

The planning and enrollment process

for regular bachelor's and master's students

1 Planning: from 15 June 2022

- Start planning your courses the first semester of the new academic year in MyStudymap in the student portal.

RESULT: a (draft) study planning in the student portal. You can enroll for courses and exams directly from this plan once the enrollment opens.

2 Semester 1 enrollment: from 13:00 hrs on 12 July 2022 (bachelor's students) & 13:00 hrs on 13 July 2022 (master's students)

- You can enroll for semester 1 courses and exams in MyStudymap in the student portal.

RESULT: you are enrolled for courses and pre-enrolled for exams. You will need to confirm whether you will be taking the exams at a later date (see step 4).

! *If you are a first-year bachelor's student, your programme will enroll you for courses and exams in semester 1 at least.*

! *You can't enroll for honours (courses) and minors in the student portal in either semester. For more info, see the student website (www.student.universiteitleiden.nl).*

3 Enrollment for courses closes: 14 calendar days before the start of the first course activity (e.g. lecture, tutorial...)

- You cannot participate in the course after that date. For any changes to this date, see the course details in the prospectus.

! *You must always confirm your attendance at exams no later than 10 days before the exam is scheduled (five days with some resits). You do so in the student portal. This also applies if you have enrolled for an exam at a later date. See step 4.*

4 Confirm exam attendance: from 30 up to and including 10 calendar days before the date of the exam

- You will receive an email asking you to confirm your attendance at the exam.
- This will take you directly to the right place in the student portal to do so.
- If you are going to take the exam, confirm this in the student portal.
- You can also state that you don't wish to sit the exam up to and including 10 days in advance. You will automatically be unenrolled and will no longer receive reminders.
- If you do not confirm your attendance, you will be automatically unenrolled.

RESULT: you have enrolled for the exam and will be able to take it. Or you are unenrolled for the exam and will not be able to take it.

! *Once you are unenrolled, you will no longer be able to take the exam.*

5 Enrollment for resit: up to and including 10 to 5 calendar days before the resit is scheduled to take place

- Enroll for the resit in the student portal and confirm your attendance if you wish to take the exam.

! *The deadline of 10 or 5 days before the resit differs per faculty. Your degree programme will inform you.*

6 Planning: from 15 November 2022

- Start planning your semester 2 courses in MyStudymap in the student portal.

7 Semester 2 enrollment: from 13:00 hrs on 13 December 2022 (bachelor's students) & 13:00 hrs on 14 December 2022 (master's students)

- Enroll for semester 2 courses and exams in MyStudymap in the student portal

8 See steps 3 to 5



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