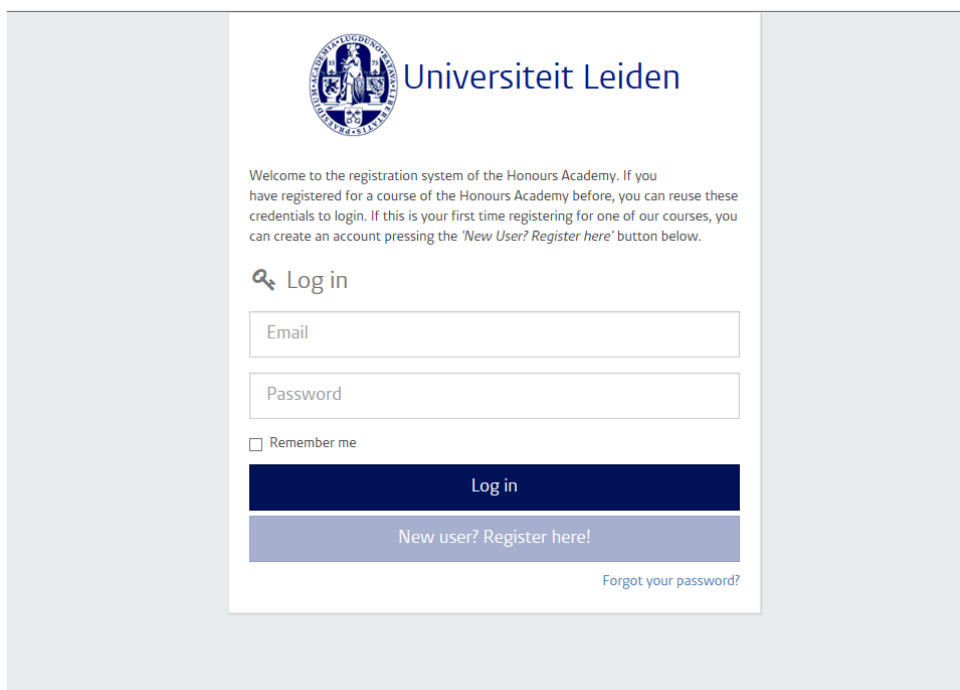


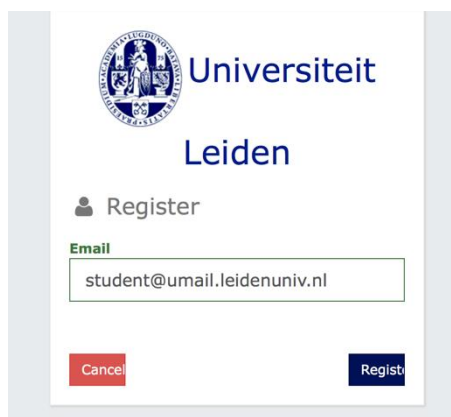
## Manual online application system Bachelor Honours Classes

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.

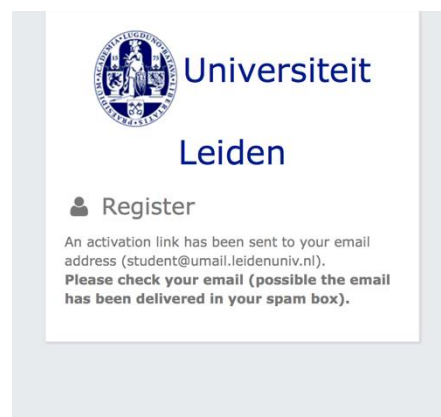
*Step 1 & 2: Log in screen of the Honours Academy registration system*



The screenshot shows the login page for the Honours Academy registration system. At the top left is the Universiteit Leiden logo. The text 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 is a "Log in" section with a magnifying glass icon. It contains two input fields: "Email" and "Password". There is a checkbox labeled "Remember me". Below the input fields are two buttons: a dark blue "Log in" button and a light blue "New user? Register here!" button. At the bottom right, there is a link that says "Forgot your password?".

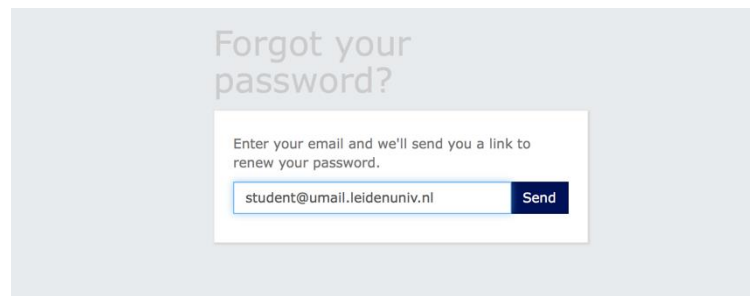


The screenshot shows the registration form. At the top left is the Universiteit Leiden logo. The text reads: "Register". Below this is an "Email" input field with the text "student@umail.leidenuniv.nl". At the bottom, there are two buttons: a red "Cancel" button and a dark blue "Register" button.



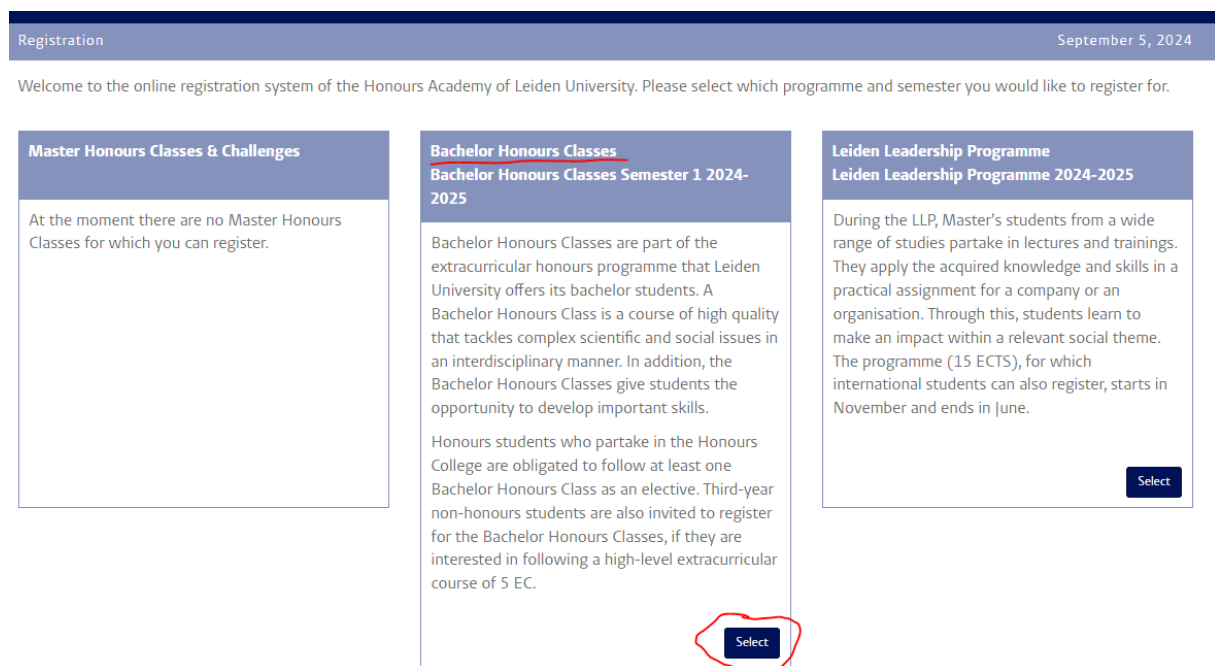
The screenshot shows a confirmation message. At the top left is the Universiteit Leiden logo. The text reads: "Register". Below this is a message: "An activation link has been sent to your email address (student@umail.leidenuniv.nl). Please check your email (possible the email has been delivered in your 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.



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"*



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**. You can find it on the uSis website (<https://usis.leidenuniv.nl>) or on the mobile uSis app (<https://m.usis.leidenuniv.nl>). 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 Bachelor Honours Classes of the first semester of 2024-2025. For more information, please see our website.

**Registration is possible from 19 August up to and including 8 September 23.59 hrs.**

At the latest **24 September** you will be informed about your admission.

[Rectangular Snip](#)

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

### Profile

**First name (birth name)**

**Middle name (or 'de', 'van', 'den' etc.)**

**Lastname**

**Date of birth\***

**Gender**

**Student number**

### More information

Please provide the following information.

#### 1) Bachelor's programme

The Bachelor Honours Classes are open to second and third year bachelor students. First year bachelor students and master students will not be admitted.

#### 2) At the start of the Honours Class I will be in the ... year of my bachelor's programme

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):

9) What is the main reason that you wish to follow a Bachelor Honours Class?

-- Select --

10) Did you encounter any issues when searching for information about the Bachelor Honours Classes?

-- Select --

I have read and accept the [privacy notice](#).

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.

Please indicate which Bachelor 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 ca. 200 words (max 1000 characters). If you want to follow two Bachelor Honours Classes in one semester, please check the box *I want to follow 2 courses*.

You can indicate up to four choices; the Bachelor Honours Classes are very popular and unfortunately we 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 Bachelor Honours Classes if your first/second/third choice is not available, however do please note: the more Bachelor Honours Classes you select, the higher your chances at getting placed in a class!

The course coordinator of each Bachelor 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 choice(s). Write your motivation directly in the text field (or paste it as plain text from Word). The motivation must be in the language of the class. Applications without motivation will *not* be taken into account. **Also pay attention to your ranking** (is your first choice indeed your first choice?).

List courses Click on name for more information	Order and motivate Selected courses
<input checked="" type="checkbox"/> I want to follow 2 courses <input type="button" value="Courses in English"/>	No course selected
AI in the Physical and Virtual World <input type="button" value="Courses in English"/>	
Argumentative and Rhetorical Strategies <input type="button" value="Courses in English"/>	
Intellectual virtues: what they are and why they matter <input type="button" value="Courses in English"/>	
Mass Extinction: the past, the present and the future <input type="button" value="Courses in English"/>	
Negotiation and Conflict Management [EN] <input type="button" value="Courses in English"/>	

*Step 6: Give your preferences and motivation for Bachelor Honours Classes*

The screenshot shows a form titled "Order and motivate" with a sub-header "Selected courses". It contains two course entries. The first entry is "1. AI in the Physical and Virtual World" with a downward arrow and a trash icon. Below it is a text box for a motivation letter, with "Characters left: 933" indicated. A dropdown menu below the text box shows "I am able to attend all meetings" and a "Save" button. The second entry is "2. Mass Extinction: the past, the present and the future" with an upward arrow and a trash icon. It also has a motivation text box, a dropdown menu with "I am able to attend all meetings", and a "Save" button. At the bottom of the form is a "Sent in" button.

The screenshot shows two side-by-side panels. The left panel is titled "List courses" and has the instruction "Click on name for more information". It includes a checkbox "I want to follow 2 courses" and a tag selector with options "Courses in Dutch" and "Courses in English". Below this is a list of courses, each with an airplane icon: "A Historical Perspective on Migration Issues" (Dutch), "Academisch Ondernemen" (Dutch), "Chemical Tools in Life Sciences" (Dutch), "Clinical Technology - Engineer meets Surgeon" (English), "Cognition, or how the Brain Works" (English), "Complexity and Networks" (English), and "Controversial Drama: Sex, Politics and the Law in..." (English). The right panel is titled "Order and motivate" and has the sub-header "Selected courses". It currently displays "No course selected". At the bottom of the right panel is a green notification box that says "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. Please type your motivation directly in the form instead of copy/pasting it from Word. 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.

**Order and motivate**  
**Selected courses**

---

1. A Historical Perspective on Migration Issues ↓

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Save

---

2. Clinical Technology - Engineer meets Surgeon ↑ ↓

Aenean commodo ligula eget dolor. Aenean massa.

Save

---

3. Complexity and Networks ↑

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.

**Course:** Sent in

*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).*