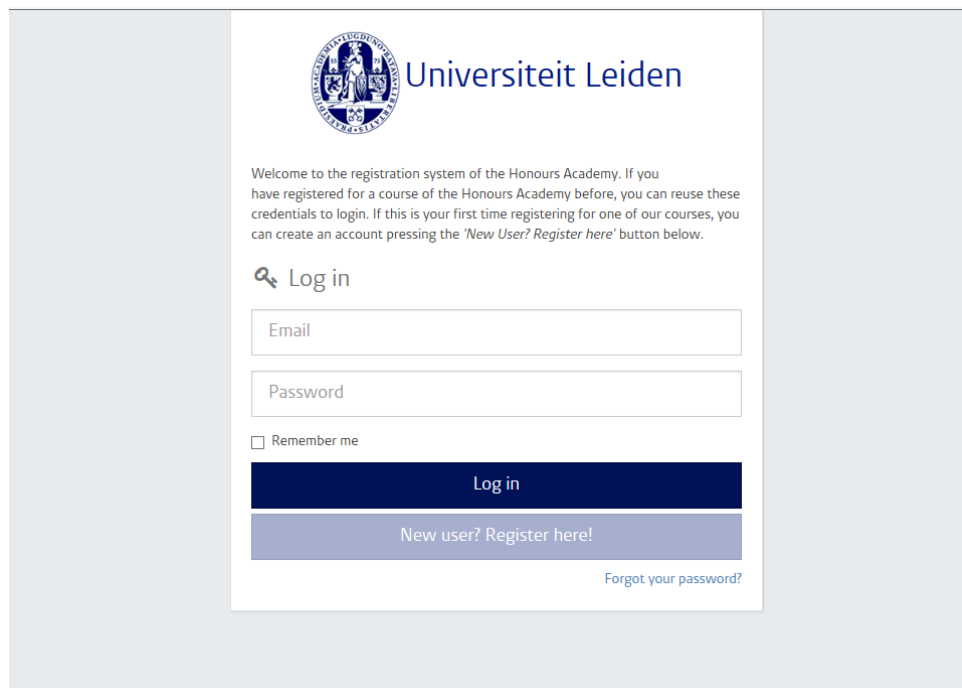


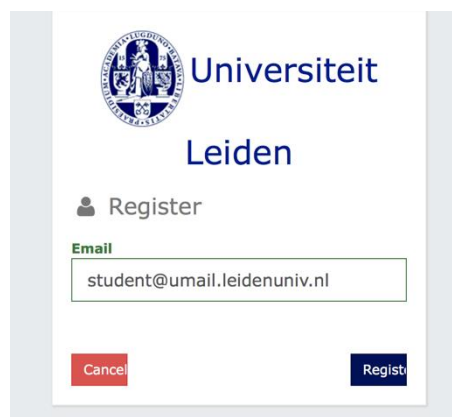
## Manual online application system Bachelor Honours Classes

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.

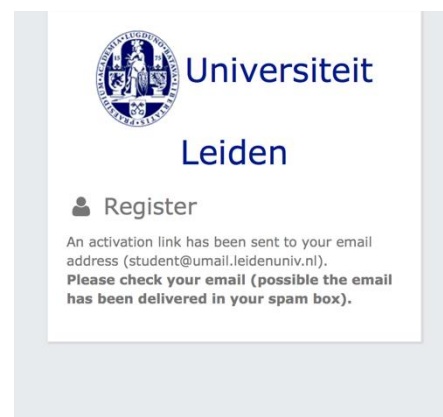
*Step 1 & 2: Log in screen of the Honours Academy registration system*



The screenshot shows the login interface for the Honours Academy registration system. At the top left is the Universiteit Leiden logo. To its right, the text "Universiteit Leiden" is displayed. Below the logo, a welcome message reads: "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." Below this message is a "Log in" link with a magnifying glass icon. Underneath are two input fields: "Email" and "Password". A checkbox labeled "Remember me" is positioned below the password field. A dark blue "Log in" button is centered below the input fields. Below the button is a light blue button labeled "New user? Register here!". At the bottom right, there is a link that says "Forgot your password?".

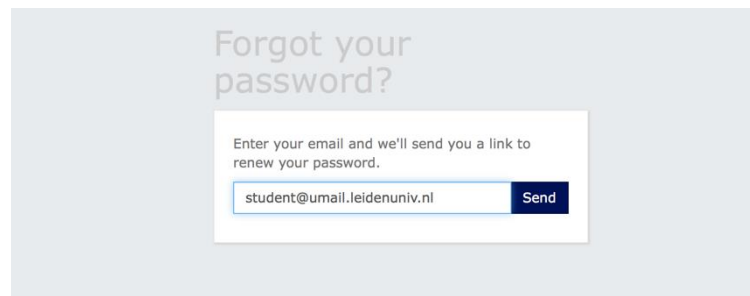


The screenshot shows the registration form. At the top left is the Universiteit Leiden logo. To its right, the text "Universiteit Leiden" is displayed. Below the logo, the text "Register" is shown with a person icon. Underneath is an "Email" input field containing the text "student@umail.leidenuniv.nl". At the bottom left is a red "Cancel" button, and at the bottom right is a dark blue "Register" button.



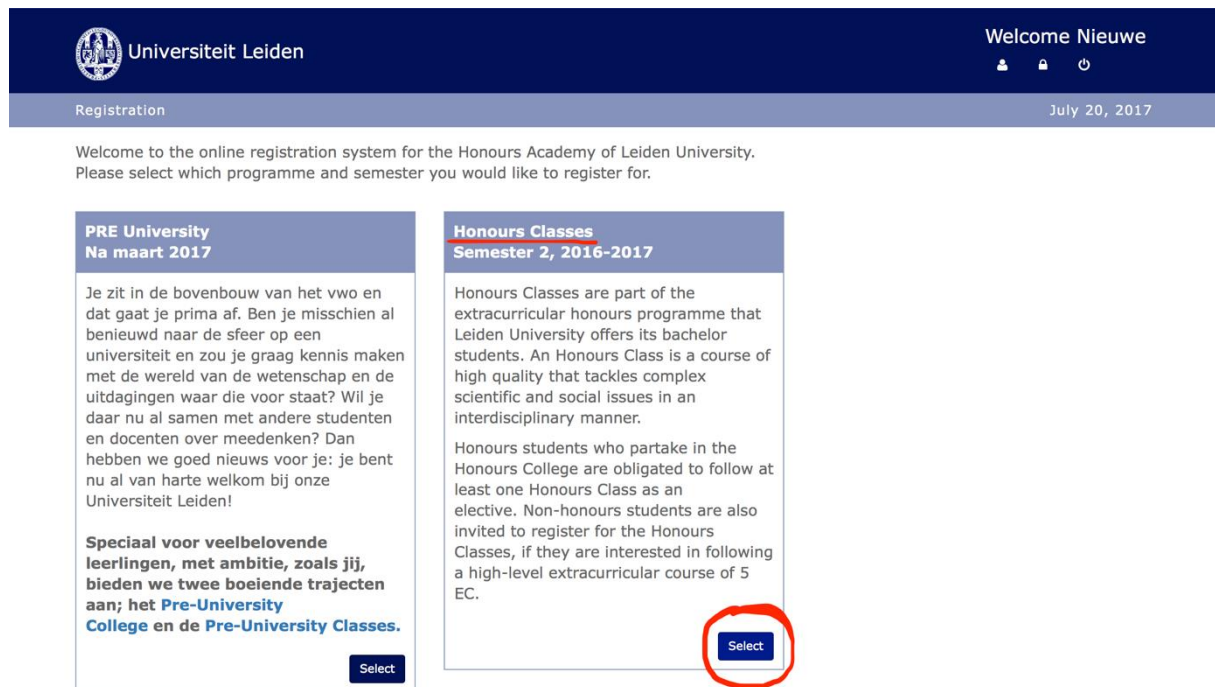
The screenshot shows a confirmation message. At the top left is the Universiteit Leiden logo. To its right, the text "Universiteit Leiden" is displayed. Below the logo, the text "Register" is shown with a person icon. The main message reads: "An activation link has been sent to your email address (student@umail.leidenuniv.nl). 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.



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 Bachelor Honours Classes for the period in which you want to enroll.

*Step 4: Select "Bachelor Honours Classes"*



Universiteit Leiden

Welcome Nieuwe

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. In front of you, you will find a questionnaire. Please fill it in with your personal information before selecting the Bachelor Honours Classes of your choice. On the right side of the "Profile" section, there is a plus icon which if you click on it, gives you a frame where you can fill in or update your profile information. Note that the question 7 of the "More information" box 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



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**  
Nieuwe

**Middle name**  
Middle name

**Lastname**  
Naam

**Phone number/Mobile number**      **Student number**  
0123456789      2000000

### 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 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):**  
3.4

6. Once you have successfully filled in the questionnaire, you will arrive at the page where you can select the Bachelor Honours Classes of your choice. Please note that:
- You can always return to the questionnaire to modify your answers ("Back to questionnaire").
  - If you would like to follow two Bachelor Honours Classes in one semester, select the box "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 Bachelor Honours Classes


Universiteit Leiden
Welcome Nieuwe

Registration Semester 2, 2016-2017 Category: Honours Classes
July 19, 2017

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 a Bachelor Honours Class, we kindly request you to sign up for multiple courses. You can select up to 4 courses. 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 courses of your preference. For each selected course you must write a course-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.

The screenshot shows a web interface titled "Order and motivate" with a sub-section "Selected courses". It contains a list of three courses, each with a motivation text box and a "Save" button. The first course is "A Historical Perspective on Migration Issues" with a downward arrow and a trash icon. The second is "Clinical Technology - Engineer meets Surgeon" with up and down arrows and a trash icon. The third is "Complexity and Networks" with an upward arrow and a trash icon. At the bottom right, there is a "Send in" button.

Course	Order	Remove	Motivation	Action
1. A Historical Perspective on Migration Issues	↓	🗑️	<input type="text" value="Lorem ipsum dolor sit amet, consectetur adipiscing elit."/>	Save
2. Clinical Technology - Engineer meets Surgeon	↑ ↓	🗑️	<input type="text" value="Aenean commodo ligula eget dolor. Aenean massa."/>	Save
3. Complexity and Networks	↑	🗑️	<input type="text" value="Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus."/>	Save

**Send in**

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 haven't received this e-mail in your inbox, please check your spam folder. Please note that before the application deadline it remains possible to log in and modify your application, including your course preference and the motivation. After the deadline, course lecturers will make the selection of students for their Bachelor Honours Class. You will then receive an e-mail notifying you whether you have been selected for a Bachelor Honours Class and if so, which one.

*Should you have any questions that haven't been addressed in this manual, or should you have any suggestions to improve the online application system for the Bachelor Honours Classes, please send an e-mail to [baclases@ha.leidenuniv.nl](mailto:baclases@ha.leidenuniv.nl).*