

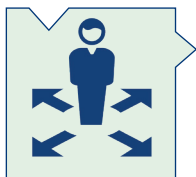
Know where to go! Bachelor Year One

Do you have trouble opening links via your phone? Try opening this pdf on your laptop.

We apologise for the inconvenience.

Study Advisers

For practical and personal issues. We are here to help. What you share is confidential



- ▷ Study skills
 - ▷ Planning
 - ▷ Study programme
 - ▷ Stress & well-being
- E-mail: studyadvisers@arch.leidenuniv.nl
- ▷ Studying with personal circumstances: physical disabilities for example ADHD, ASS/dyslexia. Family issues, illness, family care, pregnancy etc.

Whom to contact for administrative questions?

Frontoffice Student Affairs (Plexus, Student Centre)

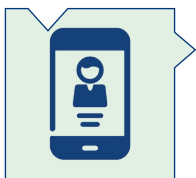
- ▷ Finances
 - ▷ Process enrolment
 - ▷ Visa
- Contact: (# 31) (0)71 527 27 27



Administration Education Office Archaeology

- ▷ uSis
 - ▷ Brightspace
 - ▷ MyStudyMap
- ▷ Course enrolment
 - ▷ Graduation
 - ▷ Grades lists
- E-mail: onderwijs@arch.leidenuniv.nl

When to contact the Board of Examiners? First consult the Study Advisers



- ▷ Changes in your programme
 - ▷ Extra-curricular activities/courses
 - ▷ Extensions
 - ▷ Exemptions
- ▷ Plagiarism - Make sure you know what plagiarism is and what the possible consequences of plagiarism are

*In doubt
whom to contact,
always start
with the Study
Adviser!*



Universiteit
Leiden
Archaeology

Complaint procedures



- ▷ Disagreeing with a decision
- ▷ Unacceptable behaviour
- ▷ Improper treatment
- ▷ Academic integrity
- ▷ Malpractice
- ▷ Other types of complaint

Contact: see online flyer with clickable links

Other services

- ▷ **Well-being:** find out how you can boost your well-being and whom you can turn to for support
- ▷ **Exchange:** would you like to study abroad?
- ▷ **Career Services:** preparing for your future career.
You can meet with the career adviser for individual guidance.
Or you can take a look at the [Career Zone website](#) for career planning, tests, workshops and events
- ▷ **Get started:** explanation and information about anything library related, like LU-Card, catalogue, borrowing books, databases etc.



Study association ▷ L.A.S. Terra



[Scan QR code for study programme and course info](#)



Important in Bachelor's Year one

- ▷ **Mentor groups:** in your first year you have access to a mentor group. Your mentor is there to make sure you know your way around the faculty, around Leiden and what it is like to study here.
- ▷ **Binding Study Advice (BSA)**
- ▷ **Study re-choice:** if you feel like you made the wrong choice, or if you don't know whether it is the right choice for you, know that you can contact Career Services for an adviser who can be of help
- ▷ **Specialisation choice:** at the end of the first year you will choose whether you want to continue with the World Archaeology specialisation or the Heritage & Society specialisation

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