

How can we help you?

We will guide you!

Leiden University can support or guide you in various ways during your studies. We offer you this Student Information Overview to make sure you know what to expect from whom.

Study programme

- ▶ **You have a question about your study (plan).**
Who to contact: Coordinator of studies
Email: Different for each programme
- ▶ **You would like to raise or address something about your study programme.**
Who to contact: Programme committee
Email: Go to <https://fgw-commissies.leidenuniv.nl/>
- ▶ **You would like to submit a petition concerning your study.**
Who to contact: Board of examiners
Email: Go to <https://fgw-commissies.leidenuniv.nl/>
- ▶ **You have a question about your grades or registration in uSis.**
Who to contact: Education administration
Email: Different for each programme

Faculty

- ▶ **You have a question about the core curriculum, minors or PhD possibilities.**
Who to contact: Student Information Desk
Email: studiepunt@hum.leidenuniv.nl
- ▶ **You are a first year student and want a guide to the faculty.**
Who to contact: POPcorner
Email: popcorner@hum.leidenuniv.nl
- ▶ **You have a question about internships or your future career.**
Who to contact: Career Service Humanities
Email: careerservice@hum.leidenuniv.nl
- ▶ **You have a question about studying abroad.**
Who to contact: Humanities International Office
Email: studyabroad@hum.leidenuniv.nl
- ▶ **You have received improper treatment and you would like to submit a complaint.**
Who to contact: Complaints coordinator, Jonatan Wirix-Speetjens, assessor of the Faculty Board
Email: assessor@hum.leidenuniv.nl

University

- ▶ **You would like to discuss a problem confidentially.**
Who to contact: Confidential counsellor
Unacceptable behaviour:
Piet de Boer, pdeboer@winstonpartners.nl
Marieke Brunings, m.brunings@winstonpartners.nl
Malpractice (Whistleblowing):
Gert de Boer, info@8hoog.nl
- ▶ **You would like information or support concerning exceptional circumstances.**
Who to contact: Student counsellor
Email: decanen@sea.leidenuniv.nl
- ▶ **You are experiencing problems that are psychological.**
Who to contact: Student psychologist
Email: psychologen@sea.leidenuniv.nl
- ▶ **You feel that you have been treated improperly and would like to submit a complaint to an impartial party.**
Who to contact: Ombuds officer, Eugène van der Heijden
Email: ombudsfunctionaris@leidenuniv.nl

Is your question or need not included? We then advise you to contact the assessor, assessor@hum.leidenuniv.nl.

Summarised: Who does what?

Coordinator of studies

Study plans, study delay, general study problems, etc.

Programme committee

Feedback and suggestions concerning education

Board of examiners

Exemptions, approval of courses or an internship as elective credits etc.

Education administration

Registration of study activities, processing exams and certification

Student Information Desk

Core curriculum courses, minors and questions about PhD opportunities

POPcorner

Information on where to go, buddy programmes, trainings, workshops, lectures, drinks, etc.

Complaints coordinator

All sorts of complaints within the faculty

Career Service Humanities

Individual advice, internships, workshops, information sessions, cv/cover letter/LinkedIn checks, test, contact with alumni and employers etc.

Humanities International Office

Advice on study abroad, scholarships, what to arrange before your departure, etc.

Confidential counsellor

Issues concerning undesirable behaviour, malpractice or the academic integrity of staff members

Student counsellor

Combining your studies with a disability, top-level sport, parenthood, financial matters, conflicts, etc.

Student psychologist

Personal problems and/or study problems that are psychological

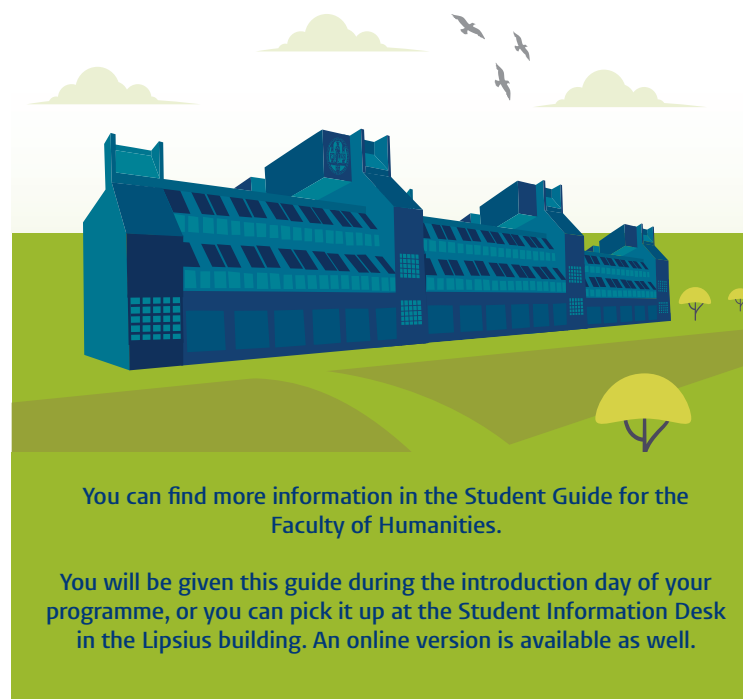
Ombuds officer

All sorts of complaints within the university

Faculty of Humanities

With 930 members of staff the Faculty of Humanities offers education to about 7300 students in 24 bachelor and 26 master programmes. The faculty has a wealth of expertise in the field of philosophy, history, art history, arts, literary studies, linguistics, religious studies and area studies of practically the entire world. We apply our university motto 'Discover the world at Leiden University' every single day.

The faculty aims to be a place for critical, active and most importantly involved students. See: <https://youtu.be/PtgBhSjTZu8>



Student Information Overview

Faculty of Humanities



Discover the world at Leiden University