



External Course

After their first year at LUC, students may enroll in courses at other Dutch Universities. Subject to the prior approval of the Board of Examiners, students may include these courses in their study programme at LUC. External courses are normally registered as electives. The maximum number of external credits (credit transfers, exemptions, and external courses) students are allowed to include in their study programme is 30 EC.

Procedure

To request permission to enroll in an external course at another Dutch University, students must submit this form to the Board of Examiners at least 15 working days *before* the start of the course.

Applications that do not adhere to this deadline will not be considered. Please note that failure to comply with the stated deadlines will lead to a denial of the request, unless proof of extenuating circumstances is presented.

Students must include a syllabus or course outline for each course they intend to take. Students must first secure the approval of the Study Advisor by submitting their study plan. The student (not the Study Advisor) is responsible for submitting the application to the Board.

The Board aims to communicate its decision within 15 working days after the application is received. Once the Board of Examiners has approved the request and students have completed the course, they should request the Registrar of the host institution to send an official academic transcript to course.administration@luc.leidenuniv.nl

Important: Should any changes occur in the course offering at the host institution, please resubmit this form to the BoE after approval from the Study Advisor.

Study programme

Pursuing an external course has a significant impact on a student's study programme. The Board of Examiners requires that students first consult the Study Advisor. The Study Advisor will be able to help determine whether pursuing an external course is advisable and assist with ensuring the coherence of their study programme.

Rules and Regulations

- Host institutions decide on admission to their courses
- Courses will count towards the elective space with a maximum of 30 external ECTS, of which a maximum of 15 ECTS can be 100-level courses (official minors are exempt from this rule)
- Any credits exceeding 30 ECTS will count as extra-curricular courses
- Any changes not approved by the Study Advisor and the BoE, will not count towards the LUC degree programme
- External courses will not count towards the Major, an uncompleted minor or Global Citizenship (with the exception of language courses)
- Grade points from host institution will not be converted
- Grades from graduate level courses will not be evaluated differently
- Results of approved courses will be transferred regardless of whether the courses were successfully completed

Please submit the completed form including all necessary supporting materials to:

BoE@luc.leidenuniv.nl



A. Personal information

Last name: Student ID:
 First name(s): First enrolled at LUC:
 Email: Major:

B. External Course information

University: _____
 Programme: _____
 Country: _____ City: _____ Dates of attendance: _____ to _____

List below the official names of the external course(s) and don't forget to include a syllabus or course outline:

Course title	Orig. Level	Orig. Credits	Syllabus included

C. Motivation or additional remarks

Briefly describe the reason(s) for pursuing the external course(s), including how the course(s) will contribute to the student's study programme:

D. Approval Study Advisor

To be filled out by the Study Advisor. Further comments / recommendation:

Name: Signature: _____
 Date: