

STUDY MANUAL DUTCH STUDIES

2011-2012

**Dutch Studies Department
P.O. Box 9515
2300 RA LEIDEN**

**Visiting address: P. N. van Eyckhof 4
room 103c**

**Telephone: ++31 (0)71 527 2233
Fax: ++31 (0)71 527 2776
E-mail: dutchstudies@hum.leidenuniv.nl
Internet: www.dutchstudies.leidenuniv.nl**

**Office hours: Monday – Friday 9.00 – 12.00
and 13.00 – 16.30**

CONTENTS

1	INTRODUCTION	5
1.1	LEIDEN UNIVERSITY.....	5
1.2	DUTCH STUDIES DEPARTMENT.....	5
1.2.1	THREE-YEAR PROGRAMME: BACHELOR OF ARTS DEGREE..	6
1.2.2	ONE-YEAR PROGRAMMES.....	9
2	INFORMATION FOR STUDENTS WITH NO PROFICIENCY IN DUTCH / PROGRAMME I-A	10
2.1	‘PROPEDEUSE’ (PRELIMINARY YEAR/FIRST YEAR)	10
2.1.1	Language Acquisition I.....	10
2.1.2	Linguistic Analysis	13
2.1.3	Introduction to the Art History of the Netherlands A&B	14
2.1.4	Introduction to Dutch Studies.....	15
2.1.5	Introduction to the Culture and Society of the Netherlands	15
3	INFORMATION FOR STUDENTS WITH BASIC PROFICIENCY IN DUTCH: PROGRAMME I-B	17
4	INFORMATION FOR STUDENTS WITH PROFICIENCY IN DUTCH: PROGRAMME II.....	18
5	CREDITS/GRADING SYSTEM, BINDING STUDY RECOMMENDATION (BSA).....	20
5.1	CREDITS/GRADING SYSTEM	20
5.2	BINDING STUDY RECOMMENDATION (BSA).....	20
6	ACADEMIC YEAR 2011 – 2012.....	22
6.1	INTRODUCTION DAY AND INTAKE WEEK.....	22
6.2	LECTURES AND TESTS	23
6.3	TENTATIVE TIMETABLES	25
6.3.1	Tentative class timetable: Programme 1-A	25
6.3.2	Tentative class timetable: Programme I-B (if enough participants) ...	27
6.3.3	Tentative class timetable: Programme II.....	29
7	MASTER OF ARTS DEGREE	31
7.1	OVERVIEW OF THE COURSES AND PROGRAMME	31
8	GENERAL INFORMATION	32
8.1	REGISTRATION/TUITION PAYMENT	32
8.2	RESTITUTION OF APPLICATION AND TUITION FEES	32
8.3	ACCESS TO ELECTRONIC NETWORK	32

8.4	UNIVERSITY INFORMATION DESK	33
8.5	CHANGE OF ADDRESS	33
9	DUTCH STUDIES DEPARTMENT	34
9.1	ADDRESS: THE DUTCH STUDIES DEPARTMENT'S OFFICE.....	34
9.2	ADDRESSES DUTCH STUDIES DEPARTMENT STAFF.....	35
9.3	THE DEPARTMENTAL CONSULTATIVE COMMITTEE	36
9.4	THE DEPARTMENTAL BOARD OF EXAMINERS	36
10	STUDENT FACILITIES AND SUPPORT	37
10.1	ICS INFORMATION DESK	37
10.2	PITSTOP	37
10.3	STUDY OPTIONS AND CAREERS GUIDANCE.....	38
10.4	COUNSELLORS	39
10.5	INTERNATIONAL STUDENT ADVISER	39
10.6	STUDENT PSYCHOLOGISTS	40
10.7	OMBUDSPERSON	40
10.8	(SEXUAL) HARASSMENT.....	41
10.9	THE STUDENT CHARTER.....	41

1 INTRODUCTION

1.1 LEIDEN UNIVERSITY

The University of Leiden was founded on the 8th of February 1575 by Prince William of Orange, known as William the Silent. The charter of this first university in the Northern Netherlands was a reward to the heroic citizens of Leiden who had resisted a bitter siege laid by the Spanish army. The daring relief of this siege, four months earlier, on the 3rd of October, was one of the turning points of the Eighty Years' War (1568-1648), in which the rebellious provinces faced the power of the Spanish Empire and gained their independence as the Republic of the United Provinces. Early on, well-known professors such as Justus Lipsius, J.J. Scaliger, and Daniel Heinsius helped to establish the reputation of the young University, which became the most famous academic institution of seventeenth-century Europe. Many seventeenth-century scholars who were to become leading figures in their fields studied at Leiden University, including, Hugo Grotius and Christiaan Huygens. The most famous professor in the eighteenth century was the physician Hermannus Boerhaave while the twentieth century saw the likes of the physicist Kamerlingh Onnes and the historian Huizinga.

The Convent of the White Nuns on the Rapenburg, the present Academy Building, is the most well-known of the oldest buildings. All Ph.D. examinations take place in its Senate Chamber, and its Groot Auditorium (Great Lecture Theatre) is the location of most inaugural lectures. Leiden University consists of seven Faculties: Law, Medicine, Sciences, Humanities, Campus the Hague, Social and Behavioural Sciences, and Archaeology. The Witte Singel-Doelen complex of buildings accommodates the University Library, the Faculty of Archaeology and the Faculty of Humanities. The Faculty of Humanities, where Dutch Studies Department belongs to, hosts a wealth of expertise in fields including philosophy, religious studies, history, art history, creative and performing arts, literature, linguistics, and area studies, covering practically the entire world.

1.2 DUTCH STUDIES DEPARTMENT

Since its establishment in 1986, the Dutch Studies Department has grown into a lively international community. Various aspects of the Dutch language and culture of the Netherlands are studied in a series of courses which focus on several main themes and are taught either in lectures or tutorials. The historical city of Leiden is a unique setting for the programme.

As a result of the introduction of bachelor's programmes in the Dutch university system, the Dutch Studies Department started this new academic programme as of September 2002.

In 2007-2008 another revision was prepared; the revised programmes started on September 1 2008. The successful completion of a bachelor's programme leads to the master's programme (see chapter 7).

1.2.1 THREE-YEAR PROGRAMME: BACHELOR OF ARTS DEGREE

The Dutch Studies Department offers a three-year academic degree programme in which foreign students are trained in the field of Dutch language and culture. In addition, students develop the skills to analyse theoretical and practical questions, in accordance with the established procedures of the discipline, and learn to discuss academic literature in a critical manner.

The degree is primarily intended for those seeking employment in the field of Dutch language and culture. However, labour market research shows that many graduates of the Faculty of Humanities find employment outside their field of study. This certainly applies to Dutch Studies graduates since they have various cultural backgrounds and different native languages. The combination of Dutch and the native language plays often a role in the choice of profession. Dutch Studies graduates find employment in the following:

- Dutch language and culture education in their home country
- Native language education in the Netherlands
- The business world (both in the Netherlands and in their home country)
- Interpreting/Translating
- Research.

Please note that this information is based on the information given by Master of Arts graduates and graduates who completed a four-year master's programme according to the previous university structure.

The bachelor's programme consists of a major of 140 ECTS credits, a minor of 30 ECTS credits and a so called core curriculum, compulsory for all Humanities students, of 10 ECTS credits.

Students who have completed a (part of a) Dutch Studies programme in their home country can qualify for exemptions from some of the major courses in the Bachelor's programme in Dutch Studies. Students who have completed another university study programme can qualify for exemption from a part of a minor up to 10 ECTS credits provided that the programme meets the requirements of the Dutch bachelor's minor. Students who are granted exemptions can graduate in less than three years. Students who want to qualify for exemptions should submit detailed information about the courses on the basis of which they would like exemptions. Course descriptions, number of credits, titles of books, etc. should be submitted to the Board of Examiners of the Dutch Studies Department.

1.2.1.1 Overview of the programme

The programme is divided into the so called ‘propedeuse’, (first year), the required basic programme (second year) and the third year that mainly consists of a minor or a modular courses package. In the third year the students also take two core curriculum courses and write their final paper.

‘Propedeuse’ (first year)

Apart from general Dutch language acquisition courses, the first year consists of introductory courses on the Art History and the Culture and Society of the Netherlands, as well as Introduction to Dutch Studies and Linguistic Analysis. Students who successfully complete these courses are awarded the so called ‘propedeuse diploma’, giving access to almost every bachelor’s programme in the Netherlands.

Required basic programme (second year)

The second year consists of advanced language courses, introductory courses on Dutch Linguistics, Literature and History of the Netherlands, History of the Dutch Language, and Methods of Linguistic, Literary and Historical Research.

Minors and modular courses (third year)

The last year of the Bachelor Dutch Studies programme is also a specialisation year. Students can choose for a specialisation in Dutch linguistics, literature, history or art history. Apart from a required course of Dutch language and a final paper in the Dutch Studies, the third year consists of a minor or a package of modular courses and two core curriculum courses. The minor or a package of modular courses are taken at another department, mostly The Dutch Language and Culture Department, The History Department or The Art History Department. The minor or modular courses system allows students to deepen their knowledge in a specific subject related to the Dutch Studies programme, e.g. in history, art history, literature or linguistics. With core curriculum courses students obtain the general knowledge on philosophy, history, literature, art history or linguistics required for all students of the Faculty of Humanities.

Students who successfully complete all courses and write their final paper are awarded the Bachelor of Arts degree. They may continue their studies at the Master’s Programme Dutch Studies or, under certain conditions, at some other master’s programmes.

1.2.1.2 Survey of courses

	Contact hours	ECTS Credits
First Year		
- Language Acquisition I	234	30
- Art History of the Netherlands	24	10
- Introduction to Culture and Society	40	10
- Introduction to Dutch Studies	26	5
- Linguistic Analysis	26	5
Second Year		
- Language Acquisition II	143	25
- Introduction to Dutch Linguistics	26	5
- Introduction to Dutch Literature	52	10
- Methods of Research	26	5
- Introduction to Dutch History	52	10
- History of the Dutch language	26	5
Third Year		
- Language Acquisition III	39	10
- Paper	-	10
- Minor	varying	30
- Core Curriculum	52	10

1.2.2 ONE-YEAR PROGRAMMES

Different types of one-year programmes are offered, to which students are admitted on the basis of their proficiency in Dutch:

- Programme I-A is designed for absolute beginners.
- Programme I-B is designed for students with basic proficiency in Dutch. Please note that this programme will only be offered if there are enough participants.
- Programme II is designed for students with proficiency in Dutch.

It is important to know that the general admission requirements for one-year programmes are the same as for a three-year Bachelor's Programme in Dutch Studies.

All programmes consist of classes on various aspects of Dutch language: speaking, listening, reading, vocabulary, writing, and grammar supplemented by lectures on one or more of the following subjects: Art History of the Netherlands, Introduction to Dutch Studies, Culture and Society of the Netherlands, Dutch Linguistics, Literature and History of the Netherlands.

Students qualify for programme I-B or II after successful completion of the intake examinations (see respectively chapter 3 and 4). Students are advised to compile a programme which is in keeping with their interests. However, students who desire to be awarded the 'propedeuse diploma' must take the following first year courses: Art History of the Netherlands, Introduction to Dutch Studies, Culture & Society of the Netherlands and Linguistic Analysis.

2 INFORMATION FOR STUDENTS WITH NO PROFICIENCY IN DUTCH / PROGRAMME I-A

Students with no proficiency in Dutch participate in the 'propedeuse' (preliminary/first year) programme, which is intended both for students doing the three-year bachelor's degree programme and for students doing the one-year programme I-A.

Important notice:

Students who want to join the classes after September 19, can not be admitted. Due to the intensity of the course it is impossible for students who have missed more than a week of lectures, to catch up with the rest.

2.1 'PROPEDEUSE' (PRELIMINARY YEAR/FIRST YEAR)

2.1.1 Language Acquisition I

Contact hours: 234 (sem. 1: 130; sem. 2: 104)

Language: English (first few weeks) and Dutch

Code: 5811VLA1AY

Language acquisition I consists of six units of 5 ECTS credits each.

<i>Semester 1</i>	<i>Code</i>	<i>Semester 2</i>	<i>Code</i>
Speaking/Listening 1 A	581000134T	Speaking/Listening 1 B	5811VSL1BW
Reading/Vocabulary 1 A	581000112T	Reading/Vocabulary B	5811VLW1BW
Writing/Grammar 1 A	581000130T	Writing 1 B	5811VSC1BW

Objectives

In the first year, students are expected to acquire sufficient active and passive knowledge of Dutch to be able to:

- engage in elementary conversation on general subjects
- give a talk on a set subject
- follow a conversation with Dutch native speakers taking the presence of a non-native speaker into account
- understand radio and television news items
- understand popular and scholarly newspapers or magazine articles with the occasional use of a dictionary
- select the most important information in texts within a limited amount of time
- complete sentences avoiding elementary grammatical errors (with the use of a dictionary)
- write a text on a set subject.

Furthermore, the most important grammar rules of Dutch are taught and vocabulary will be extended to approximately 4000 words.

Students are supposed to attain the following levels according to the Common European Framework of Reference for Languages:

Listening	B1/B2
Reading	B1/B2
Speaking - Interaction	B1
Speaking - Production	B1
Writing	B1

B1: Independent User

Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

B2: Independent user

Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

SEMESTER 1

The first year programme starts with a basic course in which students become sufficiently familiar with Dutch to follow courses in that language. Five two-hour classes per week are spent on language acquisition. During the first weeks the language of instruction is English, which will soon flow over into Dutch, at such a level that students are able to understand it on the basis of what they have learnt in the course. Speaking, listening, reading and writing skills are taught as well as grammar. Please, note that the attendance for these courses is compulsory from the first day on. The students coming too late will not be admitted to the programme.

Tests

During the course, students are tested weekly on vocabulary; the average of all tests will be the final grade. Students have to score at least a 6 for all tests. (For grading system, please see chapter 5.1). Furthermore, in December and January, tests are given on speaking, listening, reading, writing and grammar. Students have to score at least a 6 for every test. Resits take place during the second half of January 2012. Dictionaries may be used during the listening, reading and writing tests. For test periods, please, consult the [academic calendar](#) on www.hum.leiden.edu/education/ . See also chapter 6.2.

Required reading and materials

Please note that students must have the required materials at their disposal on the first day of classes. Books can be bought in bookshops (e.g. Selexyz Kooyker, Breestraat 127, Leiden). Readers are available at the 'Studiepunt', Lipsius building, Cleveringaplaats 1, ground floor. In both semesters, audio materials will be used for which students must pay a deposit of € 10,--. Students will need these materials from the very first day. The materials will be provided on the first day in class (September 12); they are also available from the Dutch Studies Department's office. Please bring € 10,-- in exact amount. The materials will only be provided after payment. The rest of study material is available online on [Blackboard](#). Please, consult <http://www.hum.leidenuniv.nl/>, the column on your right: the information is also available in English.

- E. Ham, W.H.T.M. Tersteeg, L. Zijlmans, *Help!, Kunt u mij helpen?, een cursus Nederlands voor anderstaligen*, boek voor de cursist deel 1.
Utrecht, Nederlands Centrum Buitenlanders, 2001
; ISBN 978 90 5517 098 2
- I. de Bakker, M. Meijboom, A. Norbart, C. Smits, S. Vink, *Nederlands in hoofdlijnen, praktische grammatica voor anderstaligen*, theorieboek en oefeningenboek. Groningen, Wolters Noordhoff, 1994.
ISBN 90 01 05065 4 (theorieboek), ISBN 90 01 05059 X (oefeningenboek)
- E. Ham, W.H.T.M. Tersteeg, L. Zijlmans, *Help!, Helpt u mij even?, een cursus Nederlands voor anderstaligen*, boek voor de cursist deel 2.
Utrecht, Nederlands Centrum Buitenlanders, 2001;
ISBN 978 90 5517 131 6 [we start using this book in October].

SEMESTER 2

In the second semester, the language course continues with classes in speaking/listening, reading/vocabulary and writing.

Tests

Students are tested weekly on vocabulary. These tests cover chapters from *Alexander, leerboek ter uitbreiding van de Nederlandse woordenschat van anderstaligen*. Marks lower than 6 are not accepted. Tests in all other subjects will take place in May and June 2012. Resits will take place in August 2012. Dictionaries may be used during the listening, reading and writing tests.

Required reading and materials

Speaking/Listening 1 B

- Reader *Spreeken/Luisteren eerste jaar/tweede semester*
- Additional audio materials

Reading 1 B

- Reading material published on Blackboard

Vocabulary 1 B

- P. de Klein, *Alexander, leerboek ter uitbreiding van de Nederlandse woordenschat van anderstaligen*. Amsterdam, 2005; ISBN 90 5170 406 2

Writing 1 B

- Reader *Schrijven eerste jaar/tweede semester*
- *Nederlands in hoofdlijnen, praktische grammatica voor anderstaligen* (see semester 1).

Grades and credits for Language Acquisition I units

The pass grade for all units is 6. Students receive credits for each language acquisition unit they pass. The grades for speaking/listening 1 A and 1 B are based on the average of speaking and listening; the grade for each subject has to be at least 6. The grades for reading/vocabulary 1 A and 1 B are based on the average of reading and vocabulary. Students must pass the vocabulary sections, as described on page 7 and 8; each subject has to be at least 6. It's not possible to get 2,5 ECTS credits if only one of the two subjects has been passed. Grades will be rounded off to the nearest whole or half number, except for the grades between 5 and 6, that are rounded off to 5 or 6. If students fail tests at the end of the first semester, but pass at the end of the second semester, the first semester grade will be reconsidered by the Board of Examiners of the Dutch Studies Department.

2.1.2 Linguistic Analysis

Semester:	2
Credits:	5
Contact hours:	26
Language:	Dutch
Code:	5811BTA1Y

The aim of this course is to analyse the structure of Dutch sentences and to provide insight into the structure of language in general. This course provides a basis for the Grammar course as well as for Introduction to Dutch Linguistics of the second year. Attendance is required.

Required reading

- Reader M. Arends, *Syllabus Taalanalyse* available on Blackboard.

Test

There will be a written test at the end of the semester.

2.1.3 Introduction to the Art History of the Netherlands A&B

Semester: 1
Credits: 10
Contact hours: 24
Language: English
Codes: 5811VKG1H

The twelve lectures of this thematic course on Dutch art offer an overview of the visual arts from the 15th century to the present covering the characteristics of important artists and movements in the context of Dutch culture and history. It covers Flemish Primitives such as Jan van Eyck and Rogier van der Weyden, important 16th-century painters such as Hieronymus Bosch and Pieter Brueghel the elder, and the Dutch Golden Age with an emphasis on developments in style, function and meaning of paintings. Furthermore the course discusses the many faces of modernism in the late 19th and the early 20th centuries focusing on artists such as Vincent van Gogh and Piet Mondrian.

Attendance is required.

Required reading

The readers on Blackboard and additional course material on blackboard. For reference: R.H. Fuchs, *Dutch Painting*, London (Thames and Hudson) the most recent edition available in most Bookshops.

Test

The course has two exams, both consisting of five open questions on developments of style and characteristics of movements and famous artists, based on the reader and other course material available on Blackboard. The first exam in the mid-session interval covers art of the 15th and 16th centuries and determines 40% of the final mark. The second exam in December covers the Golden Age to the present and determines 60% of the final mark.

2.1.4 Introduction to Dutch Studies

Semester:	1
Credits:	5
Contact hours:	26
Language:	English
Code:	5811VIDS1H

Language acquisition is one of the main objectives in the first year of the Dutch Studies curriculum. However, learning a language is far more interesting when you study the culture in the same time. The Department of Dutch Studies uses a broad definition of the notion 'Culture', and therefore a wide range of subjects are studied in our BA-programme: linguistics, literature and (art) history. This course aims at giving a first introduction to Dutch culture and society. It also offers a first taste of what it is like to study Dutch Studies. Many different subjects will pass in review: Geography – History – Population – Economics – the Multi-Cultural Society – the History of Dutch Language – Dutch as a World Language – Second Language Research – Dutch Literature. To stimulate students to see more of the Netherlands than just Leiden and Amsterdam, an individual fieldtrip, rounded off with a City Report (2000 words), is part of the course.

Required reading

- Reader *Introduction to Dutch Studies*
- *The assault*, a novel by Harry Mulish, translated in many languages
- Material on Blackboard.

Test

There will be a written test at the end of the semester (one open question per lecture).

2.1.5 Introduction to the Culture and Society of the Netherlands

Semester:	2
Credits:	5
Contact hours:	40 (excursions included)
Language:	Dutch
Code:	5811VCM1H

This course consists of a series of eight tutorials and four excursions. Students become acquainted with various modern and historical aspects of the culture and society of the Netherlands. Several social, economical and political developments of the Netherlands will be discussed, as well Dutch identity.

The excursions take place during April and May, usually on Fridays. Students visit churches, and other monuments, e.g. houses and museums, which illustrate the social, institutional, religious and artistic aspects of the country's history.

Students must take into account the costs of the excursions amounting to

approximately € 90 to be paid out of their own budget. A Museum Card available at all larger museums is obligatory for all students. Attendance is required.

Required reading

- Lieke Mulder, Anne Doedens, Yolande Kortlever: *Geschiedenis van Nederland. Van prehistorie tot heden.*, 4^e geheel herziene druk. Baarn, 2008, chapters 7 - 15.
- Material on Blackboard

Test

The grade is based on a test and a paper. **For a positive Binding Study Recommendation (see page 16 and 17, section 5.3), this paper must be completed satisfactorily (at least a 6).**

3 INFORMATION FOR STUDENTS WITH BASIC PROFICIENCY IN DUTCH: PROGRAMME I-B

Apart from the beginners programme I-A, the Dutch Studies Department offers a programme compiled in particular for students with basic proficiency in Dutch, provided that there are enough participants for this programme. Programme I-B is designed for students doing the three-year bachelor's degree programme and for students doing the one-year programme. Students are expected to have proficiency in Dutch equivalent to that attained at the end of the first semester of programme I-A. Students can indicate on the questionnaire sent by the department in July if they wish to qualify for programme I-B. However, placement in the I-B-programme depends on the results of the tests on listening and vocabulary, which take place on September 7:

<i>Subject</i>	<i>Day</i>	<i>Time</i>	<i>Building/Room</i>
Listening*	Sept. 7	9.00 – 11.00	LIPSIUS/115
Vocabulary	Sept. 7	11.30 – 13.00	Wijkpl2/002

*Dictionaries may be used during the test.

These tests are also required for students who fail the first part of the intake tests for the second year (see chapter 4). The results will be disclosed on September 7 at 14.00 hrs.

Programme I-B consists of the following courses, but it's item to change:

<i>Semester 1*</i>	<i>Semester 2**</i>
Speaking/List. 1 B	Dutch History from 1800
Reading/Voc. 1 B	Dutch Literature from 1800
Writing 1 B	Methods of Linguistic, Literary and
Introduction to Dutch Art History	Historical Research
Introduction to Dutch Studies	Culture and Society
	Language Analysis

* The language courses offered in the first semester are the first-year courses that are normally offered in the second semester according to the bachelor's programme schedule;

** In the second semester the programme can be supplemented by one or more of the second-year courses on linguistics or language acquisition.

For detailed course descriptions, please consult the online [Study Manual in Dutch: http://www.studiegidsen.leidenuniv.nl](http://www.studiegidsen.leidenuniv.nl)

Students are advised against buying books for the Language Acquisition courses until the results of the tests have been disclosed.

4 INFORMATION FOR STUDENTS WITH PROFICIENCY IN DUTCH: PROGRAMME II

Incoming students with proficiency in Dutch must take the Dutch language intake tests (vocabulary, reading, listening, writing and speaking) to evaluate their proficiency level. These tests are at a level of difficulty equivalent to that attained at the end of the first year of our bachelor's programme. These tests form a part of the 'propedeuse' tests. On September 5 and 6, 2011, tests in vocabulary, listening and reading are given. Students who fail one of these tests are not allowed to participate in the writing, grammar and speaking tests; they have to take the listening and vocabulary tests to qualify for programme I-B (see chapter 3). Students who pass the vocabulary, reading and listening tests continue with the writing and speaking tests on September 7 and 8. Students who pass all tests are placed in the second-year programme/one-year programme II. Preparation for these tests may include working through I. de Bakker, M. Meijboom, A. Norbart, C. Smits, S. Vink: *Nederlands in hoofdlijnen, praktische grammatica voor anderstaligen*, theorie- en oefeningenboek (Groningen, Wolters Noordhoff, 1994), P. de Klein: *Alexander, leerboek ter uitbreiding van de Nederlandse woordenschat van anderstaligen* (Amsterdam, 2005) and the reader *Schrijven/Grammatica* (this reader will be sent as a pdf-file upon application for the entrance tests). Students placed in the second-year programme are not exempted from the following first year courses: Art History of the Netherlands, Introduction to Dutch Studies, Culture and Society of the Netherlands and Linguistic Analysis; these courses are required for the 'propedeuse' diploma.

Language tests: Timetable and locations

<i>Subject</i>	<i>Day</i>	<i>Time</i>	<i>Building/Room</i>
Vocabulary	Sept. 5	10.00 – 12.00	LIPSIUS/227
Listening	Sept. 5	13.00 – 15.00	LIPSIUS/116
Reading	Sept. 6	10.00 – 12.00	LIPSIUS/147
Writing	Sept. 7	9.00 – 12.00	LIPSIUS/307
Speaking**	Sept. 8	9.00 – 13.00	EYCKH2/001, 002, 003, 004

** A list with group divisions will be attached both to the notice board of the Dutch Studies Department (EYCKH3, P.N. van Eyckhof 3, third floor) on September 7.

It should be stressed that it is absolutely impossible to take the tests at any other date.

Dictionaries may be used during the listening, reading and writing tests.

On September 6, at 14.30 a list with students' names who may continue with the writing and speaking tests will be attached to the notice board. Students who fail

must participate in the listening and vocabulary tests on September 7 to qualify for programme I-B:

<i>Subject</i>	<i>Day</i>	<i>Time</i>	<i>Building/Room</i>
Listening*	Sept. 7	9.00 – 11.00	LIPSIUS/115
Vocabulary	Sept. 7	11.30 – 13.00	WIJKPL2/002

*Dictionaries may be used during the test.

Results of all tests will be disclosed on September 8 at 14.30. Students who participated in the language entrance tests for programme II must be present at the Dutch Studies Department premises (EYCKH3/third floor) at 14.30 for an individual introductory interview with one of the staff members.

Students placed in the second-year programme/one-year programme II should consult the online [bachelor study manual](#) in Dutch for detailed information on second-year courses. <http://www.studiegidsen.leidenuniv.nl>

Students who participate in the entrance tests are advised against buying books in advance; they should wait for the test results, on the basis of which they will be placed in one of the programmes.

5 CREDITS/GRADING SYSTEM, BINDING STUDY RECOMMENDATION (BSA)

5.1 Credits/Grading System

The study load of courses is specified in ECTS credits. A study load of an academic year consists of 60 ECTS credits. 1 ECTS credit stands for 28 study load hours.

Study load hours are based on contact hours for classes, preparation for classes, lectures and tests, assignments, and the writing of papers.

It should be noted that this calculation is an approximate one. Hours to be spent on study are variable and depend, among other things, on a student's proficiency in Dutch, their mother tongue etc.

The grading system runs from 1 (lowest mark) to 10 (highest mark); 6 is a pass.

5.2 Binding Study Recommendation (BSA)

Leiden University's study system has a binding study recommendation with respect to each University programme. The Student Charter explains how every student is affected by this system and what rights as well as obligations are involved. At the centre of this system is the study support plan. This describes the main sections of the study system. A few of these sections are briefly set out as follows:

- * A student will be put in a group led by a mentor. This mentor is one of the language acquisition teachers. This group regularly discusses issues concerning studies. Generally speaking, the aim is to give the student insight into the entirety of the course, the connection between the various courses studied, and to assist him or her with a grasp of the studies and their organisation. These meetings constitute a part of the regular educational programme. Sometimes they are held by the co-ordinator of Dutch Studies. Moreover, once per semester individual interviews with a mentor take place.
- * During the course of the academic year, each first year student receives three study recommendations about the continuation of their study. If the student hasn't completed the 'propedeuse' in one year, two more study recommendations will follow the next academic year. The first recommendation will be sent out at the end of January 2012; a second interim recommendation will be sent out in June 2012; the third recommendation follows at the end of August 2012. Some students will receive the fourth and the fifth recommendation at the end of January 2013 and at the end of August 2013 respectively.
- * The determination of the study recommendations shall be based on the following provisions:
 - Students who complete the 'propedeuse' by the end of August 2012, will receive a

definitive positive study recommendation. They may pursue their studies at the Dutch Studies Department. No more recommendations will be issued for them in the academic year 2012-2013.

- Students who gain less than 40 ECTS points or don't complete the paper for Culture and Society satisfactorily by the end of August 2012 will receive a definitive negative recommendation. **They won't be allowed to register again for the Dutch Studies programme for the following four years.**
 - Students who gain a minimum of 40 ECTS credits by the end of August 2012, will receive a temporary positive recommendation, provided that they have gained at least a 6 for the Culture and Society course. However, they must complete the 'propedeuse' by the end of August 2013 in order to obtain a definitive positive recommendation. They will have to make a study plan under supervision of the co-ordinator of Dutch Studies. Students who don't complete the 'propedeuse' within two academic years, will also receive a definitive negative recommendation by the end of August 2013, which means they won't be allowed to register again for the Dutch Studies programme for the following four years.
- * A student who submits a request to **withdraw from the programme before February 1, 2012** will not receive a binding study recommendation. If desired, the student may register for the Dutch Studies programme again in the next academic year.
- * A student should inform the department or the co-ordinator in good time of any **personal circumstances** which may have a detrimental effect on achieving the standard requirements, and which may result in a negative recommendation. This could, for example, be a long term illness, a physical or psychological handicap, death or serious illness of a close relative or some other similar reason. The notification and registration of personal circumstances is important within the framework of a binding study recommendation. The Board of Examiners of the Dutch Studies Department can only take personal circumstances into account if these have been recorded and the student has made an alternative study plan in conjunction with the department. In this case, personal circumstances can sometimes avoid a negative recommendation being made.

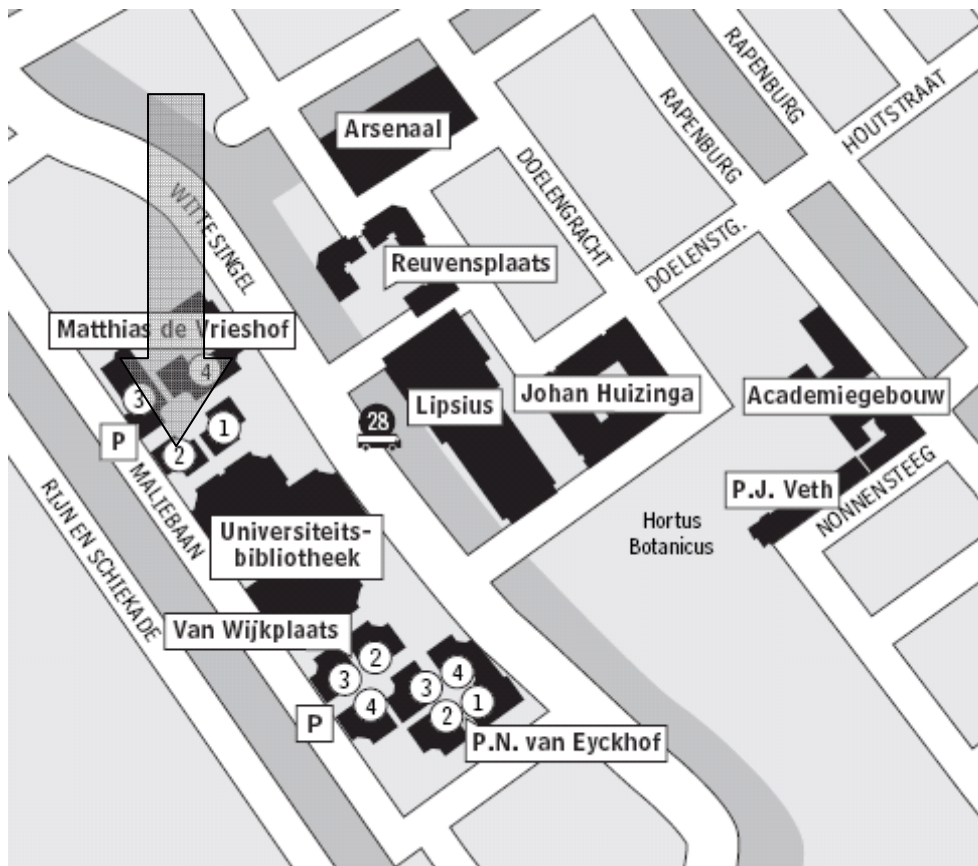
Further information concerning the student's individual circumstances, the procedures for taking these circumstances into account, and the provisions whereby the Board of Examiners may, in cases of difficulty, overturn the recommendations of the binding study recommendation, etc. may be found in the Student Charter and subsidiary material. Read more on www.charter.leiden.edu.

6 ACADEMIC YEAR 2011 – 2012

6.1 Introduction day and intake week

September 2, 2011:

10.00 You are expected in the building VRIESHOF2, room 004, ground floor.
The address is Matthias de Vrieshof 2, 2311 BZ LEIDEN.



- 10.00-11.45 Welcome speech, presentation and visit to the Dutch Studies Department's premises, university libraries, language laboratory, etc.
- 11.45 Individual introductory interviews with first-year students, A group candidates (EYCKH3/third floor)
- 11.45-13.00 Information (in Dutch) for students who are taking the intake tests for programme I-B and II (EYCKH4/005)

13.15-14.00 Lunch at the cafeteria in EYCKH3, ground floor
 14.00-16.00 Setting up study programmes for new students of a master's programme (with Prof. dr. Olf Praamstra, the head of the Dutch Studies Department EYCKH3/305A)

Sept. 5-8 Intake tests for incoming students with proficiency in Dutch

Sept. 7 Information for students who passed the entrance tests for the
 at 14.00 I-B-Programme, room EYCKH2/004

Sept. 8, Individual introductory interviews with students who participated
 at 14.45 in the entrance tests for Programme II (EYCKH3/third floor)

6.2 Lectures and tests

First semester

Lectures and Tutorials (1)	Mon. 12-09-2011 to Fri. 21-10-2011	=	06 w.
Test Week A	Mon. 24-10-2011 to Fri. 28-10-2011	=	01 w.
Lectures and Tutorials (2)	Mon. 31-10-2011 to Fri. 16-12-2011	=	07 w.
Test Week B	Mon. 19-12-2011 to Fri. 23-12-2011	=	01 w.
Tests and Resits	Mon. 02-01-2012 to Fri. 03-02-2012	=	05 w.

Second Semester

Lectures and Tutorials (3)	Mon. 06-02-2012 to Fri. 23-03-2012	=	07 w.
Test Week C	Mon. 26-03-2012 to Fri. 30-03-2012	=	01 w.
Lectures and Tutorials (4)	Mon. 02-04-2012 to Wed. 16-05-2012	=	07 w.
Test Week D	Mon. 21-05-2012 to Fri. 25-05-2012	=	01 w.
Tests and Resits	Tue. 29-05-2012 to Fri. 29-06-2012	=	05 w.
August Resits	Mon. 13-08-2012 to Fri. 24-08-2012	=	02 w.

Please, note that the students can resit a test only once. The resits are organised in the resit period and in the test weeks exclusively: in October, January, March and in the second half of June and/or in the second half of August (to be confirmed). Absence during the lecture and test periods is at the student's own risk. No extra resits will be organised for students who are absent during the tests and resits periods.

Holidays and recess 2011-2012

First Semester

Relief of Leiden	Monday 3 October 2011
Cleavingareading	Friday 25 November 2011, no lectures between 16.00 – 17.00 hrs
Christmas Recess	Saturday 25 December 2011 up to and including Sunday January 1 2012

Second Semester

Dies- Foundation Day	Wednesday 8 February 2012, no lectures between 13.00 - 17.00 hrs
Easter Weekend	Friday 6 up to and including Monday 9 April 2012
Queen's Day	Monday 30 April 2012
Liberation Day	Saturday 5 May 2012
Ascension Day	Thursday 17 and Friday 18 May 2012
Whitsun	Sunday 27 and Monday 28 May 2012
Summer Recess	Monday 2 JulyJune up to and included Friday 10 August 2012

6.3 Tentative timetables

6.3.1 Tentative class timetable: Programme 1-A

Semester 1 A 1

Monday	9.00-11.00	Language Acquisition
Tuesday	9.00-11.00	Language Acquisition
	12.00-13.00	Resit tests Vocabulary (from week 3 on)
	13.00-15.00	Art History of the Netherlands
Wednesday	12.00-14.00	Language Acquisition
Thursday	14.00-16.00	Language Acquisition
Friday	9.00-11.00	Language Acquisition
	11.00-13.00	Introduction to Dutch Studies

The definitive class timetable and locations will be provided at the introduction on September 2. Timetables and locations are also available on the website www.dutchstudies.leidenuniv.nl (under *roosters*).

Semester 2

Tentative timetables and locations are available on the website www.dutchstudies.leidenuniv.nl (under *roosters*).

Class and test times

The times that classes are given are indicated in full hours. However, according to an old tradition at Leiden University, classes actually start a quarter of an hour later (the so-called 'Leids kwartiertje'). Tests and exams however, start precisely at the given hour.

Attendance at classes

Attendance for all classes for Language Acquisition, Introduction to Dutch Studies, Dutch Art History, Linguistic Analysis and Culture & Society of the Netherlands (including excursions) is required. No absences are allowed except under special circumstances such as illness etc. in which cases the lecturer or the secretary of Dutch Studies Department should be notified by the student.

E-mail: dutchstudies@hum.leidenuniv.nl

Tests and resits

At the end of the first semester tests take place from 19 to 23 December 2011 and from 2 January to 3 February 2012. The second half of January resits take place.

Interim tests are planned in the test weeks in October 2011 and March 2012 as well.

At the end of the second semester tests take place from 21 May to 29 June 2012. The resits take place in the second half of June 2012 and/or in the second half of August 2012.

Registration for tests and classes

Students have to register for tests and classes through [uSis](#) (see section 8.3). Please check the code of the relevant course in the [Online Study Manual](#):

<http://www.studiegids.leidenuniv.nl/> (see under: *Bacheloropleidingen* and click D for Dutch Studies)

Please, note that the students who haven't registered for the courses and tests via uSis on time, won't be admitted to the test or will have to pay administrative costs.

6.3.2 Tentative class timetable: Programme I-B (if enough participants)

Semester 1

Monday	11.00 – 13.00	Writing 1 B
Tuesday	9.00 – 11.00	Reading/Vocabulary 1 B
	13.00 – 15.00	Art History of the Netherlands
Wednesday	10.00 – 13.00	Speaking/Listening 1 B
Thursday	11.00 – 13.00	Tests Vocabulary
Friday	11.00 – 13.00	Introduction to Dutch Studies

The definitive class timetables and locations will be provided at the introduction on September 2. Timetables and locations are also available on the website www.dutchstudies.leidenuniv.nl (under *roosters*).

Semester 2

Tentative timetables and locations are available on the website www.dutchstudies.leidenuniv.nl (under *roosters*).

Class and test times

The times that classes are given are indicated in full hours. However, according to an old tradition at Leiden University, classes actually start a quarter of an hour later (the so-called 'Leids kwartiertje'). Tests and exams however, start precisely at the given hour.

Attendance at classes

Attendance for all classes is required. No absences are allowed except under special circumstances such as illness etc. in which cases the secretary of Dutch Studies Department should be notified by the student.

E-mail: dutchstudies@hum.leidenuniv.nl

Tests and resits

At the end of the first semester tests take place from 19 to 23 December 2011 and from 2 January to 3 February 2012. The second half of January resits take place. **Interim tests are planned in the test weeks in October 2011 and March 2012 as well.**

At the end of the second semester tests take place from 21 May to 29 June 2012. The resits take place in the second half of June 2012 and/or in the second half of August 2012.

Please, note that there are no Language Acquisition resits in January. Students who fail those tests at the end of the first semester must take the classes again in the second semester. In June they can take the tests again. In order to gain

enough credits for the Binding Study Recommendation, these students are advised to take the A-group Language Acquisition resits in January.

Registration for tests and classes

Students have to register for tests and classes through [uSis](#) (see section 8.3). Please check the code of the relevant course in the [Online Study Manual](#):

<http://www.studiegids.leidenuniv.nl/> (see under: *Bacheloropleidingen* and click D for Dutch Studies)

Please, note that the students who haven't registered for the courses and tests via uSis on time, won't be admitted to the test or will have to pay administrative costs.

6.3.3 Tentative class timetable: Programme II

Semester 1

Monday	11.00 – 13.00	Grammar 2
	13.00 – 15.00	Vocabulary/Writing 2
Tuesday	11.00 – 13.00	Introduction to Dutch History till 1800
	13.00 – 15.00	Art History of the Netherlands
Wednesday	11.00 – 13.00	Oral Proficiency (or on Thursday)
	13.00 – 15.00	Introduction to Dutch Literature till 1800
Thursday	11.00 – 13.00	History of the Dutch Language
	13.00 – 15.00	Oral Proficiency (or on Wednesday)
Friday	11.00 – 13.00	Introduction to Dutch Studies

The definitive class timetables and locations will be provided at the introduction on September 1. Timetables and locations are also available on the website www.dutchstudies.leidenuniv.nl (under *roosters*).

Semester 2

Tentative timetables and locations are available on the website www.dutchstudies.leidenuniv.nl (under *roosters*).

Class and test times

The times that classes are given are indicated in full hours. However, according to an old tradition at Leiden University, classes actually start a quarter of an hour later (the so-called 'Leids kwartiertje'). Tests and exams however, start precisely at the given hour.

Attendance at classes

Attendance for all classes is required. No absences are allowed except under special circumstances such as illness etc. in which cases the secretary of Dutch Studies Department should be notified by the student. E-mail: dutchstudies@hum.leidenuniv.nl

Tests and resits

At the end of the first semester tests take place from 19 to 23 December 2011 and from 2 January to 3 February 2012. The second half of January resits take place. **Interim tests are planned in the test weeks in October 2011 and March 2012 as well.**

At the end of the second semester tests take place from 21 May to 29 June 2012. The resits take place in the second half of June 2012 and/or in the second half of August 2012.

Registration for tests and classes

Students have to register for tests and classes through [uSis](#) (see section 8.3). Please check the code of the relevant course in the [Online Study Manual](#):

<http://www.studiegids.leidenuniv.nl/> (see under: *Bacheloropleidingen* and click D for Dutch Studies)

Please, note that the students who haven't registered for the courses and tests via uSis on time, won't be admitted to the test or will have to pay administrative costs.

7 MASTER OF ARTS DEGREE

Students who have completed the whole 3-year Bachelor's Programme Dutch Studies in Leiden or have done a similar programme abroad and their level of Dutch language is B2/C1, can be admitted to the Master's programme Dutch Studies. This study is aimed at non-native speakers of Dutch and leads to an MA degree in Dutch Studies. Students acquire extensive knowledge of the Dutch language and culture, enabling graduates either to teach Dutch, Dutch Linguistics, Dutch Literature, Dutch History or the History of Dutch Art and Culture at a university outside the Netherlands, or to teach Dutch as a second or foreign language in the Netherlands. The programme also prepares foreign students for a career as an interpreter or translator, both from Dutch into the graduate's mother tongue and vice versa.

7.1 Overview of the courses and programme

First Semester:

Teaching Methods of Dutch as a Second Language	10 ECTS
Specialisation	20 ECTS

Second Semester:

Translation Theory	10 ECTS
Specialisation	10 ECTS
Master's thesis	20 ECTS

The course Teaching Methods of Dutch as a Second Language and the course Translation Theory are taught by the Department of Dutch Studies. The course 'Teaching Methods of Dutch as a Second Language' is a combined lecture and tutorial session. During this course, the focus falls not only on the theoretical problems of second language acquisition, but also on practical knowledge and skills acquired during a work placement required as part of the language acquisition classes taught in the Dutch Studies Bachelor's Programme. Translation tutorials allow students to gain further insight into the theory and practice of translation. Once students have completed the above introductory courses, which are compulsory for all students, students are required to take two or three options in one of the following specialisations:

- Dutch Linguistics
- Dutch Literature
- Dutch History
- History of Dutch Art and Culture

The courses included in these specialisations are taught by the relevant departments.

8 GENERAL INFORMATION

8.1 Registration/Tuition payment

Registration

In June students will receive information on registration from the Admissions Office. Students need to register via [Studielink](#) as well.

Tuition payment

Students must pay tuition fees before September 1, 2011. An exception will be made for students coming from abroad: they are allowed to pay till **September 5 at the latest**. The methods of payment will be provided by the Admissions Office.

8.2 Restitution of application and tuition fees

A refund of the application fee is only possible for students who submitted their application before 1 April 2011, and are registered as a student at Leiden University. To obtain this refund, please send the following items to the Admissions Office: a completed application-fee refund form (pdf) including, a copy of your Leiden University student-ID card.

Students from the European Union (EU) and European Economic Area (EEA) receive, under certain conditions, reimbursement of a part of the tuition fees. Please, consult the following site: www.ib-groep.nl

Students can apply for restitution of the tuition fees under the following conditions:

- He/she has the nationality of a EU/EEA-country
- He/she is registered for a study programme to which Dutch study financing is applicable
- He/she lives in the Netherlands
- He/she is at least 18 years old and started the programme before the age of 27
- He/she does not qualify for Dutch study financing; and
- He/she has a (post)bank account in the Netherlands.

It should be stressed that students must pay the tuition first. Application forms are available from the Information Desk, Plexus, Kaiserstraat 25, (P.O. Box 9500 2300 RA Leiden). Applications must be submitted before December 1, 2011.

8.3 Access to electronic network

Leiden university has its own network, the Universiteit Leiden Community Network (ULCN). After completion of the registration procedure students receive information about access to ULCN through the U-account.

Through this U-account you have access to [Blackboard, uSis and U-mail](#).

Blackboard gives additional information on courses, for example study material,

assignments, changes in class schedule, etc.

Through uSis, students can register for tests and can find their test results.

U-mail is a personal university mailbox to which the Dutch Studies Department sends messages etc. It is possible to link u-mail to your own e-mail address.

It's important to check the u-mailbox regularly. All important mail will be sent to student's u-mail address and not to student's private e-mail address.

8.4 University Information Desk

The University Information Desk is located at Plexus, Kaiserstraat 25.

Telephone: 071 – 527 8011 Email: informatiecentrum@ics.leidenuniv.nl

8.5 Change of Address

Are you planning to move house? Make sure you give your new address to the Dutch Studies office (dutchstudies@hum.leidenuniv.nl) and the university's central student administration. There are a number of ways of doing this: via uSis, by sending a change of address to the student administration, P.O. Box 9500, 2300 RA Leiden, or by visiting the Information Desk. Don't forget to mention your student number. **To have your post redirected to your new address, you need to notify the central administration of your new details (uSis); it's not enough to just inform your department!**

9.2 Addresses Dutch Studies Department Staff

Office

Name	Room, Telephone, Email	Opening hours
Ms L.S. de Schipper secretary	EYCKH4/103c 071 – 527 2233 dutchstudies@hum.leidenuniv.nl l.s.de.schipper@hum.leidenuniv.nl	Mon-Fri: 9.00 – 12.00 and 13.00-16.30

Coordinator of Studies

Name, Office hours	Room, Telephone, E-mail
Ms I. Van Kampen– Zagar, MA Available on Tuesdays, Wednesdays and Fridays. Consulting hour: Wed. 13.00-14.00 and by appointment	EYCKH3/305b 071 – 527 2098 I.Zagar@hum.leidenuniv.nl

Teaching staff

Name, Office hours	Room, Telephone, E-mail
Ms M. Arends, MA By appointment	EYCKH3/306a 071 – 527 3314 M.Arends@hum.leidenuniv.nl
Ms dr. M.E.W. Boers By appointment	HUIZINGA/224 071 – 527 2505 M.E.W.Boers@hum.leidenuniv.nl
Ms dr. J. Caspers By appointment	EYCKH3/302c 071 – 527 2157 J.Caspers@hum.leidenuniv.nl
Prof. dr. O.J. Praamstra Wed. 13.00-14.00	EYCKH3/306a 071 - 527 2659 O.J.Praamstra@hum.leidenuniv.nl
Ms L. Winkelmolen, MA By appointment	EYCKH3/306a 071 - 527 2659 L.M.Winkelmolen@hum.leidenuniv.nl

9.3 The Departmental Consultative Committee

The Departmental Consultative Committee (Opleidingscommissie, OC) has the task of evaluating the study programme. Furthermore, it can submit ideas to the Departmental Committee with regard to the study programme. The OC is comprised of three lecturers and three students, with each student representing his or her year. Students who are interested in joining the OC should contact the co-ordinator, ms Irena van Kampen-Zagar. Further information about the OC can be obtained from the Dutch studies Department's office and on the notice board in the building EYCKH3, third floor.

9.4 The Departmental Board of Examiners

The Departmental Board of Examiners has the task of overseeing the organisation and coordination of tests and examinations. The Board of Examiners is comprised of ms dr. J. Caspers, ms M. Arends, MA and ms L.M. Winkelmolten, MA.

10 STUDENT FACILITIES AND SUPPORT

10.1 ICS information desk

The information desk is the first port of all for all kinds of information not related to the content of your study programme, registration, tuition fees, student grants, special enrolment conditions, etc. A wide range of brochures is available on these topics. If appropriate, you will be referred to relevant members of staff.

Address:

Plexus Student Centre

P.O. Box 9500

2300 RA Leiden

Tel: 071-5278011

Email: informatiecentrum@ics.leidenuniv.nl

Website : <http://www.plexus.leidenuniv.nl/>

10.2 PITStop

At PITStop (Plexus Information Desk for Students) you can find study guides for other universities in the Netherlands. There is also information available there about studying abroad (including accounts of the experiences of other students), the employment market, application procedures and university regulations. Students can also take a study options or careers test at PITStop. The PITStop website includes a wide range of useful websites.

Address:

Plexus Student Centre

Kaiserstraat 25

P.O. Box 9500

2300 RA Leiden

Telephone: 071-5278025

Email: PITStop@Plexus.leidenuniv.nl

Website: www.pitstop.leidenuniv.nl

10.3 Study Options and Careers Guidance

Study Options

Students can apply to the [BUL](#) study options and careers advisers for advice on a range of issues. For example, if you have any doubts about your choice of study programme, if you are having difficulties choosing a new study and/or if you are unsure how to reach a decision about what to study. You can take a study options test against a small fee. This test can be discussed with one of the study options / careers advisers.

Career, job applications and the employment market

You've got your degree, now what? What opportunities are there in the employment market? How can you best prepare yourself for the employment market? What is the procedure for applying for a job, what is important when writing an application letter and compiling your CV, and what can you expect in a job interview?

Careers advice takes the form of individual discussions and one or more workshops, eg. Career orientation, CV and job application letters, Interviews and the application procedure.

More information about the activities of can be found at <http://www.voorzieningen.leidenuniv.nl/loopbaan/> . (in Dutch)

10.4 Counsellors

The student counsellors can provide advice on a broad range of matters: financial problems, problems with study progress (as a result of personal or other circumstances), uncertainties about your legal position, etc. They also offer support to students who are involved in top level sports, and students with a handicap.

Open consultation session: Monday to Friday from 15.30 to 16.30 hrs in Plexus.

Address:

Plexus Student Centre

Kaiserstraat 25

P.O. Box 9500

2300 RA Leiden

Telephone: 071-527 8026 and 071-527 8011

Email: decanen@ics.leidenuniv.nl

Website:

<http://www.studenten.leidenuniv.nl/ondersteuning/begeleiding/decanen/studentendecanen1.html> (in Dutch)

10.5 International Student Adviser

Can provide students with practical support on issues which are connected to their Study Programme at Leiden University;

Support for international students includes, but it is not limited to:

- Information on the support network of the university:
counselling services, student dean, study adviser
- Information on the handling of official complaints
- Housing agent problems (besides SLS & Duwo)
- Academic concerns
- Financial difficulties
- Health insurance issues
- Difficulties in finding a Family Doctor / GP

Advice on how to adjust your life to the Dutch Environment and look for personal support on practical matters of everyday life.

Ms. Jantien Delwel

Address:

Plexus Student Centre

Kaiserstraat 25

P.O. Box 9500

2300 RA Leiden

Telephone: 071-527 3245

Please note that if you would like to talk about more emotional or personal issues, you can contact ms. Geraldine O'Connor (see chapter 10.6)

10.6 Student psychologists

You can apply to the student psychologists for advice on any problems which could have an adverse effect on your study. These could include: family problems, concerns about social contacts, feelings of depression and relationship problems. There are also courses and training sessions available to help with such problems as difficulties with concentration, exam nerves, study stress, planning problems and procrastination. The website of the student psychologists includes some detailed advice about writing a thesis. Still got problems? Don't try muddling on alone; check out the website and make an appointment.

Open consultation sessions: Monday to Friday 11.00 – 12.00 in Plexus, Kaiserstraat 25. One of the team, Mrs. O'Connor, a native English speaker, provides assistance specifically for international students. You can make an appointment with her by e-mail: gp.oconnor@ics.leidenuniv.nl

Website:

<http://www.studenten.leidenuniv.nl/ondersteuning/begeleiding/psychologen/>

Appointments possible: Monday to Friday 09.00 – 17.00

Address: Rapenburg 70

P.O. Box 9500

2300 RA Leiden

Telephone: 071-527 8026

10.7 Ombudsperson

Students with complaints about the behaviour of a member of staff or an administrative body of Leiden University can apply to the ombudsperson. He or she is independent, and handles complaints in strict confidence. Anonymous complaints cannot be dealt with.

Postal address:

P.O. Box 9500

2300 RA Leiden

Telephone: 071-527 3657 (Monday to Friday 10.00 – 12.30)

Email: ombudsfunctionaris@leidenuniv.nl

Website: www.ombudsfunctionaris.leidenuniv.nl

Visiting address:

Plexus

Kaiserstraat 25

Leiden

10.8 (Sexual) Harassment

A specific confidential adviser has been appointed to handle in strict confidence any cases of sexual harassment, bullying at work, aggression, violence and discrimination. If you have been faced with any of these issues, make an appointment with the relevant officer to make sure that your study does not suffer unnecessarily.

Address:

Occupational Health Department (GBGD)

Poortgebouw Zuid (3rd Floor)

Rijnsburgerweg 10

2333 AA Leiden

Telephone: 071-527 8015

10.9 The student charter

The student charter informs Leiden students about what they can expect from the university and what the university expects from them. This charter is a collection of all the rights and duties of students, and in addition gives an indication of the university facilities available to students. Moreover, it contains a summary of the legal protection of students.

For whom is the charter intended?

The student charter relates exclusively to students of Leiden University, enrolled in an initial course of study. This charter is the student charter as referred to in art. 7.59 of the Higher Education and Research Act (WHW). The student charter is also binding for the university. To an extent, rights and obligations are described which are established in legal stipulations. A summary of the relevant legal and university regulations can be found in the first section. The university regulations are available for viewing in the Plexus Student Information Meeting Point (PITSstop) and the student information centre. Appeals and objections procedures are in place to enforce compliance with the regulations, should this be necessary.