



**Universiteit
Leiden**
The Netherlands

Enrollment protocol for programme components and examinations at Leiden University

Preamble

This enrollment protocol describes the conditions and deadlines relating to the process of enrollment for courses within Leiden University by bachelor's and master's students. The protocol is an elaboration of the articles contained in the OER relating to registration for and participation in courses and examinations within Leiden University. Where necessary, reference is made to the relevant article in the OER.

The protocol covers the following in succession:

The MyStudymap registration system in the Leiden Student Portal, the method of enrolling for programme components (including practicals, lectures and tutorials) and the applicable deadlines and allocation procedures, including the procedure for enrollment after the closing date. The protocol also deals with the method of enrollment for examinations and the deadlines and checks applicable, as well as the communication to the student during the entire enrollment process.

Definitions

Act: Higher Education and Research Act.

Education Office: desk in the faculty where students can go for information and to enroll for courses (course information centre, service desk, etc.).

Enrollment: enrolling in a programme component (not a study programme), unless explicitly stated otherwise.

Examination: an evaluation of the knowledge, insight and skills of the student with regard to a particular programme component, as well as the assessment of the results of this (in accordance with Article 7.10 of the Act). The examination may be written, oral or digital, or a combination of these. An examination may consist of several partial examinations. Only an examination carries credits. The examination is carried out in accordance with the working method determined by the Board of Examiners to safeguard the quality assurance of examinations. Where 'examination' is mentioned in this protocol, this is also understood to mean a partial examination or a resit, unless it is explicitly stated that it concerns a resit.

MyStudymap: the digital environment within Leiden University where students have to enrol for programme components. MyStudymap is part of the Leiden Student Portal.

OER: the Course and Examination Regulation for the study programme.

Programme component: the subjects and practical exercises of the study programme as referred to in Article 7.3 of the Act. The study load of each programme component is expressed in whole credits. An examination is attached to each programme component.

Prospectus: the digital study guide with specific and binding information about the study programme [Prospectus - Universiteit Leiden](#).

Student: a person who is registered at Leiden University to follow a study programme and/or take interim and final examinations attached to the study programme.

Scope

This protocol is intended for students. The enrollment conditions and deadlines as included in this protocol apply to both compulsory education and elective subjects.

This protocol does **not** relate to enrollment for minors and honours programmes. Different deadlines and application and admission or selection procedures apply for these programmes (the latter for honours programmes). More information can be found on the student website on the relevant pages for [minors](#) and [honours programmes](#). Instructions for enrolling for honours programmes will be provided by the Honours Academy.

For minors, students can enroll for the courses and examinations of the minor via MyStudymap (after having completed the enrollment procedure for the minor). Once they are enrolled for a programme component, the student will receive all related notifications and announcements via MyStudymap as described in this protocol. This protocol does not include a description of the functionality of MyStudymap. A process description/manual for both students and staff is available and can be found at:

[Student Support for Educational Systems \(screenstepslive.com\)](https://screenstepslive.com)

1. MyStudymap

MyStudymap is the digital environment at Leiden University where students have to enroll for programme components. MyStudymap is part of the Leiden student portal.

2. Enrolling for programme components

Students enroll each semester for all programme components that they wish to follow in the period in question.

An exception to this is that first-year bachelor's students are automatically allocated and enrolled in all course units of the first semester or academic year by the education administration of their study programme¹. The programme informs first-year students for which programme components and for which period the enrollment applies.²

When enrolling for a programme component in MyStudymap, it is possible to enroll for all activities within this unit (lectures, tutorials, practicals and examinations, see article 3.4.1.1 OER). Students

¹ This applies in any event for full-time bachelor's students. Exceptions apply within some programmes for part-time students and resit students.

² For first-year students of part-time or dual programmes, a different situation may apply. Students to whom this applies will be informed by the study programme

have to enroll for examinations, and this counts as a registration (see article 3.4.2.1 OER). To participate in the examination, students must confirm their enrollment at a later date to be able to actually sit the examination (see Article 3.4.2.3 OER and Section 6 of this protocol). If a student chooses not to follow all the units of the programme component, they can register for the desired component only.

If there are several options for following a specific activity within a programme component, (for example, if several tutorials are offered at different times or if the student has to indicate a preference for a specific thesis topic) and the programme requires the student to make a choice via MyStudymap, MyStudymap automatically displays these options and actively asks the student to indicate that choice or preference in MyStudymap.

When a student enrolls, an automatic check takes place - if applicable - whether the student meets the entry requirements of the programme component, or the relevant part of the programme component. If this is not the case, the student cannot enroll for the course unit. The student will then receive a message that he/she cannot enroll.

When a student enrolls within the set periods and - if applicable - meets the entry requirements, placement in the programme components that are part of the compulsory curriculum of the programme is guaranteed. Part 4 of this protocol states when enrollment is considered to be on time.

3. Allocation procedures

Article 3.4.1.2 of the OER stipulates that placement in the case of a programme component with restricted participation takes place in order of enrollment (first come, first served). In addition to this allocation procedure, the following standard allocation procedures may apply when registering for a programme component (or part of a programme component). In MyStudymap the student can see which allocation procedure is applicable for each programme component or part of a component.

1. *Waiting list*: once enrollment for a programme component is full, any student who enrolls afterwards will be put on a waiting list. He/she will always move up one place on the waiting list if an enrolled student cancels his or her enrollment.
2. *Preference*: the student indicates his or her preference for study groups or subjects (e.g. for a thesis). The preferences are then processed by an algorithm. The result is sent to uSis and results in an enrollment in uSis. The student is informed of this.

4. Enrollment periods for programme components³:

- Enrollment for bachelor's students for programme components planned in the first semester of the academic year opens each year on Tuesday in the second week of July.
- For master's students, enrollment opens for this period each year on Wednesday in the second week of July.
- Enrollment for bachelor's students for programme components planned in the second semester of the academic year opens each year on Tuesday in the second week of December.
- For master's students, enrollment opens for this period each year on Wednesday in the second week of December.

³ The exact dates are published in December each year and communicated to students via email, a notification in the portal and/or on the student website.

Closure of enrollment periods for programme components:

It is possible to enroll for programme components up to **fourteen (14) calendar days at the latest** before the start⁴ of the components (see article 3.4.1.1 OER).

There are certain programme components for which an exception applies. There are two possible alternative enrollment periods, namely **five (5)** or **twenty-eight (28) calendar days** before the start of the programme component.

If an alternative enrollment period applies for a programme component, this will be indicated in the Prospectus.

NB: Students can cancel their enrollment in programme components at any point in time.

5. Enrolling for programme components after the enrollment period has ended

To enroll in a programme component (or an underlying activity) after the closing date, or if a student wants to change to a different programme component after the programme has started, the student must report to the Education Office (see Article 3.4.2.5 OER). When making the request, the student must state the reason.

It is possible to request enrollment after the enrollment period has ended in the following situations:

1. Enrollment before the deadline was not possible due to technical problems with MyStudymap and/or uSis;
2. Enrollment before the deadline was not possible due to personal circumstances;
3. In the event of situation 1 or 2, if there are still sufficient places available within the programme component, later enrollment is permitted, see the Prospectus;
4. Requests for a change can only be granted if there are still sufficient places available within the programme component **and** change is permitted.

After the student has submitted the request, it will be assessed. If the request for enrollment or for a change is assessed positively after the closing date, the student will be enrolled in the relevant programme component by the education administration.

PLEASE NOTE: there are a number of programme components that do not permit enrollment after the closing date or change to the enrollment, due to educational or faculty reasons. This is indicated in the relevant programme components on the Prospectus.

6. Enrolling for examinations and confirming participation

A successful enrollment for an examination counts as a registration (see article 3.4.2.1 OER). To be able to actually take part in the examination, the student must confirm his/her participation. The student can only take an examination after his/her participation has been confirmed (see Article 3.4.2.3 OER).

PLEASE NOTE: Confirmation of participation is also necessary if the student has been enrolled for the examination by the education administration. This therefore also applies to first-year students who are enrolled as standard by the study programme.

⁴ The starting date of the first activity within the programme component applies as the starting date for the programme component.

In the run-up to the examination, the student receives three requests via MyStudymap to confirm his/her enrollment for the examination. Once the student has confirmed a request, no further requests will follow. Confirmation of participation in an examination is possible up to and including ten (10) calendar days before the examination takes place (see Article 3.4.2.4 OER). Students who respond to the request with a confirmation will not be unenrolled for the examination.

If the student does not respond to the request for confirmation within the set period of ten calendar days before the examination, the student will automatically be unenrolled from the examination. In that case the student is excluded from participating in the examination.

If a student confirms participation in an examination within the set period of ten calendar days before the examination takes place, but does not actually take part, a "Not Participated" (ND) is recorded in uSis for that specific examination.

If a student has initially confirmed enrollment for an examination, but decides not to take part in the examination, they can still unenroll for the examination in MyStudymap **up until the time the examination takes place**.

7. Enrolling for resits and confirming participation

When enrolling for the programme component, the student does not have the option of enrolling directly for the resit. This requires a separate enrollment procedure in MyStudymap by the student. Enrollment for resits is possible from the point in time that the registration period opens **until no later than five or ten calendar days at the latest before the resit**. Both the opening⁵ and closing dates can differ per faculty with regard to resits and will be communicated to the student by the programme.

Also in the case of resits, the student must confirm participation in advance in order to actually take part in the resit.

If the student fails to respond to the request for confirmation within the set term of five up to and including ten calendar days before the resit takes place, the student will be automatically unenrolled for the resit. In this case the student will be excluded from taking part in the resit. See section six of this protocol for more information about confirming participation in examinations.

8. Communication

There are a number of set instances of communication that ensure that students are fully aware in good time of the actions they need to take to arrange their enrollments correctly.

Time	Content of notification	Method of communication
Starting date enrollment July/December (BA) Starting date + 1 day enrollment July/December (MA)	Enrollment for programme components in the first/second semester is open and students can register via MyStudymap	E-mail plus Notification in MyStudymap
Three times in the run-up to the exam; final notification 10	The student receives a notification that confirmation is needed to register for the exam. The final notification states that the student will	E-mail plus Notification MyStudymap

⁵ NB: the enrollment period can start both before or after the result for the earlier attempt is known.

calendar days before the exam	be unenrolled from the programme component (examination) if no confirmation is received.	
When the exam marks are registered in uSis	The student receives a notification that the results of the examination are known. If necessary, the student can enroll for the resit via MyStudymap. The student receives a notification that a confirmation is needed to enroll for the resit.	E-mail uSis

9. Check on enrollment before an examination⁶

In the case of on-campus exams, the invigilator/examiner will check whether the student is enrolled for the examination in question. In the case of digital examinations, the enrollment will be checked before the examination is opened for the student.

During the examination, the validity of the student's enrollment at Leiden University and their identity will be verified. The following documents need to be presented for this:

- valid (digital) student ID card or physical International Student Identity Card and
- valid proof of ID (only passport, ID card or driving licence), must be shown via a webcam for digital exams. The name and photo of the student must be visible. For privacy reasons, students are advised to conceal non-relevant personal information (such as their BSN number).

For further information, please consult the University's examination protocol.

10. Timeline for students

Time	Action
Starting date for enrollment July/December (BA) Starting date + 1 day enrollment July/December (MA)	Enrollment is opened and students can enroll for the programme components of the first semester from their schedule. They receive a notification of this from MyStudymap.
A maximum of 14/5/28 ⁷ calendar days before the start of the programme component	The student has enrolled for the relevant programme component(s).
Between 14/5/28 and X ⁸ calendar days before the start of the programme component	The student can submit a request via the programme administration to be allowed to enroll after the closing date
Three times in the run-up to the examination, the final notification is 10 calendar days before the examination	The student receives a notification that a confirmation is required for enrolling in the examination. Once this has been confirmed, the student will receive no further notifications.
A maximum of 10 calendar days before the examination	The student confirms his/her participation in the examination.

⁶ This passage describes in general terms how the check will take place and what the conditions are for taking part in the examination. For specific issues, please refer to the examination protocol of the programme/faculty.

⁷ Standard 14 calendar days unless this concerns a programme component with an alternative enrollment period of 5 or 28 calendar days. Exceptions are indicated in the Prospectus.

⁸ The deadline for enrollment after the closing date will be determined by the programme department.

Between 10 and 5 calendar days before the examination	The student can request an enrollment after the closing date via the education administration.
Up to the start of the examination	The student can unenroll from the examination if, after confirming enrollment, he/she decides not to take the examination after all.
A maximum of 15 working days after the examination	The student receives a notification that the results of the examination are known. The student can register for the resit via MyStudymap.
A maximum of 5/10 calendar days before the resit	The student confirms his/her participation in the resit.
Starting date for enrollment July/December (BA) Starting date + 1 day enrollment July/December (MA)	Enrollment for programme components for the second semester will be opened and the student can enrol from his/her schedule in the programme components for the second semester. ⁶ He/she will receive a notification from MyStudymap.

Adoption

Adopted by the Executive Board on the 14th of June 2022, following advice from the University Council on the 25th of May 2021.