



External Course

After their first year at LUC, students may enrol in courses at other faculties and departments of Leiden University or 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 transfer credits from an external course or minor at Leiden University, students must submit this form to the Board of Examiners.

Students must include a syllabus or course outline for each course they intend to take. Typically, this consists of a link to the e-prospectus page.

The Board aims to communicate its decision within 15 working days after the application is received.

Important: Should any changes occur in the course offering, please resubmit this form to the BoE.

Study programme

Pursuing an external course has a significant impact on a student's study programme. The Board of Examiners advises students first to determine whether pursuing an external course fits in their study plan before requesting approval.

LUC's Study Advisors (studyadvisor@luc.leidenuniv.nl) can be consulted for any questions about external education

Rules and Regulations

- Host institutions decide on admission to their courses
- Courses will count towards the general 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 external credits exceeding 30 ECTS will count as extracurricular courses
- Any changes not approved by 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
- 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:		First enrolled:	
Umail:			

B. External Course information

University:	
Programme:	
Dates of attendance:	

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	Prospectus linked:
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐

C. Motivation or additional remarks

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

D. Signature

Date:		Digital signature:	
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