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: baclasses@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
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"**

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. 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

First name

Middle name

Last name

Phone number/Mobile number

Student number

Save

More information

Please provide the following information.

1) Bachelor’s programme

Liberal Arts and Sciences

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

second

3) At which faculty do you study?

Governance and Global Affairs

4) Are you a student of the Honours College?

☐ Yes ☐ No

5) Please select the option that applies to you

I’m a student at the LUC

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 bachelor’s 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 uLiS mobile app.

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

3.4

Save
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**
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.

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: baclasses@ha.leidenuniv.nl.