

Know where to go! Master and Research Master

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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
 - ▷ Studying with personal circumstances: physical disabilities for example ADHD, ASS/dyslexia. Family issues, illness, family care, pregnancy etc.
- E-mail: studyadvisers@arch.leidenuniv.nl

Whom to contact for administrative questions?

Frontoffice Student Affairs (Plexus, Student Centre)

- ▷ Finances
- ▷ Process enrolment
- ▷ Visa

Contact: (# 31) (0)71 527 27 27

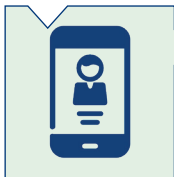


Administration Education Office Archaeology

- ▷ 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 for Master and Research Master

- ▷ **Electives:** within your MA you have some elective space, which you can fill out using either Archaeology courses, or courses from other programmes in the University. You need permission from the Board of Examiners if you take any course not already mentioned in the Prospectus. Please note that courses below level 400 will not be accepted
- ▷ **Internship:** you have to find and arrange your own internship if you want to partake in one, your specialisation leaders can help you decide what is a useful path for you to take. See the [website](#) for more information
- ▷ **Thesis:** you have to start your thesis soon, because the programme is short. Discuss your thoughts and ideas with your specialisation leader, or with one of the examiners who can supervise your (R)MA thesis. See here a link for list of [MA examiners](#) or [RMA examiners](#). Further information is on the Brightspace page for your thesis group
- ▷ **Research Masters:** for the RMA you need to fill out a form for your personal study plan. If you have not done so already, contact the Study Advisers to request the form. Also if you need help figuring out the right path, please contact them

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

