ Some courses concern electives, which have a smaller group size compared to lectures in order to promote in-class participation;
- ▶ Many courses have interactive components, such as 'serious games' and 'moot courts' to gain insight into the dilemmas and strategic choices crisis managers are confronted with.

This is a full-time programme. You can expect to spend 40 hours a week with courses and the assignments and/or other preparations.

NEED TO KNOW

Your account, card and e-mail address

ULCN account

You will be assigned a ULCN login account to be able to log in to the systems of the university, such as University e-mail (U-mail), the online administration system uSis and Blackboard, the digital learning environment.

STUDENT PORTAL

On the University website student.universiteitleiden.nl/en you can find information about your Master's, your faculty, career, job application etc.

STUDENT.UNIVERSITEITLEIDEN.NL/EN

LU Card & Student Card

The LU card provides access to the library, university buildings and bike parkings. Apply for it as soon as possible, as you cannot do much without it. The Student Card is the document that states you are registered within a certain programme at Leiden University. Don't forget to bring these cards together with your own ID card when taking exams.

U-mail account

All communication from the faculty takes place via U-mail. You can find the explanation of how to forward your University e-mail to your personal account on the student portal.

USIS.LEIDENUNIV.NL

uSis

Online administration system

Use your ULCN account to gain access to uSis. Via uSis, you can register for workgroups, lectures and exams. You can also find personal details, grades and schedules on uSis.

NOTE

uSis and Blackboard are separate platforms. You use uSis to register for courses and exams. Blackboard will provide you with the course-specific information needed for a block.

Blackboard Digital learning environment

You can use your ULCN account to register for your courses on Blackboard. Here, you will find useful and current information, such as news items, assignments, deadlines, background articles, sheets, etc. Blackboard usually opens one week before the course begins.

BLACKBOARD.LEIDENUNIV.NL/

STUDIEGIDS.LEIDENUNIV.NL/EN/

e-Prospectus

You can find information about the content of your programme, like course descriptions, in the e-Prospectus.

Schedule

Your personal schedule is published in uSis; Links to general timetables can be found at the student portal or in the e-Prospectus of your programme.

NICE TO KNOW

Everything else you want to know

Weblog

Follow our weblogs for the latest developments and research at the Faculty. On the Leiden Safety and Security Blog you will find blogs about topics such as security, terrorism and cyber security.

- ▶ FGGA blog: governanceandglobalaffairsblog.nl
- ▶ ISGA Blog: leidensafetyandsecurityblog.nl

Wifi

There are two WIFI networks in the University buildings: 'Leiden University' and 'Eduroam'. Log in with your ULCN account or as a guest.

ISSC.LEIDEN.EDU



UNIVERSITEITLEIDEN.NL/EN/APP

App

For your convenience, Leiden University has created a smartphone app that provides you with your personal overview from all information systems and other practical information as well. The app is available for Android and iOS.

LIBRARY.UNIVERSITEITLEIDEN.NL

Bicycle parking

Three locations of Leiden University in The Hague have bicycle parkings: Wijnhaven, Schouburgstraat, and Anna van Bueren. Your LU-card gives you access to these. The bicycle parking at Anna van Buerenplein is restricted to residents and staff of Leiden University College (LUC).

Wijnhaven Library

A quiet study area with over 100 study spaces, with and without computers, where you are welcome 7 days a week. The library has 4 group study rooms to accommodate people working in small groups. A copy machine is available for printing, copying, and scanning purposes. For any questions, you can approach the library desk staff for assistance on Mondays through Fridays.

Lockers

Don't leave your belongings unattended; use a locker instead. There are lockers on the ground floor, second and third floor of the Wijnhaven building. You can use your LU card or a password to operate the lockers. Please note: lockers are emptied daily at 24.00 hours.

Studying with a disability

Studying with a physical or mental disability is a challenge and may require additional time and effort. Adaptations can be made to the ways you follow classes and take exams. Fenestra Disability Centre provides advice on all disability-related matters. As well as assisting students with requests for extra facilities, Fenestra offers advice on finding your way both within and outside the university.

MORE INFO:
FENESTRA@PLEXUS.LEIDENUNIV.NL

STUDENT SUPPORT

Study Advisors

LIEKE
DEFOURNY



JANNEKE
MEERTENS



SOFIE
DELPEUT



The Master's programme Crisis and Security Management has an extensive academic support system which will help you during your time with us in The Hague.

Your study programme has two study advisors. If you are falling behind in your studies please inform your study advisor right away. They can help you with any academic issue you may experience. It is also wise to let your study advisor know as soon as possible if there are

circumstances that will impair your performance or when you are seeking a greater challenge. The study advisors may also refer to the student counselors or student psychologists if required.

E-MAIL: ISGA.STUDYADVISOR@FGGA.LEIDENUNIV.NL
PHONE: +31 (0)70 – 800 9143, THU 10:00 – 11:00 HRS.
WALK-IN: MO, WED & FRI, 11:00 – 12:00 HRS.
LOCATION: WIJNHAVEN BUILDING, ROOM 4.65

MORE INFO:
[STUDENT.UNIVERSITEITLEIDEN.NL/
FGGA/STUDYADVISORS](http://STUDENT.UNIVERSITEITLEIDEN.NL/FGGA/STUDYADVISORS)

STUDENT SUPPORT

Other important contacts

Education Service Centre

The employees of the Education Service Centre (OSC) will assist you with enquiries about matters such as registering for courses and exams, the schedule, grade registration and grade overviews.

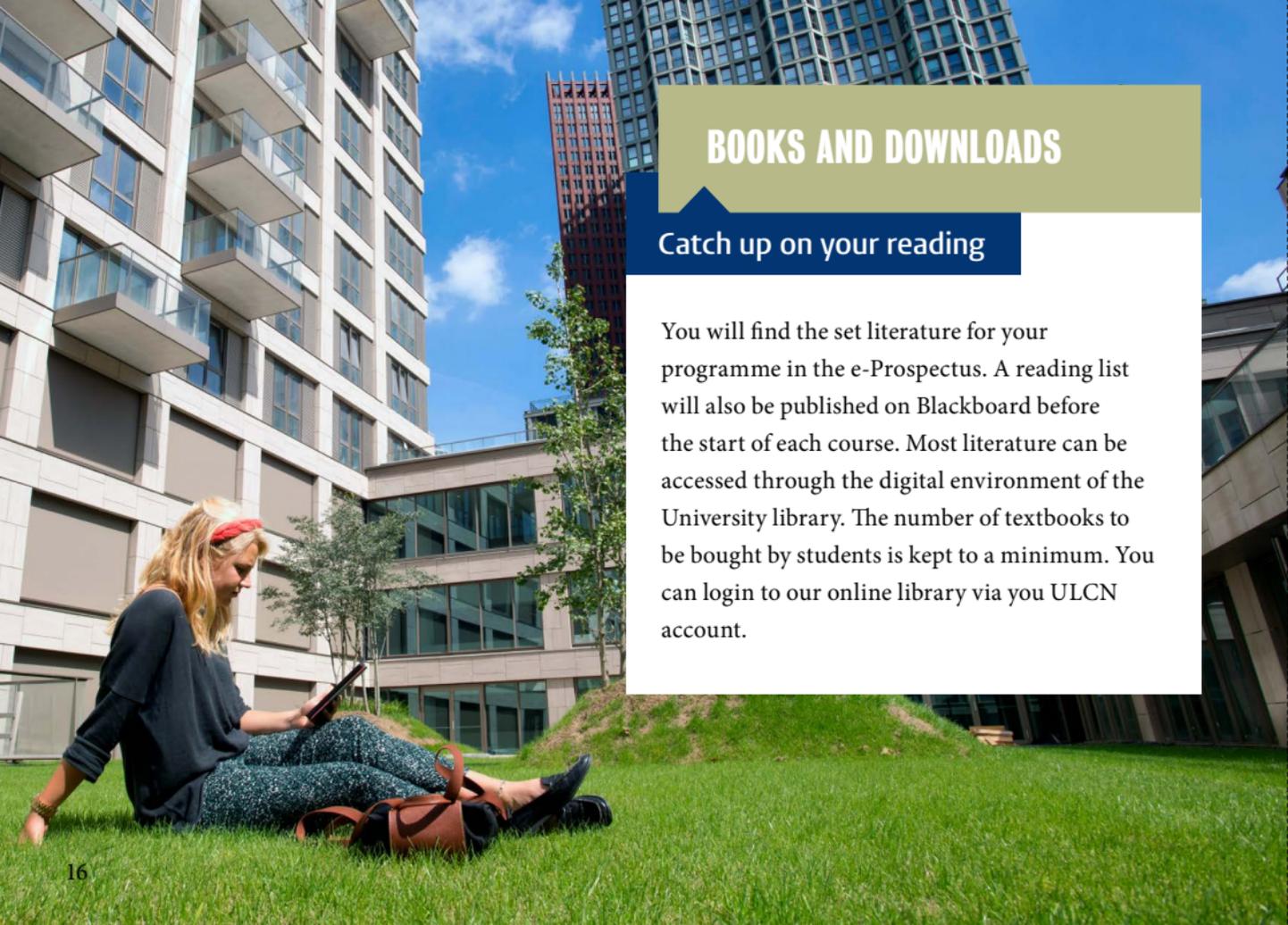
E-MAIL: OSC.FGGA@FGGA.LEIDENUNIV.NL
VISITING ADDRESS: WIJNHAVEN, SECOND FLOOR
PHONE: +31 (0)70 – 800 9488

Student Affairs Front Office

The Student Affairs Front Office at Wijnhaven will deal with any general enquiries relating to studying at Leiden University. For instance:

- ▶ (Re-)registration and deregistration
- ▶ Tuition fee
- ▶ LU card

VISITING ADDRESS: WIJNHAVEN, SECOND FLOOR
TUE: 14.00-16.30, **THU:** 09.30-12.00
PHONE: +31 (0)71 – 527 8011



BOOKS AND DOWNLOADS

Catch up on your reading

You will find the set literature for your programme in the e-Prospectus. A reading list will also be published on Blackboard before the start of each course. Most literature can be accessed through the digital environment of the University library. The number of textbooks to be bought by students is kept to a minimum. You can login to our online library via you ULCN account.

PROGRAMME COMMITTEE

OLC

The Master's programme CSM has a Programme Committee (OLC), consisting of two CSM staff members and two student members.

The OLC has the following tasks:

- ▶ Providing advice (by request or by own initiative) to the programme director and/or dean concerning the curriculum, the quality levels and/or future improvements of the programme, all based on student input.
- ▶ Providing advice to the programme director about the Education and Examination Regulations (OER)
- ▶ Evaluating the application of the OER on a yearly basis.

If you wish to participate, then become a candidate at the yearly election of student members of the OLC. Information on how to become a candidate will be distributed amongst students in the beginning of the academic year.



THE HAGUE

Student city

The Hague: the political and administrative heart of The Netherlands, known as The International City of Peace and Justice. The Hague is a very pleasant student city: going out in one of the many bars or clubs, exercising on the beach boulevard, enjoying the rich diversity of culinary delicacies from every corner of the globe; there really is something for everyone!



Coffee & Clubs

Start the day with a cup of coffee at the Wijnhaven Campus. For lunch, cycle to the palace gardens and in the evening, you can take your pick from numerous restaurants and cafés in the city centre. There are plenty of places to hang out and relax. In the evenings, it is always busy at the Plein, a large Square. The Grote Markt is also a good place to meet up with friends.



The Hague Market

Four days a week, The Hague is the home of the biggest open air markets in the Netherlands. Fruit, vegetables, meat, fish, cheese, nuts and much more; you can find everything here. It is a great place to do your shopping.

TIP

Register for the The Hague newsletter for historic, musical and artistic events.

[DENHAAG.COM/EN](https://denhaag.com/en)

Getting a breath of fresh air on the beach

The beach at Scheveningen stretches over 11 kilometres, and is within cycling distance of the city centre of The Hague. This is the perfect place to get a breath of fresh air, for sports such as surfing or beach volley, or just to enjoy a drink.

TIP

Take tram 9 or 16 to go to the beach in Scheveningen.



THE HAGUE

Living

Looking for an accommodation during your Master's? There are various ways of going about it, such as through Student Housing, housing corporations or private agencies.

You could also receive good advice from your own network and Facebook. DUWO is the organisation in The Hague that helps students find housing. Check out their offers on their website. Also, look into the options offered by housing corporations, such as Staedion.

DUWO.NL
STAEDION.NL



STUDENTHOUSING.LEIDEN.EDU
VISITING ADDRESS:
WIJNHAVEN, SECOND FLOOR

Housing Office Desk

Leiden University's Housing Office assists international students attending Leiden University in finding accommodation. The Housing Office offers accommodation in Leiden or The Hague. You can contact the Housing Office for questions about your housing application, financial matters, contract related issues or signing tenancy contracts.

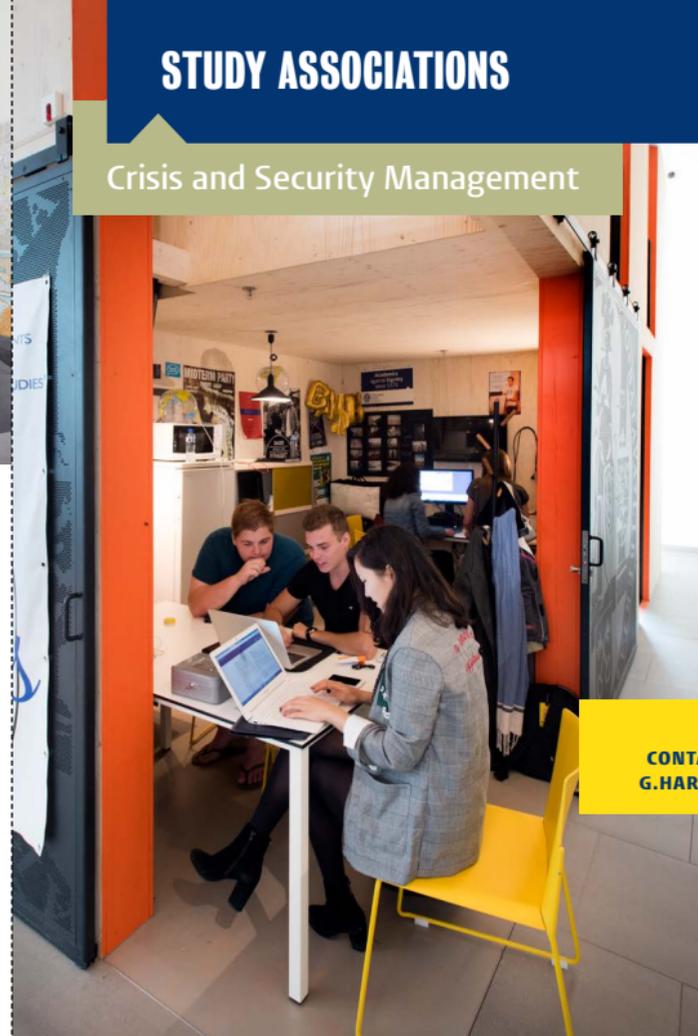
STUDY ASSOCIATIONS

Crisis and Security Management

Study associations are very active and organise all sorts of great study-related activities, from debates and lectures to excursions and social drinks. What better way to get to know your fellow students? You will acquire a substantial circle of friends in no time at all. Highly recommendable!

The freshly developed study association is Custodia. In the first couple of weeks of your study, they will inform you about membership and activities.

MORE INFO:
CONTACT THE STUDY COORDINATOR:
G.HARTEVELD@FGGA.LEIDENUNIV.NL



COMMUNITY

Let your voice be heard

We want you, as a student, to be heard, regardless of whether you have a suggestion, complaint or appeal, or if you want to share an interesting project. There are various ways to let your voice be heard.

Do you have an interesting project that you would like to share? Send a message to FGGA's communication department. We send out an event calendar every two weeks to all the students of the faculty, so let us help share your projects! We can also provide you video cameras to enable you to make a vlog of your project. Have fun making it and enjoy sharing it. Please contact us.

FOR SURVEYS AND EVALUATIONS:
NSE.NL

Surveys and barometers

The national student survey (NSE) is conducted once a year, in January. Here, you can express your opinion about education, as well as matters concerning the facilities. In addition, the university participates in The International Student Barometer.

ANY COMPLAINTS?
STUDENT.UNIVERSITEITLEIDEN.NL
/EN/COMPLAINTS

CONTACT US:
COMMUNICATIE@FGGA.LEIDENUNIV.NL

VIRTUAL EXCHANGE

Leiden University offers students the opportunity to follow online courses that award study credits, thus avoiding the necessity of travelling abroad.

Students can obtain study credits in their optional subjects and/or in their honours programme for following online academic courses given by Leiden University, or by a partner organisation. Leiden University and the partner organisations offer around 20 online courses. The subjects all fall within the elective



credits of the degree programme and are accessible for students enrolled at one of the participating universities.

MORE INFO:
UNIVERSITEITLEIDEN.NL/EN

CAREER SERVICE



The Bachelor's and Master's programmes of the Faculty of Governance and Global Affairs prepare you for a wide variety of career paths.

FACEBOOK: @CAREERSERVICEFGGA
FOLLOW THEM FOR INTERESTING INTERNSHIPS,
JOB OPPORTUNITIES AND WORKSHOPS!

To help you find your own way, the Faculty has its own Career Service. Through personal coaching and organising activities, we try to prepare you for whatever path it is that you'll take after graduating. How can we help you?

The Career Service organises different kinds of activities:

- ▶ Individual career advice and a CV check
- ▶ Workshops and training courses, such as 'Networking & LinkedIn' or 'What drives you?'
- ▶ Career Colleges in which alumni tell about their job
- ▶ Career Event
- ▶ Internship Fair
- ▶ Company Visits

Please contact

Dianne Karkdijk +31 70 800 9561
careerservice@fgga.leidenuniv.nl



THE MENTOR NETWORK

Leiden University Alumni



MORE INFO:
[MENTORNETWERK.UNIVERSITEITLEIDEN.NL](https://mentornetwerk.universiteitleiden.nl)

Are you looking for an 'expert' view when choosing an area of study for your Bachelor's or Master's degree or are you looking for information about specific sectors, organisations or positions? The Mentor Network is an online portal that allows you to get in touch with alumni — former

students of Leiden University. Within the portal you can check out the profiles of 650 alumni. By using keywords and search filters, you can search for an alumnus who can answer your questions contacting them via a mentor request.

WORK AND STUDY

Making yourself useful



MORE INFO
STUDENT.UNIVERSITEITLEIDEN.NL/FGGA/VACANCIES

Participation

Make use of your democratic right! Discuss and co-decide on all types of matters related to education and the organisation of Leiden University. Participation takes place at various levels: per programme, faculty, university or nationwide.

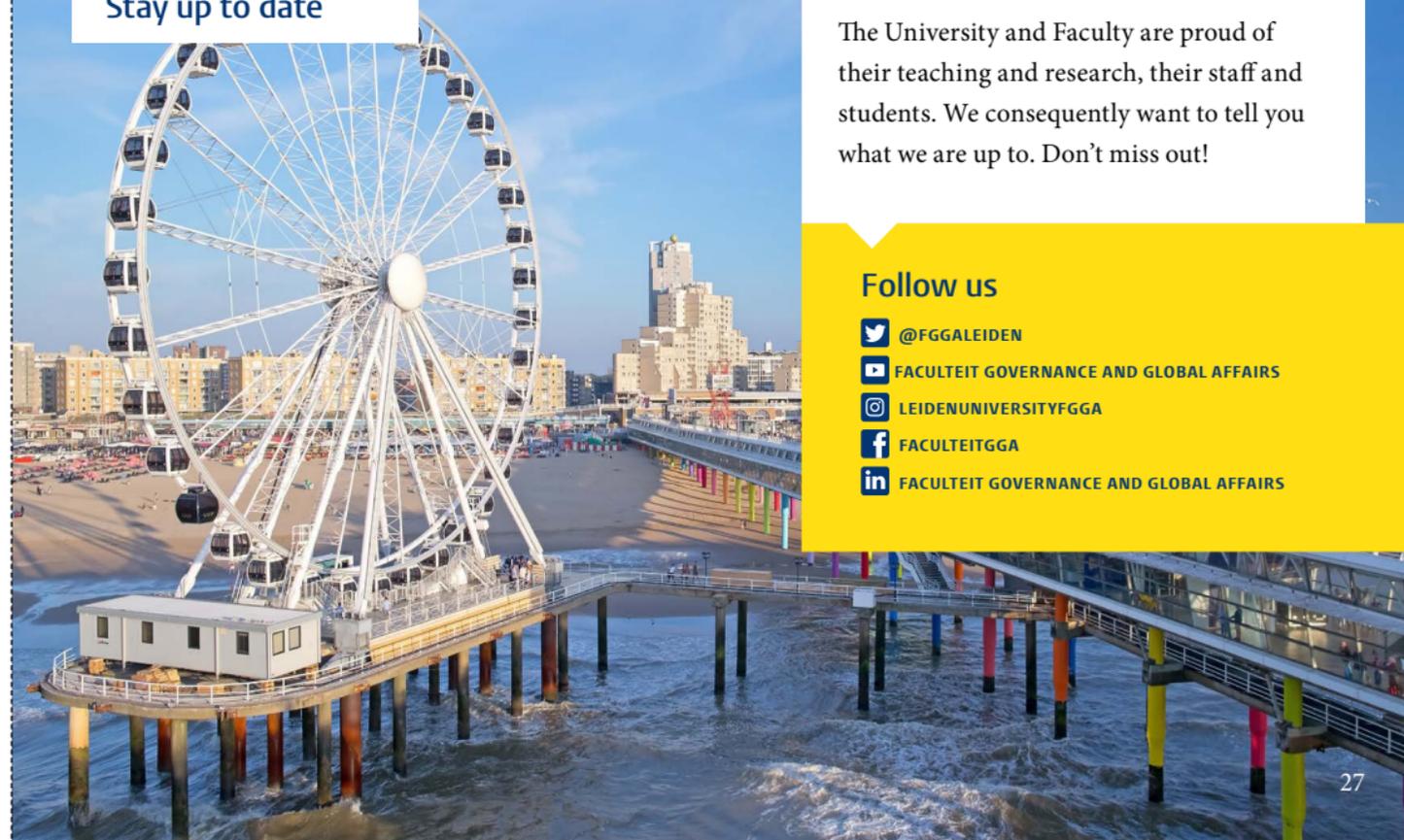
READ MORE ABOUT PARTICIPATION:
STUDENT.UNIVERSITEITLEIDEN.NL/FGGA/CO-PARTICIPATION

Working in addition to studying

A part-time job isn't just a way to make some extra money as a student. You can also gain useful work experience that you can add to your CV.

SOCIAL MEDIA

Stay up to date



The University and Faculty are proud of their teaching and research, their staff and students. We consequently want to tell you what we are up to. Don't miss out!

Follow us

-  [@FGGALEIDEN](https://twitter.com/FGGALEIDEN)
-  [FACULTEIT GOVERNANCE AND GLOBAL AFFAIRS](https://www.youtube.com/channel/UC...)
-  [LEIDENUNIVERSITYFGGA](https://www.instagram.com/LEIDENUNIVERSITYFGGA)
-  [FACULTEITGGA](https://www.facebook.com/FACULTEITGGA)
-  [FACULTEIT GOVERNANCE AND GLOBAL AFFAIRS](https://www.linkedin.com/company/FACULTEIT GOVERNANCE AND GLOBAL AFFAIRS)

EVENTS

FOR THE EXACT DATES
AND EVENTS, GO TO:
DENHAAG.COM

You do not want to miss these!

444

In 2019 Leiden University will be 444 years old. We will be organising a range of different activities for, by and with the residents of Leiden and The Hague. On the website, we will keep you up to date on all the activities being organised. We will start the celebrations on our birthday, the **Dies Natalis** on **8 February 2019**.

Dies Natalis Leiden University

8 FEBRUARY

Movies that Matter

Watching movies about human rights for a whole week and discussing them. **MARCH**

King's Night and King's Day

Join the city-wide celebration of the King's birthday and the night before.

26 & 27 APRIL

Liberation Festival

We celebrate freedom with mega performers. **5 MAY**

Tong Tong Fair

A festival that focuses on Indonesian culture. **MAY**

Parkpop

A major, free festival in the Zuiderpark. **JUNE**

Parade

This theatre festival is just like a circus. **JULY**

Jazz on the canal

Live jazz performances from boats while your feet dangle above the water. **AUGUST**

Peace Run & City Pier City

Running events through town and on the beach. **SEPTEMBER AND MARCH**

State Opening of Parliament

Start of the new parliamentary year and your chance to see the king.

18 SEPTEMBER

Crossing Border

Europe's most important festival in the fields of music and literature!

NOVEMBER

New Year's swim

Start the new year with a refreshing plunge in the North Sea. **1 JANUARY**



Do you have any remaining questions?

Find the answer on:

STUDENTS-FAQ.LEIDEN.EDU



Don't want
to miss anything?
Like, follow and share!



FACULTEIT GOVERNANCE AND GLOBAL AFFAIRS



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