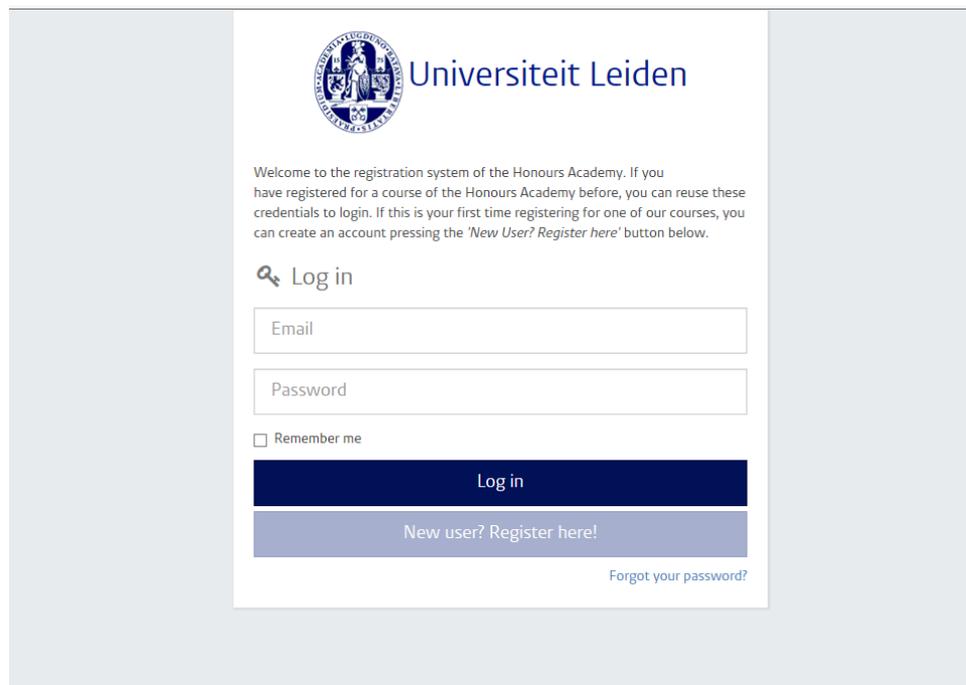


Manual online application Honours Classes

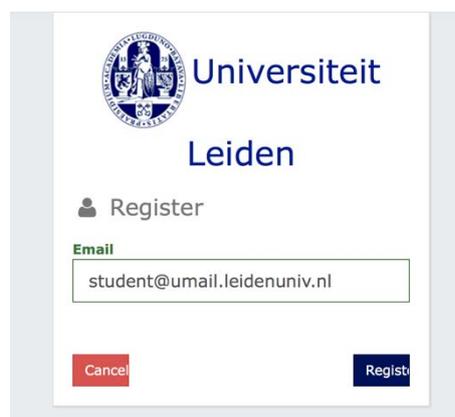
The online application system for the Honours Classes is a new system, which is why (small) adjustments that are not included in this manual, are possible. Do you have any suggestions to improve the system? In that case, you can reach us at this address: classes@ha.leidenuniv.nl.

1. Go to the following website: <http://www.honoursacademyleiden.nl>.
2. Create an account through the "New user? Register here!" button or log in with your credentials if you have already registered before with this system. It is not possible to log in with your ULCN account – it is necessary to create a new account for this system. It is however possible to use your student e-mail (uMail) to create an account.

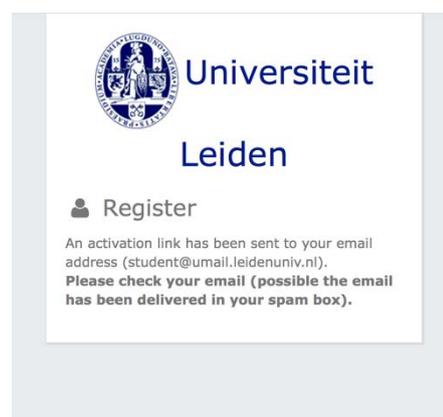
Step 1 & 2: Log in screen of the Honours Academy registration system



The screenshot shows the login interface for the Honours Academy registration system. At the top left is the Universiteit Leiden logo. The text reads: "Universiteit Leiden". Below the logo, a welcome message states: "Welcome to the registration system of the Honours Academy. If you have registered for a course of the Honours Academy before, you can reuse these credentials to login. If this is your first time registering for one of our courses, you can create an account pressing the 'New User? Register here' button below." The interface includes a "Log in" button with a magnifying glass icon, an "Email" input field, a "Password" input field, and a "Remember me" checkbox. A prominent blue "Log in" button is located below the input fields. Below that is a light blue button labeled "New user? Register here!". At the bottom right, there is a link for "Forgot your password?".

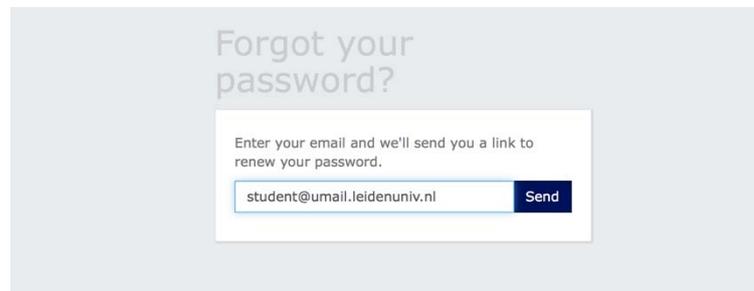


The screenshot shows the registration interface for the Honours Academy registration system. At the top left is the Universiteit Leiden logo. The text reads: "Universiteit Leiden". Below the logo, there is a "Register" button with a person icon. Below the "Register" button, there is an "Email" input field containing the text "student@umail.leidenuniv.nl". At the bottom left, there is a red "Cancel" button, and at the bottom right, there is a blue "Register" button.



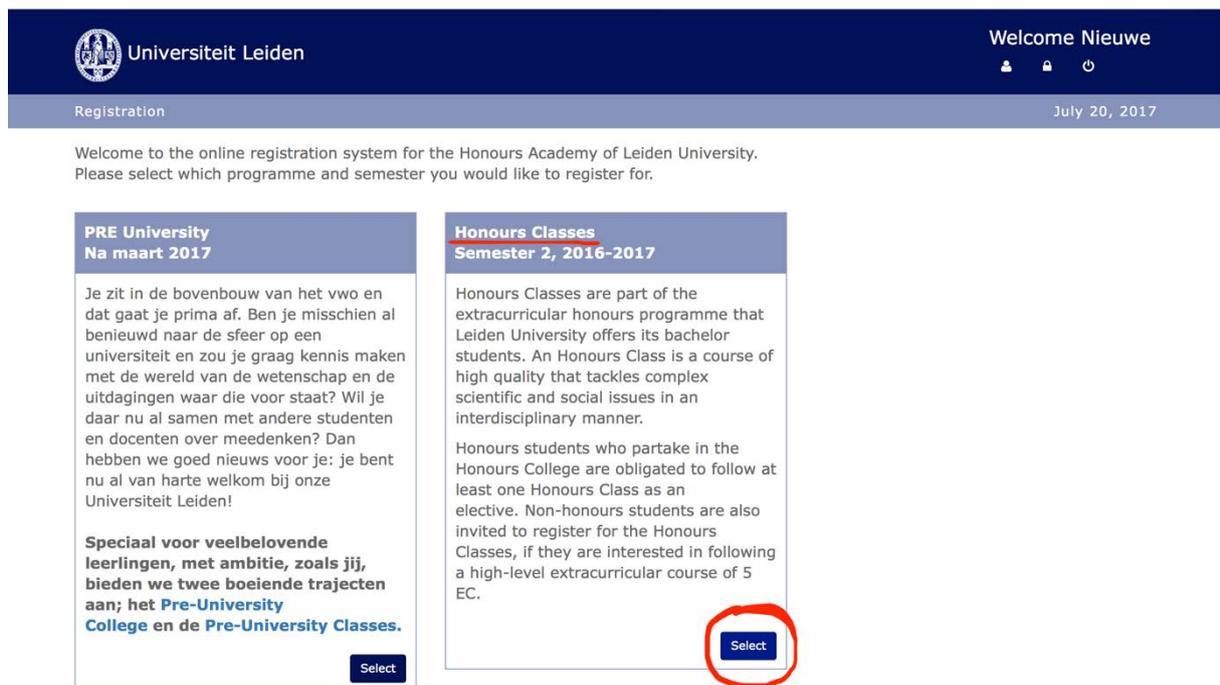
The screenshot shows the confirmation interface for the Honours Academy registration system. At the top left is the Universiteit Leiden logo. The text reads: "Universiteit Leiden". Below the logo, there is a "Register" button with a person icon. Below the "Register" button, there is a message: "An activation link has been sent to your email address (student@umail.leidenuniv.nl). Please check your email (possible the email has been delivered in your spam box)."

3. Did you forget your password? Click on the “Forgot your password?” link right below. Fill in your e-mail address so that a new password can be sent to you, with which you can log in.



4. Once you are logged in, you will get an overview of the options for activities for which you can register. Here, select the option of Honours Classes for the period in which you want to enroll.

Step 4: Select “Honours Classes”



Registration July 20, 2017

Welcome to the online registration system for the Honours Academy of Leiden University. Please select which programme and semester you would like to register for.

PRE University
Na maart 2017

Je zit in de bovenbouw van het vwo en dat gaat je prima af. Ben je misschien al benieuwd naar de sfeer op een universiteit en zou je graag kennis maken met de wereld van de wetenschap en de uitdagingen waar die voor staat? Wil je daar nu al samen met andere studenten en docenten over meedenken? Dan hebben we goed nieuws voor je: je bent nu al van harte welkom bij onze Universiteit Leiden!

Speciaal voor veelbelovende leerlingen, met ambitie, zoals jij, bieden we twee boeiende trajecten aan; het Pre-University College en de Pre-University Classes.

Select

Honours Classes
Semester 2, 2016-2017

Honours Classes are part of the extracurricular honours programme that Leiden University offers its bachelor students. An Honours Class is a course of high quality that tackles complex scientific and social issues in an interdisciplinary manner.

Honours students who partake in the Honours College are obligated to follow at least one Honours Class as an elective. Non-honours students are also invited to register for the Honours Classes, if they are interested in following a high-level extracurricular course of 5 EC.

Select

5. You now have a questionnaire in front of you which you must fill in with your personal information before selecting your Honours Classes. On the right side of the “Profile” section, there is a plus icon which gives you, if you click on it, a frame where you can fill in or update your profile information. Here, pay attention to question 7 of the “More information” box, where you are asked to fill in your average grade in a 10-point scale. You can convert your average grade from a GPA scale to a 10-point scale through [this link](#). Click on the “save” button if you are finished to continue your registration.

Step 5: Fill in your profile and personal information



You can use the following form to register for the Honours Classes of the first semester of 2017-2018. For more information, please see our website.

Registration is possible from Monday the 21st of August until Wednesday the 6th of September.

You will hear whether your application has been accepted starting September 25th.

Please answer the following questions before you can select one or more courses.

Profile

Firstname

Middle name

Lastname

Phone number/Mobile number **Student number**

More information

Please provide the following information.

1) Bachelor's programme

2) I'm in the ... year of my Bachelor's programme

3) At which faculty do you study?

4) Are you a student of the Honours College?
 Yes No

5) Please select the option that applies to you

Honours students who partake in the Honours College are obligated to follow at least one Honours Class as an elective. If you still haven't followed an Honours Class and you are completing your bachelors programme this semester please answer this question with 'Yes'. If not, answer this question with 'No'.

6) Do you need to follow an Honours Class this semester to complete your Honours College programme -- i.e., to graduate?
 Yes No

You can convert your GPA if necessary (e.g. using [this conversion scale](#)); your average grade can be found quickly using the uSis mobile app.

7) Please indicate your average grade (on a 10-point scale, using one decimal):

6. Once you have successfully filled in the questionnaire, you will arrive at the page where you can select your Honours Classes. Here, pay attention to the following:
 - You can always return to the questionnaire to modify your answers (“Back to questionnaire”).
 - If you would like to follow two Honours Classes in one semester, select the box at “I want to follow 2 courses”.
 - Select “Courses in English” under the “--Select tag--” option (unless you want to take a course in Dutch). The course offer will be filtered according to your language preference.

Step 6: Give your preferences and motivation for Honours Classes

Please indicate which Honours Class(es) you wish to follow. Select the courses of your interest in the left column, using the little aeroplane. In the right column you can order, rank and motivate your choices, using max. 1000 characters. If you want to follow two Honours Classes, please check the box *I want to follow 2 courses*.

You can indicate up to four choices; the Honours Classes are very popular and we unfortunately cannot guarantee that there will be a place in your first, second third or even fourth choice. You are free to indicate that you would rather not follow any other Honours Classes if your first/second/third choice is not available, however do please note: the more Honours Classes you select, the higher your chances at getting placed in a Class!

The course coordinator of each Honours Class will decide which students they will admit to their Class. Your motivation for each Class is thus very important, please consider the following aspects: what (e.g. theme, method, instructor) specifically interests you in this Class? How will you contribute, and how does your background ideally prepare you for this Class? What do you wish to learn?

Please note: you must **save each motivation** using the buttons below, before you send in your final choices; **also pay attention to your ranking (is your first choice indeed your first choice?)!**

Questionnaire: Success

List courses

Order and motivate

List courses
Click on name for more information

I want to follow 2 courses

-- Select tag --
 Courses in Dutch
 Courses in English

- A Historical Perspective on Migration Issues ↗
Courses in Dutch
- Academisch Ondernemen ↗
Courses in Dutch
- Chemical Tools in Life Sciences ↗
Courses in Dutch
- Clinical Technology - Engineer meets Surgeon ↗
Courses in English
- Cognition, or how the Brain Works ↗
Courses in English
- Complexity and Networks ↗
Courses in English
- Controversial Drama: Sex, Politics and the Law in ↗

Order and motivate
Selected courses

No course selected

Questionnaire: Success ×

7. Due to the fact that only a small number of students can be enrolled in an Honours Class, we kindly request you to sign up for multiple courses. You can select 4 courses at max. Select a course from the column on the left side by clicking on the airplane symbol. The selected course will appear in the right side column, where you can find your preferred courses. For each selected course you must write a course-specific motivation, which you must save once finished. Click on the bin icon to delete a course from your list of preferred courses. It is possible to put your courses in a preferred order, which you can modify with the blue arrows.

Order and motivate

Selected courses

1. A Historical Perspective on Migration Issues ↓ 🗑️

Save
2. Clinical Technology - Engineer meets Surgeon ↑ ↓ 🗑️

Save
3. Complexity and Networks ↑ 🗑️

Save

Send in

8. If you have selected and motivated all your preferred courses, click on "Send in". Your preferences, about which you will get a confirmation e-mail, are now sent to the Honours Academy. It is possible to log in and change your preferences, their order and motivation whenever you want before the registration deadline. After the deadline, lecturers will select students for their Honours Class and you will receive an e-mail about whether you are selected for an Honours Class and if so, for which one it is.

Do you have any questions which are not addressed in this manual? Please send an e-mail to: classes@ha.leidenuniv.nl.