



**Universiteit  
Leiden**  
The Netherlands

# Enrolment protocol for programme components and examinations at Leiden University

## Preamble

This enrolment protocol describes the conditions and deadlines relating to the process of enrolment 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 enrolment after the closing date. The protocol also deals with the method of enrolment for examinations and the deadlines and checks applicable, as well as the communication to the student during the entire enrolment process.

## Definitions

**Act:** Higher Education and Research Act.

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

**Enrolment:** enrolling in a programme component, by which the associated lectures, tutorials, practicals and examinations are meant.

**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 include partial examinations or resits within the same programme component in an academic year, unless it is explicitly stated that only a resit is meant.

**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 enrolment conditions and deadlines as included in this protocol apply to both compulsory education and elective subjects.

This protocol does **not** relate to enrolment 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 enrol for the courses and examinations of the minor via MyStudymap (after having completed the enrolment 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 enrol for programme components. MyStudymap is part of the Leiden student portal.

### 2. Enrolling for programme components

Students enrol each semester for all programme components that they wish to follow in the period in question. This includes the associated lectures, tutorials, practicals and examinations.

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 programme<sup>1</sup>. The programme informs first-year students for which programme components and for which period the enrolment applies.<sup>2</sup>

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

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

<sup>2</sup> 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

is necessary in order to take part in examinations (see article 3.4.2.1 OER). 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 enrol for the course unit. The student will then receive a message that he/she cannot enrol.

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 enrolment is considered to be on time.

### 3. Allocation procedures

Article 3.4.1.3 of the OER stipulates that placement in the case of a programme component with restricted participation takes place in order of enrolment (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 enrolment for a programme component is full, any student who enrolls afterwards will be put on a waiting list. The student will always move up one place on the waiting list if an enrolled student cancels their enrolment.
2. *Preference*: the student indicates their 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 enrolment in uSis. The student is informed of this.

### 4. Enrolment periods for programme components<sup>3</sup>:

- Enrolment 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, enrolment opens for this period each year on Wednesday in the second week of July.
- Enrolment 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, enrolment opens for this period each year on Wednesday in the second week of December.

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<sup>3</sup> 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 enrolment periods for programme components:

**For the second semester of the 2023-2024 academic year, the enrolment periods remain unchanged.**

With effect from 1 September, it is possible to enrol for programme components up to **five (5) calendar days at the latest** before the start<sup>4</sup> 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 enrolment deadlines, namely **fourteen (14)** or **twenty-eight (28) calendar days** before the start of the programme component. If an alternative enrolment period applies for a programme component, this will be indicated in the Prospectus.*

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

## **5. Enrolling for programme components and examinations after the enrolment period has ended**

To enrol 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 3.4.1.5 OER). In order to enrol for an examination after the enrolment deadline has passed, students must also report to the Education Office (see Article 3.4.2.3 OER). When making the request, the student must state the reason.

It is possible to request enrolment for a programme component or examination after the enrolment period has ended in the following situations:

1. Enrolment before the deadline was not possible due to technical problems with MyStudymap and/or uSis;
2. Enrolment before the deadline was not possible due to personal circumstances;
3. In the event of situation 1 or 2 in the case of late enrolment for a programme component, if there are still sufficient places available within the programme component, later enrolment is permitted, see the Prospectus;
4. Requests to change to a different programme component 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 enrolment 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 enrolment after the closing date or change to the enrolment, due to educational or faculty reasons. This is indicated in the relevant programme components on the Prospectus.

## **6. Enrolling for examinations**

Enrolment for an examination is possible until ten (10) calendar days before the examination takes place (see article 3.4.2.1 OER).

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<sup>4</sup> The starting date of the first activity within the programme component applies as the starting date for the programme component.

If the student does not enrol within the set period of ten (10) calendar days before the examination, they will automatically be unenrolled from the examination. If this situation arises, the student can report to the Education Office, as described under 5 above.

If a student does enrol for 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. Students have two opportunities per academic year to take part in an examination. If a student fails to attend an examination, they risk having only one or even zero chances left to take the examination in that academic year.

If a student has initially enrolled 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**. This prevents an 'ND' being recorded in uSis.

## 7. Enrolling for resits within the same programme component

When enrolling for the programme component, the student does not have the option of enrolling for the resit for that programme component directly. This requires a separate enrolment procedure in MyStudymap by the student. Enrolment for resits within the same programme component is possible from the point in time that the registration period opens **until no later than five calendar days before the resit** (see Article 3.4.2.2 OER). Both the opening<sup>5</sup> and closing dates for the resit can differ per faculty with regard to resits and will be communicated to the student by the programme.

## 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 enrolments correctly.

Time	Content of notification	Method of communication
Starting date enrolment July/December (BA) Starting date + 1 day enrolment July/December (MA)	Enrolment for programme components in the first/second semester is open and students can register via MyStudymap	E-mail plus Notification in MyStudymap

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<sup>5</sup> NB: the enrolment period can start both before or after the result for the earlier attempt is known.

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 enrol for the resit via MyStudymap. The student receives a notification that a confirmation is needed to enrol for the resit.	E-mail uSis
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## 9. Check on enrolment before an examination<sup>6</sup>

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, enrolment for the examination will be checked before the examination is opened for the student.

During the examination, the validity of the student's enrolment 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 enrolment July/December (BA) Starting date + 1 day enrolment July/December (MA)	Enrolment is opened and students can enrol for the programme components of the first semester from their schedule. They receive a notification of this from MyStudymap.
A maximum of 5/14/28 <sup>7</sup> calendar days before the start of the programme component	The student has enrolled for the relevant programme component(s).
Between 5/14/28 and X <sup>8</sup> calendar days before the start of the programme component	The student can submit a request via the programme administration to be allowed to enrol after the closing date.

<sup>6</sup> 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.

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

<sup>8</sup> The deadline for enrolment after the closing date will be determined by the programme department.

Between 10 and 5 calendar days before the examination	The student can request enrolment 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 enrolment, they decide not to take the examination after all. This prevents an 'ND' from being recorded in uSis.
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 their participation in the resit.
Starting date for enrolment July/December (BA) Starting date + 1 day enrolment July/December (MA)	Enrolment for programme components for the second semester will be opened and the student can enrol from their schedule in the programme components for the second semester. <sup>6</sup> They will receive a notification from MyStudymap.

## Adoption

Adopted by the Executive Board on 19 December 2023.