Because a Master Honours Class is an extracurricular elective course, you must arrange your registration yourself via this online registration system of the Honours Academy. More information about the classes can be found in the Prospectus. For information about the application and admission procedure please visit our website and our FAQ. If you have any questions, you can send an e-mail to maclasses@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.

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

Step 4: Select Master Honours Classes

5. Next, you are asked to fill in a questionnaire before you can select classes. On the bottom of the page, there is a ‘Profile’ section, where you can update your profile information. Note that the question 7 of the questionnaire requires you to fill in your average grade in a 10-point scale. Click on the ‘save’ button if you are finished and continue your registration.
Step 5: Fill in your profile and personal information

6. Once you have successfully filled in the questionnaire, you will arrive at the page where you can select the Master Honours Classes of your choice. Please note that you can always return to the questionnaire to modify your answers ('Back to questionnaire').
Step 6: Give your preferences and motivation for Honours Classes

7. Select a course from the column on the left side by clicking on the airplane icon. Then the selected course will appear in the column on the right side, along with the other classes of your preference. For each selected class you must write a class-specific motivation. Don’t forget to save it. Should you want to remove a course from the list of your course preferences, click then on the bin icon. Use the blue arrows to change the order of your course preferences.
8. If you have selected all the courses of your preference and added your motivation for all of them, you can then click on the 'Send in' button. Then you will receive an automated confirmation e-mail, and your application will be submitted to the Honours Academy. If you have not received a confirmation e-mail, please check your spam folder. Please note it remains possible to log in and modify your application until the application deadline passes, including your course preference and the motivation. After the deadline, the coordinators of the class will make the selection of students for their Master Honours Class. You will receive an e-mail notifying you whether you have been selected for an Master Honours Class and if so, which one.

*Should you have any questions that haven’t been addressed in this manual, please send us an e-mail to: maclases@ha.leidenuniv.nl.*