

Welcome to the
Faculty of Social and Behavioural Sciences

Institute of Psychology



Universiteit
Leiden
The Netherlands

Discover the world at Leiden University

More about studying at Leiden University:

 student.universiteit leiden.nl/en/

Would you like to know what's going on?

 universiteit leiden.nl/en/social-behavioural-sciences

 facebook.com/fswleiden

 [@LeidenSocial](https://twitter.com/LeidenSocial)

 [@leidensocialsciences](https://www.instagram.com/leidensocialsciences)

Preface

Dear student,

Welcome to the Faculty of Social and Behavioural Sciences! My name is Linde Helfrich and I am the 'Assessor' of this Faculty, which means I am the student member of the Faculty Board. As the portfolio holder for student affairs, I represent the interests of all students at the Faculty. I'm a third-year Political Science student and a second-year student of Latin American Studies.

This year will be a special one for you, as you embark on your studies at Leiden University! You will get to know a lot of new people and discover a new city. In this booklet we have assembled practical information for you, to help you settle in and to let you know who to contact if you have any questions. You can also always contact me if you have any questions, you think the Faculty is missing anything, or you see areas for improvement.

The most important thing is for you to feel at home here at the Faculty. Because feeling at home within your Institute, within the Faculty, and within the University is crucial for the success of your studies and your time as a student! On behalf of the Faculty Board, I wish you every success, but also a lot of fun with your studies.



Linde Helfrich
Assessor

Room 3C03
assessor@fsw.leidenuniv.nl

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Pieter de la Court Building

The main building of the Faculty of Social and Behavioural Sciences is housed in the Pieter de la Court Building

Address

Wassenaarseweg 52, 2333 AK Leiden

Opening hours

Mon - Thu 07.00 - 22.00 and Fri 07.00 - 20.00. The faculty building is not open during the weekends.

Restaurant (lunch) opening hours

Mon - Fri 11.30 - 13.45

Café opening hours

Mon - Thu 08.30 - 18.00 and Fri 08.30 - 15.00

The university will be closed on:

- ▶ Thursday 3 and Friday 4 October 2019 (3 October Festival - Siege of Leiden)
- ▶ Wednesday 25 December 2019 - Wednesday 1 January 2020 (Christmas Recess)
- ▶ Friday 10 April 2020 (Good Friday)
- ▶ Monday 13 April 2020 (Easter)
- ▶ Monday 27 April 2020 (Kingsday)
- ▶ Monday 4 May 2020 (Remembrance Day)
- ▶ Tuesday 5 May 2020 (Liberation Day)
- ▶ Thursday 21 and Friday 22 May 2020 (Ascension Day)
- ▶ Monday 1 June 2020 (Whitsun)

Find your way in our building

In the building the rooms are marked with four characters: The first one is which floor you are on (S = basement, 1 = first floor, and so on); The second one is A or B (the left side of the building is A, the right side is B); The last two numbers indicate the number of the room.



LU-Card

All students enrolled at Leiden University are required to have a LU-Card, which will give access to all university facilities, including all university libraries and printers.

How do I get a LU-Card? Visit: [📍 universiteitleiden.nl/en/lu-card](https://www.universiteitleiden.nl/en/lu-card)

ULCN-account

Leiden University students get a ULCN-account (ULCN = Universiteit Leiden Community Network) which gives you access to PCs, uMail, the digital learning environment Blackboard, digital library (uLip), and uSis. You need your ULCN-account to register for courses and exams in uSis.

uMail

Your Leiden University email address (uMail) will be used by lecturers and others to contact you. For that reason, it is very important to check your uMail regularly! It is possible to forward your uMail to your regular private email address. To log in: [📍 webmail.leidenuniv.nl/](https://webmail.leidenuniv.nl/)

For more information about uMail and mail-forwarding, please visit:

[📍 student.universiteitleiden.nl/en](https://student.universiteitleiden.nl/en) > [study & studying](#) > [study-facilities](#) > [ict-services](#)

uSis

You can use uSis to:

- ▶ enrol and unenrol for courses;
- ▶ enrol and unenrol for tutorials/seminars;
- ▶ enrol and unenrol for examinations;
- ▶ retrieve examination results;
- ▶ change your contact information;
- ▶ check your schedule.

When you retrieve your examination results, you will see both your grade and the number of credits. You will also see any results you have obtained elsewhere if they have been passed on to your Institute.

To find uSis go to: [📍 usis.leidenuniv.nl](https://usis.leidenuniv.nl). Login with your ULCN account and personal password. If you have any questions about uSis, you can find FAQs and video tutorials on

[📍 studenten-faq.leidenuniv.nl/category/usis](https://studenten-faq.leidenuniv.nl/category/usis)

More information about how to enrol for courses and exams, see:

[📍 student.universiteitleiden.nl/en/](https://student.universiteitleiden.nl/en/) > [administrative matters](#) > [course and exam enrolment](#)

If you still have questions contact the Student Services Centre (page 8).

Prospectus

The Prospectus contains information about all the courses in your study programme. Here you can find detailed descriptions of courses, including the teachers, the schedule and the reading material.

studiegids.universiteitleiden.nl/en/



Blackboard

Most courses at the faculty are supported by Blackboard, an interactive electronic learning environment. Through Blackboard you can access news messages, retrieve study material, and hand in assignments. You need to check Blackboard regularly to be sure to have the latest information. Lecturers will assume that all students read the information provided on Blackboard.

Log in

The homepage for Blackboard is:  blackboard.leidenuniv.nl. On this page you will find course information (partly in Dutch), but most important for you is the login button. Please log in with your ULCN-account and personal password. On the right you will see the column My Courses. These are the courses to which you have access. For most courses you can enrol yourself online. However, some courses demand prerequisites which you may not have. Some courses may not be visible because they are not open for enrolment yet. And for some you may be enrolled by the instructor. You can also download the Blackboard app through the App Store or Play Store.

Enrolment

Go to Courses → Course Catalog → Faculteit der Sociale Wetenschappen → the institute in which you are taking your courses. Click *Enrol* and confirm by clicking *Submit*. You now have access to all course materials. Go to the tab *My Institution* on the top of the screen. This is the homepage of Blackboard once you have logged in. The next time you log in, the course will appear in the list of Courses in which you are enrolled (see: My Institution → My Courses).

Please note: Enrolling for courses in Blackboard does NOT constitute official registration! You must always register for a course via uSis.

(The University currently uses the learning management system Blackboard, but is transferring to the new system Brightspace in the 2020-2021 academic year. Step by step, this switch will start inside the Faculty with first-year courses from Cultural Anthropology and Development Sociology. This means that some students will already be working with Brightspace from this academic year. You will be informed if this is the case for any of your courses.)

Leiden University app

In this app, you can find all your personal study information in one place. Log in once and access your timetable, grades, PC availability and the latest news, anytime and anywhere.

 student.universiteitleiden.nl/en/ > [Study & Studying](#) > [Study](#) > [Study facilities](#) > [ICT services](#)

Services within the faculty

Student Services Centre

You can contact the Student Services Centre for practical questions about your studies. The SSC can help you with:

- ▶ Registration for courses and exams
- ▶ Transcript requests
- ▶ Questions about petitions
- ▶ Questions about your course history in uSis
- ▶ Booking an appointment with the study adviser during appointment hours
- ▶ Information on diplomas and graduation
- ▶ Other questions - the SSC is the front office for students, so please don't hesitate to contact us if you're not sure where to go.



Location: Red desk on ground floor

Information desk: Mon - Thu 10.00 – 14.00. Fri 10.00 - 12.00

Phone: 071 - 527 7779, Mon - Fri 10.00 - 12.00

Email: ssc@leiden.edu

📍 universiteitleiden.nl/en/ssc-fsw

Service desk

The Service desk can help you with:

- ▶ Booking lecture rooms (if necessary with audiovisual and ICT equipment), for instance if you need to discuss an assignment with your fellow students
- ▶ Borrowing cameras and voice recorders
- ▶ Reporting problems with printers or your LU-Card



Location: Desk on the 1st floor

Opening hours: Mon - Fri 09.00 - 17.00

Phone: 071 - 527 8989

Email: servicedeskfsw@ufb.leidenuniv.nl

Computer help desk (ISSC)

The ISSC computer helpdesk provides help with ULCN-accounts and problems with hardware and/or software in the computer rooms.

Location: 1st floor (next to Servicedesk)
Opening hours: Mon - Fri 09.00 - 17.00
Phone: 071 - 527 8888
Email: helpdesk@issc.leidenuniv.nl

Audiovisual Services

Audiovisual equipment (such as cameras, audio recorders, projectors) can be borrowed from the Service desk. If you have any questions about how to use the equipment, please contact the AV Dienst.

Location: 1B11
Opening hours: Mon - Fri 09.00 – 17.00
Phone: 071 – 527 6536
Email: av-fsw@ufb.leidenuniv.nl

Copy & Print Shop

Our Copy and Print Shop offers a range of services including digital services, reprographics, posters, DTP and print work. These services can be requested online or by visiting the shop in person. Also, they offer a small range of office supplies.

Location: 1st floor (left from Service desk)
Opening hours: Mon - Fri 08.30 – 17.00
Phone: 071 - 527 3614
Email: printshop@fsw.leidenuniv.nl

Library

You can use the Faculty Library to borrow books, but it also provides a quiet place to study. There are 215 study places and 12 lounge places.

You need your LU-Card to borrow books.

Location: Ground floor
Opening hours: Mon - Thu 09.00- 19.00
Fri 09.00 - 17.00

Phone: 071 - 527 3975
Email: fsw@library.leidenuniv.nl

 library.universiteitleiden.nl/about-us/library-locations





Wi-Fi

Do you want to access the internet on your mobile phone or laptop? Leiden University has two networks to choose from:

- ▶ Leiden University Wireless Network (LUWA). This is meant for temporary access to wireless internet. Access via your Leiden University account ('ULCN-account').
- ▶ Eduroam. The eduroam wifi is safer because all data is encrypted and eduroam gives you wifi-access in almost all universities and universities of applied sciences in the Netherlands, Europe and further afield. Once you have installed Eduroam, your devices will automatically connect whenever you are in a Leiden University building.

To enable access to the wireless network, laptops must be equipped with an up-to-date virus scanner.

 student.universiteitleiden.nl/en/> Study & studying> Study> Study facilities> ICT services

Copy, scans and print

Printer Locations

Photocopiers/printers/scanners available to students are located all around the Pieter de la Court building:

- ▶ 0B01
- ▶ SA17
- ▶ Bibliotheek FSW
- ▶ 1C85
- ▶ 6C86 (near Master Thesis Lab)

How to print

1. Get yourself a LU-Card
2. Top up your balance via the PinPoint in the central hall or online via  webprint.leidenuniv.nl.
3. Select the printer 'LU-Card Printer' and print your document.
4. Go to any printer in the building and scan your LU-Card. Now you can print your document.

How to make a scan

Making a scan is free, but you do need your LU-Card. You can send your scans to your uMail or save it on an USB stick. You can find instructions on the printer.

Computer work spaces

In our Faculty, you will find 387 computer work spaces. They are available on floors 1 to 4 beside the stairs, and in rooms 1A26, 1A28, 1A30, 1A32, 1A46, 2B04, unless booked for

courses. The computer areas in the basement are always accessible to students. In addition, students can use computer facilities at other faculties and at the University Library (Witte Singel 27) or the Plexus Student Centre (Kaiserstraat 25).

All the computers have CD-ROM/USB-key facilities, bibliographic systems as well as the following programmes: Microsoft Office, Microsoft Internet Explorer and Google Chrome. SPSS and Adobe programmes can be downloaded through the Software Center on the PC. Research software, e.g., Matlab is available in Room 1B02; movie editing software is available in 1A45.

The available computer work spaces can be found on the LU-app and on the following website: [📍 student.universiteitleiden.nl/en/](https://student.universiteitleiden.nl/en/) > **Study & studying**> **Study**> **Study facilities**> **Study spaces**

Lockers

Lockers are located near the restaurant and in the library. There are also lockers on the 1st floor near room 1A20. For the 1st floor lockers you have to pick up a key at the Service desk.

Other university buildings

Some lectures or exams will be scheduled in other university buildings. To find your way, check this website:

📍 universiteitleiden.nl/en/locations



Additional challenge

Bachelor's students: Honours College

Are you a bachelor's student looking for an extra challenge in addition to your regular study programme? Ambitious students with a wide range of interests can apply for the Honours College. As an Honours College student, you sample a wide range of academic disciplines and meet students from other degree programmes. You can start in the second semester of your first academic year or at the start of your second academic year.



Email: honoursfsw@fsw.leidenuniv.nl

universiteit.leiden.nl/en/honours-college

Master's students: Leiden Leadership Programme

The International Leiden Leadership Programme (ILLP) is an honours programme (worth 5 EC) for master students. The programme takes place from January until June. You will join a small interdisciplinary class of international students and receive feedback and guidance from an experienced coach. The ILLP has a focus on skills and personal development.

Email: leadership@ha.leidenuniv.nl

universiteitleiden.nl/en/honours-academy/international-leiden-leadership-programme

Active co-participation

During your degree course, you can participate in decision-making and advisory processes concerning the teaching at and organisation of the Faculty. For example, you can join the Faculty Council or a programme committee.

[student.universiteitleiden.nl/en/ Study & studying> study> extra challenge> active co-participation](https://student.universiteitleiden.nl/en/Study%20&%20studying%20study%20extra%20challenge%20active%20co-participation)



Universiteit
Leiden
Faculteit der Sociale
Wetenschappen

Paviljoen de Court gebouwen / building
Wetensaplanweg 57

Psychologie
Psychology

Pedagogische Wetenschappen
Education and Child Studies

Politieke Wetenschap
Political Science

Culturele Antropologie
& Ontwikkelingsociologie
Cultural Anthropology &
Development Sociology

Afrika-Studiecentrum
African Studies Centre
Piano

Study support on your faculty

Study Advisers

The Study Adviser of your programme can help you with questions concerning:

- ▶ The content and scheduling of your programme
- ▶ Your academic and study skills
- ▶ Special arrangements for students with learning disabilities or special personal circumstances
- ▶ The rules regarding study delay
- ▶ Binding Study Advice

For contact details of the Study Adviser from your programme, see last part of this brochure.

POPcorner

The POPcorner can help all FSW students with their personal development, finding your way around the faculty and making the best possible start. The POPcorner offers:

- ▶ The 'Smart studying' walk-in clinic for practical study tips
- ▶ (Online)Workshops on studying effectively, planning and preparing for exams
- ▶ Support with preventing and overcoming barriers that keep you from studying successfully
- ▶ Study tips from other students
- ▶ Individual support to help you make a good start

The POPcorner also organises the Daily Dutch course. This 12-week course is a great way to learn the basics of conversational and written Dutch, while getting better acquainted with Dutch culture.

Location: 3C01

Walk-in hours: Mon, Tue and Thu 09.30 - 16.00

Phone: 071 - 527 8846

Email: popcorner@fsw.leidenuniv.nl

 universiteitleiden.nl/en/popcorner-fsw

Ask a senior student

If you would like to have advice from a senior student you can register for our Buddy System. Your Buddy can give you advice on how to prepare for an exam or introduce you to fun activities at the university.

Email: buddysysteem@fsw.leidenuniv.nl

 universiteitleiden.nl/en/buddysysteem-fsw

Career Service and Community Engagement Service

The Career Service offers advice and support if you have any questions about your choice of master programme, career (academic or otherwise), and the transition to the job market. They can check your cv and LinkedIn profile, help you with your motivation letter and with finding an internship or job. You can also discuss with them what you can do during your studies to build up your cv.

The Community Engagement Service offers you advice and support if you have questions regarding relevant extra-curricular job experience, especially volunteer work.

Career events and workshops are organised regularly. Check out the workshop calendar on the student website.

Location: 3C04

Walk-in hours: Mon and Wed 11.00 - 12.00 (or make an appointment online)

Phone: 071 - 527 3840

Email: slsfsw@fsw.leidenuniv.nl

 careerzone.universiteitleidennl/en/career-services/social-sciences

 universiteitleidennl/en/community-engagement-service

Master's Thesis Lab

Faculty (research)master students can register for the Master's Thesis Lab to get additional support while writing their master's thesis. Permission from the thesis supervisor is necessary before registration.

The lab offers various facilities, such as 22 work spaces, books, a Thesis Lab assistant, statistical advisers and library advisers.

Location: 6C02

Opening hours: Mon - Thu 07.00 - 22.00. Fri 07.00 - 20.00

Phone: 071 - 527 3851

Email: scriptieatelier@fsw.leidenuniv.nl

 universiteitleidennl/en/master-thesis-lab-fsw

A Thesis Lab Assistant is available for questions and advice: Mon - Fri 09.00 - 17.00

Plexus Student Centre

The goal of Plexus is to offer optimal services to students of Leiden University. Plexus houses the Student Information Centre help desks, the university shop, lecture rooms, meeting facilities, a gym, and other student support facilities such as the ombuds officer, Career Service, student counsellors and student psychologists. Plexus is also home to many student organisations and the Meeting Point, a centre for students with a refugee background. The International House, with its common room and range of internationally-orientated student associations, can also be found at Plexus.



Location: Kaiserstraat 25, Leiden

Opening hours: Mon - Fri 09.00 - 23.00, Sat and Sun 11.00 - 17.00

Phone: 071 - 527 8011

student.universiteitleiden.nl/en/ > **Study & studying** > **Guidance & advice** > **Study guidance and advisers** > **Student Support Services**

International Student Adviser

As an international student, you may be unfamiliar with Dutch student life and need to be pointed in the right direction when searching for help. The International Student Adviser can help you to find your way around Leiden and its university or refer you to the best contact person.

Location: Plexus, Kaiserstraat 25 Leiden

Walk-in hours: Mon and Wed 09.30 – 12.00

Jantien Delwel: Phone 071 - 527 3245 or **Qing-yi Fan:** Phone 071 - 527 1187

Email: internationalstudentadviser@sea.leidenuniv.nl

Student psychologists

If you're experiencing study-related or personal problems, you can make an appointment online with one of our student psychologists. The first appointment is a maximum of 30 minutes. For students of Leiden University, these sessions are free of charge.

Location: Plexus, Kaiserstraat 25 Leiden

Phone: 071 - 527 8026

Email: psychologen@sea.leidenuniv.nl

Ombuds officer

The ombuds officer deals with complaints from students who feel they have been improperly treated by an university staff member or body. By improper treatment is meant treatment that is unfair, contravenes regulations, shows a lack of respect, or is experienced as unpleasant or detrimental in some way by the student.

Phone: 071 - 527 3657/8026

Email: ombudsfunctionaris@leidenuniv.nl

 [universiteitleiden.nl/en/>Study & studying>guidance & advice>study guidance & advisors>ombudsperson](https://www.universiteitleiden.nl/en/>Study & studying>guidance & advice>study guidance & advisors>ombudsperson)

Fenestra Disability Centre

Studying with a disability (for example visual or physical disability, language or speech disorder, chronic or psychological illness) may require additional time and effort. The Fenestra Disability Centre gives you advice on additional support available.

Location: Plexus, Kaiserstraat 25 Leiden

Phone: 071 - 527 8025

Email: fenestra@plexus.leidenuniv.nl

 student.universiteitleiden.nl/en/> Study & studying> Exceptional circumstances> Studying with a disability

Housing

If you have questions about your housing application, financial matters, contract-related issues or signing tenancy contracts, etc., you can contact the Housing Office Desk.

Location: Plexus, Kaiserstraat 25 Leiden

Opening hours: Tue 9.00 - 11.00, Thu 15.00 - 17.00

Phone: 071 - 527 5330

 studenthousing.leiden.edu/

Mentor Network

The Mentor Network is an online portal that allows you to get in touch with alumni (former students of Leiden University). You ask an alumnus advice concerning career and job applications or specific information about organisations or positions.

 careerzone.universiteitleiden.nl/en/explore-the-labour-market/how-do-i-search-for-a-job/mentor-network

Modes of instruction

There are two important ways in which course material is presented: via lectures, and via working groups. Particularly in working groups, attendance and active participation are expected from all students. In addition to the 'contact hours', you are expected to spend time on independent study (reading books and articles; writing papers and preparing oral presentations).



Binding Study Advice

As a bachelor's student at Leiden University you are entitled to good education and academic guidance. In return you are expected to meet certain academic requirements: the so-called Binding Study Advice (BSA) requirements. A full-time student is required to have completed a minimum of 45 study credits (out of 60) by the end of his or her first year of enrolment (specific programmes may have additional requirements). This means that at the end of the first year, full-time students receive binding advice as to whether they can continue their studies. In the course of the first year, students will be given regular feedback on their progress by the Study Advisers.

In formulating the BSA, any relevant circumstances, such as illness or other personal factors will, of course, be taken into account. If you receive a negative BSA, you will not be allowed to enrol for the same study programme at Leiden University for a period of four years.

[🔗 student.universiteitleiden.nl/en/>Study & studying> Study> Academic-progress> Binding study advice](https://student.universiteitleiden.nl/en/>Study & studying> Study> Academic-progress> Binding study advice)

Mentor/ Tutor system

First year bachelor students are assigned a Mentor/Tutor. He or she gives advice and helps you find your way, both academically and personally and provides you with practical information, such as how to register for exams. Your Mentor/Tutor is your first point of contact should you encounter academic or personal problems. If required, he or she can refer you to other individuals or organisations for further assistance.

Exams

Taking exams well is a skill you can learn. It requires good preparation and the right strategy. An open-book exam requires a very different approach to a multiple-choice exam. On the following website you will find tips that might come in handy for revising and during the exam itself.

[🔗 student.universiteitleiden.nl/en/> Study & studying> Guidance & advice> Study tips> Exams](https://student.universiteitleiden.nl/en/> Study & studying> Guidance & advice> Study tips> Exams)



Many exams, especially in the bachelor's programmes, are given in a multiple choice format. If you are not used to taking such exams, you can contact your Study Adviser for some tips.

The timetable and location for the exams are published in uSis, the Prospectus and via the students' website. Students may enter the exam hall up to 45 minutes after the exam has started. Until that time, no student may leave the exam hall (even to use the toilet). Students who arrive more than 45 minutes after the start of the exam are no longer permitted to take the exam. According to Dutch legislation, the university is not allowed to return exams or papers. If you wish to inspect your exam script, this must take place within 30 days of the announcement of the results.

See also the faculty's examination procedure:

 [student.universiteitleiden.nl/en/>administrative matters>registration & de-registration> course and exam-enrolment](https://student.universiteitleiden.nl/en/>administrative%20matters>registration%20&%20de-registration%20course%20and%20exam-enrolment)

Examination Resits

If you have failed an examination it is possible to resit it. The resit period differs per programme. Students may only take a resit for a partial grade if their grade is lower than a 5.5. It is not possible to take resits to improve a passing grade.

Registration

Students are responsible for registering for exams. You can register via uSis from 100 calendar days before the date of the examination to 10 calendar days before the date of the examination. After this deadline, registration is no longer possible. Please note that exam registration is separate from course registration!

ID during exams

You must present a valid ID and your Leiden University student card (this is not your LU-Card!) at all examinations. Examination forms that do not contain your ID card number are invalid and will not be graded.

Results

Examination results are published in uSis within 15 working days after the exam date.

Examination dates

It is not possible to deviate from the set schedule for examinations and/or re-sits. Students should take the examination dates into account when planning their journey back home. Note that examinations can be held even on the last day before a holiday.

Grading system

Within the Dutch grading system, courses are graded on a scale from 1 to 10. The formal designation of the grades is as follows:

10: Excellent (flawless; 100%)
9: Very good
8: Good

7: Satisfactory
6: Pass
5 (or lower): Fail

The lowest pass grade is 6, while grades 9 and 10 are rarely given.

Plagiarism

Plagiarism is strictly forbidden at Leiden University and is understood as presenting, intentionally or otherwise, someone else's words, thoughts, analyses, argumentations, pictures, techniques, computer programmes, etc., as your own work. Re-submitting or copying parts of your own work, for which you have already received credits, is also considered plagiarism. In the regulations on plagiarism you will read what the university means by plagiarism and what the possible consequences of plagiarism are.

 organisatiegids.universiteitleiden.nl/en/regulations/general/plagiarism

Course and Examination Regulations

The Course and Examination Regulations describe the content of your programme and the specialisations within the programme. They also define the achievement levels of your programme. Furthermore, they contain regulations on examinations and the order in which courses should be taken. In this way, the Course and Examination Regulations provide you with the rules you need to comply with in order to complete your studies. The regulations differ per programme.

 universiteitleiden.nl/en/course-and-examination-regulations-fsw

Code of Conduct

The Code of Conduct is applied by Leiden University in the context of providing a safe and non-discriminatory work and study environment. The Code of Conduct applies to all contact between lecturers and students of Leiden University, both in the context of professional activities or study activities, and outside these contexts.

 organisatiegids.universiteitleiden.nl/en/regulations/general/code-of-conduct-on-standards-of-behaviour

Undesirable behaviour

If you have encountered undesirable behaviour, you can turn to one of the confidential counsellors:

Mr. Piet de Boer or Mrs. Marieke Brunings

Phone: +31 6 250 42886 or +31 6 5265 8853

Email: pdeboer@winstonpartners.nl / m.brunings@winstonpartners.nl

All students are obliged to have health insurance to cover any medical costs incurred during their stay. This is a legal requirement for all temporary and permanent residents in The Netherlands. We hope it will not be necessary, but if you should need medical assistance whilst living and studying in Leiden you can find the necessary contact information on our website.

 student.universiteitleiden.nl/en > [student-life](#) > [health and family](#) > [health care](#)

General practitioner

We strongly advise you to register with a General practitioner (GP or 'huisarts' in Dutch) while you are studying here. GPs can only see you for a consultation if you are registered with them. You also need a GP for a referral to a hospital or specialist. You can only go to a hospital without a referral from a GP in emergency situations.

We recommend the GP practice mentioned below; they accept new patients and have experience with international students.

Huisartsenpraktijk Boshuizen

Location: A. Noordewierlaan 58, Leiden

Phone: 071-531 0047

Email: info@praktijkboshuizen.nl

 praktijkboshuizen.nl

Hospitals in Leiden

- ▶ Leiden University Medical Centre (LUMC)
Albinusdreef 2, Leiden
Phone: 071 - 526 9111

- ▶ Alrijne hospital
Houtlaan 55, Leiden
Phone: 071 - 517 8178

- ▶ Alrijne hospital
Simon Smitweg 1, Leiderdorp
Phone: 071 - 582 8282

Emergencies

The emergency telephone number in the Netherlands (ambulance, police, fire service) is 112. If you need to contact the police but it is not an emergency, you can call 0900-8844.

Have fun in Leiden

Of course, student life is not just about studying. Find out where you can grab a sandwich or enjoy a good meal after lectures. And take the time to enjoy the culture Leiden has to offer. For more information see: 📍 student.universiteitleiden.nl/en/student-life/recreation

If you would like to like find out more about the city of Leiden, what's on, and what to see and do, see: 📍 visitleiden.nl/en

University Sports Centre (USC)

How about a workout at the University Sports Centre to recharge your batteries? The USC offers a wide variety of sports. Membership allows you unlimited use of fitness equipment and you can take any group class you want.

You can also join a student sport association. The associations provide a strong social environment in which you meet a lot of new people during sporting challenges on many different levels like badminton, basketball, running, tennis, swimming etc..

Location: Einsteinweg 6, Leiden

📍 uscleiden.com



Course information for Psychology

Structure of the bachelor programme

You will take 12 courses in the first year of your Psychology programme. The five introductory courses covering the most important areas will give you a grounding in the broad spectrum of the discipline. The Academic Skills Tutorial develops important skills such as writing an article, giving a presentation and setting up an experiment. Your tutor will teach this module him-/herself and be your first point of contact.

Bachelor programme

Year 1



Year 2



Year 3



● General courses ● Statistics and Research courses ● Personal and skill courses ● Electives and specialisation courses ● Thesis

In the second and third years, you have a considerable degree of independence in how you achieve your credits. You can use this elective space to follow a minor, take courses from another programme or study abroad.

You can find all the module descriptions at studiegids.leidenuniv.nl, and all the timetables at student.universiteitleiden.nl > Study & studying > Study > Education information > Schedules

Participate in research

As a first year psychology you will take part in scientific research in psychology. All first year psychology students receive a SONA account at the start of the academic year. With this account you can sign up for these experiments on ul.sona-systems.com/

The log in details will be send to your uMail at the beginning of the year. If you are encountering any problems with logging in or using your SONA account, then please reach out to proefpersonen@fsw.leidenuniv.nl.

Minors

In your second and third years you can also take a minor: a specially-designed combination of elective courses. Leiden University offers more than 50 minors on a variety of themes, many of which are interdisciplinary. Examples of minors include Child Abuse & Neglect and Brain & Cognition.

🔗 universiteitleiden.nl/en/education/other-modes-of-study/minors

Studying abroad

Spending part of your university career overseas is a great opportunity to broaden your horizons. A university in another country may offer specialist knowledge that is not available in Leiden, and you will experience other cultures and improve your language skills and your self-reliance, all of which also look great on your CV. Leiden University offers exchange programmes with a wide range of overseas universities. The Exchange Coordinator Ms. Florine Weekenstroom (see 'Study Advisers', p32) can answer all your questions about an international experience.

For bachelor's students, the best time to study abroad is in the third year. Your preparations begin at the end of the first year and the beginning of the second year. You have to satisfy certain conditions in order to be able to apply to take a semester abroad: you must have successfully completed all first-year courses by the time you apply, and your average grade must be at least 7. The only courses you can take at an overseas university are elective courses.

🔗 student.universiteitleiden.nl > Study & studying > Studying abroad

Pre-master's programme

The Institute of Psychology also offers a pre-master's programme. Visit the website for more information:

🔗 universiteitleiden.nl/en/education/study-programmes/master/psychology/pre-masters

Structure of the master's and research master's programmes

Leiden University offers ten one-year master's degree specialisations and four two-year research master's degree tracks. The master's degree specialisations are intensive full-time programmes, often with only small groups of students, and they contain the following components:

- ▶ Compulsory modules
- ▶ Elective courses (where applicable)
- ▶ Research and thesis
- ▶ Internship

You have the option to do your internship or your thesis abroad. You can also take modules outside the Netherlands; please be aware that this may extend your study period. You can find all the content-related information about the various master's degree modules, such as entry requirements, timetables and the necessary reading material, at studiegids.leidenuniv.nl/en/.

The Prospectus includes diagrams that show the structure of the various master's degree programmes. You can find the Prospectus on the following websites, under the tab 'About the Programme' on the page for your master's degree specialisation.

universiteitleiden.nl/en/education/study-programmes/master/psychology

or

universiteitleiden.nl/en/education/study-programmes/master/psychology-research

Incoming Exchange students

Every semester the Institute of Psychology welcomes a large number of incoming Exchange students, international students who are spending one or two semesters at Leiden University on an exchange or study abroad programme. If you're an Exchange student coming on an exchange agreement with the Institute of Psychology you're invited to meet with our Exchange Coordinator Ms. Florine Weekenstroo at the start of the semester. She will help you get settled in our faculty and to get your studies off to a good start. The Exchange Coordinator is the first point of contact for exchange students and can answer your questions, sign your paperwork, direct you to our support services and inform you about university procedures.

You can visit the Exchange Coordinator of the Institute of Psychology during the walk-in consulting hours in room 2B03 (no appointment needed) on:

- ▶ Tuesdays 10.30 – 11.15
- ▶ Wednesdays 13.30 – 14.15

As an exchange student you apply for courses or a research project in advance during the online admission process. After admission you are registered for all pre-approved psychology lectures and workgroups by the Institute. Exchange students should not try to register for courses on their own. You are also registered for the preapproved Psychology exams.

Note: if you need to resit the exam, you need to register for the second examination yourself. It is important that you deregister for an exam in case you do not intend to take it. The Student Service Centre of the Faculty of Social & Behavioural Sciences can assist students with their resit exam registration.

Information about schedules, course descriptions, course and exam admissions can be found on our website: universiteitleiden.nl/exchange-study-abroad-students > **Your studies** > **Social and Behavioural Sciences**

Textbooks and readers

You can order books from the webshop of our study association, Labyrinth. Members of the study association enjoy a 15% discount on the books.

🔗 labyrinthleiden.nl/en/books/webshop

You can order the readers for your modules online through your Leiden University Community Network (ULCN) account.

🔗 readeronline.leidenuniv.nl/



Timetables

You can see a general timetable on the student website and your personalised timetable in uSis:

- 📍 student.universiteitleiden.nl > **Study & Studying** > **Study** > **Education information** > **Schedules**
- 📍 usis.leidenuniv.nl

Registration for courses and examinations

As mentioned on page 5, you can register in **uSis** for courses and examinations. You must always register for examinations yourself. You can do this from 100 days in advance until no later than 11 days before the examination. If you are not registered, you will **not** be allowed to take the examination and you will have to wait until the next examination period, so make sure you register in good time.

- ▶ For bachelor's students, the Institute of Psychology will take care of registration for first-year lectures and workgroups. After your first year, you will be responsible for arranging your own course enrolment.
- ▶ Master's students must register for courses at the compulsory Master's Registration Day on Thursday 29 August 2019 or Thursday 30 January 2020, so make sure you attend the registration day!
- ▶ Exchange students are registered for courses and exams by the Exchange coordinator in advance.

- 📍 student.universiteitleiden.nl > **Administrative matters** > **Registration and deregistration** > **Course and exam enrolment**
- 📍 usis.leidenuniv.nl

Registration in the digital learning environment: Blackboard

Your teachers will expect you to consult the information on Blackboard regularly to stay up to date (see page 7).

In the case of first-year Psychology students, the Institute of Psychology will take care of registration for the Blackboard module for each course in Block 1. For Block 2, you will be responsible for ensuring that you are properly registered for the relevant Blackboard modules; sometimes the teacher will organise this, but you often have to enrol yourself. Master's students are responsible for their own enrolment for Blackboard modules from the start of their programme.

Board of Education

The Board of Education is responsible for safeguarding the quality and organisation of the teaching in bachelor's and master's degree programmes. They set relevant guidelines and requirements and advise the Faculty Board on the content and structure of the bachelor's and master's degree programmes in Psychology.

The members of the Board of Education are:

- ▶ Arjaan Wit, Director of Studies
- ▶ Philip Spinhoven, Scientific Director
- ▶ Student member (varies)

Management support:

- ▶ Marlijn van Baarle, Institute Manager
- ▶ Anna Zandvliet, Secretary Executive Board
- ▶ Monique Leemkuil, Secretary

Programme Committees

Making recommendations and discussing the Psychology programme are the responsibility of the various programme committees:

- ▶ Bachelor's Programme Committee (*Bachelor Opleidingscommissie*, BOC)
- ▶ Master's Programme Committee (*Master Opleidingscommissie*, MOC)
- ▶ Research Master's Programme Committee (*Research Master Opleidingscommissie*, R-MOC)
- ▶ International Master's Student Platform (ISP)

These committees use teaching evaluations on both a large and a small scale to look critically at the programme and make recommendations to the Board of Education. To ensure that these recommendations have a broad foundation, the committee includes students as well as a teacher from each section. This ensures that students are as involved as possible. Meetings of the BOC, MOC, R-MOC and ISP are open to the public.



The student members of the MOC

If you have any comments or complaints about your programme, please contact the committees by e-mail boc.psychologie@fsw.leidenuniv.nl and MOCpsychology.students@fsw.leidenuniv.nl.

Secretariats

The Institute of Psychology has six sections which provide the various master's degree specialisations. Here is where to find their secretariats:

Cognitive Psychology

- ▶ Room 2B07
- ▶ Tel: 071 - 527 3630 / 071 - 527 3737
- ▶ E-mail: e.e.potters@fsw.leidenuniv.nl / ruygrok@fsw.leidenuniv.nl

Health, Medical and Neuropsychology

- ▶ Room 2B57
- ▶ Tel: 071 - 527 3627
- ▶ E-mail: abreugem@fsw.leidenuniv.nl

Clinical Psychology

- ▶ Room 2B35
- ▶ Tel: 071 - 527 3726
- ▶ E-mail: bkijkindevegte@fsw.leidenuniv.nl

Methodology and Statistics

- ▶ Room 3B14
- ▶ Tel: 071 - 527 3761
- ▶ E-mail: secr.psy.ms@fsw.leidenuniv.nl

Developmental and Educational Psychology

- ▶ Room 3B48
- ▶ Tel: 071 - 527 3644
- ▶ E-mail: e.p.m.zwetsloot@fsw.leidenuniv.nl

Social and Economic Psychology

- ▶ Room 2A27
- ▶ Tel: 071 - 527 3705
- ▶ E-mail: hpouponnot@fsw.leidenuniv.nl

Study Advisers

Our Study Advisers are available to help if you run into difficulties, such as having to delay your study progress, or to discuss questions about things like study planning and examination regulations. You can make an appointment with your Study Adviser through the helpdesk of the Student Service Centre (*Onderwijs Servicecentrum*, OSC) on the ground floor, where the staff will schedule you an appointment during your Study Adviser's office hours.



Jan van Rooij:

- ▶ Study Adviser for Dutch-speaking bachelor's students whose surnames begin with A – O
- ▶ Study Adviser for part-time students

Room: 2C02

Tel: 071 - 527 3608

E-mail: rooij@fsw.leidenuniv.nl

Appointment hours: Tue 14.00 – 15.30 and Thu 10.30 – 12.00



Jacintha Soeharsono-Nimbita:

- ▶ Study Adviser for Dutch-speaking bachelor's students whose surnames begin with P – Z

Room: 2C03

Tel: 071 - 527 7945

E-mail: j.c.soeharsono@fsw.leidenuniv.nl

Appointment hours: Mon 13.30 – 15.00 and Thu 14.45 – 15.45



Jennifer Martin

- ▶ Study Adviser for International Bachelor in Psychology (IBP) students whose surnames begin with A – M

Room: 2B03

Tel: 071 - 527 6355

E-mail: j.m.martin@fsw.leidenuniv.nl

Appointment hours: Tue 10.00 – 12.00 and Fr 13.30 – 15.30



Florine Weekenstroo

- ▶ Study Adviser for International Bachelor in Psychology (IBP) students whose surnames begin with N – Z
- ▶ International Coordinator for undergraduate and graduate students with questions about studying abroad
- ▶ Exchange coordinator for incoming exchange students

Room: 2B03

Tel: 071 - 527 3609

E-mail: f.weekenstroo@fsw.leidenuniv.nl

Appointment hours: for IBP students: Mon 15.00 – 16.30 and Wed 10.00 – 11.30
Office hours for exchange students and advice about studying abroad (no appointment necessary): Tue 11.00 – 11.45 (in 2A51) and Wed 13.30 – 14.15



Mirthe Haas

- ▶ Study Adviser for international master's students

Room: 2C04

Tel: 071 - 527 4635

E-mail: mhaas@fsw.leidenuniv.nl

Appointment hours: Tue 11.00 – 12.00 and Thu 11.00 – 12.00



Evelien Wolthuis

- ▶ Study Adviser for master's students with a Dutch bachelor's degree (including IBP) and all pre-master students

Room: 2A49

Tel: 071 - 527 3606

E-mail: e.m.wolthuis@fsw.leidenuniv.nl

Appointment hours: Wed 11.00 – 12.00 and Fri 13.00 – 15.00

Board of Examiners

One of the responsibilities of the Board of Examiners is to establish regulations for tests and examinations and to deal with complaints. If you would like to submit a request to the Board of Examiners, make sure to use their on-line form and include you include sufficient supporting arguments and evidence and send your request by e-mail no later than one week before the Board's meeting. You can find all applicable regulations and guidelines in the Course and Examination Regulations for Psychology and in the Regulations and Guidelines of the Board of Examiners for Psychology.

🔗 <https://www.organisatiegids.universiteit leiden.nl/en/regulations/social-and-behavioural-sciences/psychology/course-and-examination-regulations>



Become an active student!

Leiden University gives you a great opportunity to get the best out of yourself. Do you have time and talent? If so, you could become a student officer, join a committee or spend a year on the board of the study association Labyrinth, SPS-NIP, a sports club or a student club. Taking on a volunteer position during your time at university is a great way to build up relevant experience for your CV, and to have an unforgettable time with your fellow students.

Participation is an important democratic right. You can contribute to the decision-making process and make recommendations at several different levels (programme, faculty, university or national) on all matters affecting the teaching and organisation at Leiden University. What's more, you'll learn a lot. If you think this is for you, consider becoming a student member of the Institute Board of the Institute of Psychology or joining a Programme Committee (BOC or MOC), the Faculty Council or the Institute Council.

A relevant part-time job or voluntary work can also help you to develop, both in terms of your skills and as a person. Take a look at the  [studyinholland.nl](https://www.studyinholland.nl) website to read about working while studying as an international student.

Student ambassadors

Psychology student ambassadors answer all sorts of questions prospective students have – maybe they can help you, too. They are also frequently looking for student helpers or volunteers to take part in fun communications activities.



Student Ambassador for the Dutch-language bachelor's degree programme:

- ▶ Noa Majeau
- ▶ ambassadeur.psy@fsw.leidenuniv.nl



Student Ambassador for the International Bachelor in Psychology:

- ▶ Juri Hartmann
- ▶ ambassador.intpsy@fsw.leidenuniv.nl



Student Ambassador for the master's degree programme in Psychology:

- ▶ Ruth van Vugt
- ▶ ambassador.mscpsy@fsw.leidenuniv.nl
- ▶ Organises student-for-a-day events for the ten master's degree specialisations and four research master's degree tracks

Study association

Labyrinth, the Psychology student association, is a fun and active association that is open to all Psychology students. Each year, Labyrinth's committee members organise parties, excursions and two trips to university cities such as Copenhagen, Krakow or Budapest. The association also organises conferences and talks that will broaden your knowledge of psychology, and they even offer coaching in statistics. Not to mention that new undergraduate students can get to know their fellow students during the first-year students' weekend.



 labyrintleiden.nl

SPS-NIP

Where will you end up, and what do you like doing? Leiden students from the Dutch Association of Psychologists (*Nederlands Instituut van Psychologen*, NIP) organise activities that motivate students like you to explore their future possibilities. You may already know exactly where you're going, but perhaps you haven't worked out the best way to get there yet. That's where NIP's Psychology Students Section comes in. These students are in direct contact with psychologists working in the field. Become a member and take a look at the internship possibilities, or introduce yourself to one of their professional coaches.



 psynip.nl/studenten/

Stay connected with Psychology!

- ▶ Read inspiring psychology-related blog posts. Your lecturers write about psychology in day-to-day life:
📌 leidenpsychologyblog.nl/
- ▶ Join your Facebook group to get your hands on second-hand books and gain useful insights into your programme: Bachelor students should search for the 'IBP – 2019/2020' group.
- ▶ Check out our #studentstories. Read about students' experiences of the Psychology programme and what student life is like for them:
📌 facebook.com/LeidenPsychology/



Some Dutch words and phrases to help you make your way around:

Dag, doe!: Goodbye (friendly)

Hallo, hoi: Hello

Prima!: Alright! Let's do it!

Ja: Yes

Nee: No

Tot ziens: Goodbye (formal)

Patat met: Chips/fries with... (mayonnaise, ketchup etc.)

Gezondheid: Bless you (when sneezing or coughing)

Proost: Cheers

Gefeliciteerd: Congratulations



Veel succes: Good luck!

Gezellig: Fun, nice, cosy; used to describe a good time with good company in nice surroundings

Leuk: Nice, like óh'nice!

Fijn: Nice, good

Dank je wel, Bedankt: Thank you

Lekker: Yummy, tasty, delicious, nice, used to describe food, weather

Beterschap: Hope you get well soon

Mooi: Pretty, good

Alsjeblieft: Please, and also here you are

