Selection Regulations of Leiden University

Bachelor’s programme Political Science (incl. specialisations Internationale Politiek and International Relations and Organisations) 2019-2020

Pursuant to Article 7.53(3) of the Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek WHW), regulations must be adopted in due time, containing the selection criteria and selection procedure that will form the basis for admission if the maximum number of the set education capacity is exceeded. In the context of the selection process, the study programme will take account of the interests of prospective students from the public bodies of Bonaire, St Eustatius and Saba, and of Aruba, Curaçao and St Maarten.

Article 1. Abbreviations and definitions

1. Abbreviations

In these Regulations, the following terms have the following meanings:

AO: Admissions Office;

ATI: Application, Admission and Enrolment (Aanmelding, Toelating en Inschrijving) system of Leiden University for candidates with a diploma that differs from the NL pre-university education (VWO) diploma;

BSc POL/IP/IRO: Bachelor’s programme Political Science (incl. specialisations Internationale Politiek and International Relations and Organisations);

CBB: Appeals and Objections Committee (Commissie voor Beroep- en Bezwaarschriften) of Leiden University;

CBHO: Appeals Tribunal for Higher Education (College van Beroep voor het Hoger Onderwijs);

CSE: Central Written Final Examination (Centraal Schriftelijk Eindexamen);

CvB: Executive Board (College van Bestuur) of Leiden University;

GPA: Grade Point Average: the average grades of the previous education;

RATHO: the (Ministerial) Regulation on Higher Education Applications and Selection (Aanmelding en Toelating Hoger Onderwijs);

S&P Portal: Selection and Placement Portal in uSis;

SEA: Student and Educational Affairs (Studenten- en Onderwijszaken SOZ) expertise centre of Leiden University;

ULCN: Leiden University Community Network;

uSis: the student administration system of Leiden University;

RfA: Request for Admission;

WHW: Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek).

2. Definitions
In these Regulations, the following terms have the following meanings:

Admissions Office: department of Leiden University that advises study programmes regarding the admissibility of candidates who are not eligible for direct admission to the study programme because they do not meet the requirements referred to in Articles 7.24 and 7.25 of the WHW.

Application Fee: fee paid by candidates who are not directly admissible when they apply for evaluation of their previous education.

ATI Portal: Online Application, Admission and Enrolment (Aanmelding, Toelating en Inschrijving) system of Leiden University in which candidates with a diploma that differs from the NL pre-university education (VWO) diploma must register in order to submit a Request for Admission.

Proof of Admission: a document made out in the candidate’s name, within the meaning of the RATHO, issued on behalf of the Executive Board, in the form of an e-mail message from Studielink, which proves that the candidate has gone through the selection procedure and has been placed within the set education capacity. The candidate will also have to prove that he/she has met the previous education requirements.

Faculty Board: the Faculty Board of the Faculty of Social and Behavioural Sciences.

GPA/Average: the average grade of the (international) previous education, as provided by the previous education institution, or calculated by the Admissions Office.

Candidate: a person who has applied via Studielink for participation in the selection for the study programme Political Science delivered by Leiden University, with the intention of enrolling for this study programme. Candidates with a diploma that differs from the NL pre-university education (VWO) diploma must submit a Request for Admission via the ATI Portal. All candidates must additionally apply via the S&P Portal.

Online assessment: the part of the selection that consists of an assignment, namely to study a web lecture and literature, and a multiple choice test.

Online assignment: studying a web lecture and literature as part of the selection process.

Online test: the multiple choice test that follows the online assignment.

Study programme: the bachelor’s programme Political Science (incl. specialisations Internationale Politiek and International Relations and Organisations) delivered by Leiden University.

Progression Report for Year 5 of Pre-University Education (VWO): (Overgangsrapport 5vwo) a document issued by a recognised Dutch educational institution, which shows that the candidate named in that document has progressed from the fifth year to the sixth year of the pre-university education (VWO) and which states the grades, to one decimal place, that were obtained for the progression, for all subjects.

Pre-University College Leiden: the programme designated as such by Leiden University.

Ranking number: the number that corresponds to the candidate’s place on the list referred to in Article 8.

Ranking list: a document in which the candidates who participated in the selection are placed in sequence on the basis of the results they obtained in the selection, in descending order from a high result to a lower result.

Selection and Placement Portal: the module in Leiden University’s online application system in which candidates apply for study programmes with a fixed quota.

Selection Committee: the committee referred to in Article 2.2 for the bachelor’s programme Political Science, whose members are appointed by the Faculty Board.
Selection criteria: the criteria for the selection on the basis of which the selection for the study programme takes place.

Selection process: the process to be gone through by the candidate in order to receive a ranking number.

Academic year: the period of time that commences on 1 September 2019 and ends on 31 August 2020 in the following year.

Studielink: the joint online application and enrolment system of all the universities of applied sciences and research universities.

Assessment plan: that plan that describes at least:
How the progression grades for Year 5 of the pre-university education (VWO), or the final examination grades for Year 6 VWO, are converted to an average final score for the final examination subjects; how the motivation letter is scored for specific elements and the weighting for the final score; how the scores on the online test questions are calculated; how the total score is calculated on the basis of the three final scores.

ULCN account: personal account within ULCN, which is issued after a person registers in uSis and which can also be used by people who have made a (preliminary) application for a study programme within Leiden University, to already gain access to functionalities within this network that relate to the application process.

uSis number: is the same as the student number or university ID card number; a unique number within uSis that every (prospective) student receives after applying and, if the enrolment is completed, is the number under which that student’s enrolment details and study results are recorded.

Request for Admission: the application in the ATI Portal of a candidate who is not directly admissible on the basis of his/her previous education.

Article 2. Authority for selection

1. The Executive Board has mandated to the Faculty Board the authority conferred on the Executive Board by virtue of Article 7.53 WHW for selection and placement for the study programme Political Science, and this has been sub-mandated to the Selection Committee.

2. The Selection Committee advises the Faculty Board and the Institute Board on how the provisions of these Regulations should be applied, and on whether or not to select and place the candidate. The Faculty Board establishes a ranking list.

Article 3. Administrative rules for application

1. A candidate can apply for the selection procedure once per academic year.

2. A candidate can apply for the selection procedure a maximum of two times, insofar as previous participation has not resulted in enrolment for the study programme, and regardless of the selection criteria previously used in the candidate’s case.

3. Selection will take place according to the criteria referred to in Article 7.

4. A maximum of 600 full-time places are available for the academic year.

5. If a candidate has not met the conditions for participating in the selection for the academic year, or has not met them in full or in the prescribed manner, before 15 January 2019 23.59 CET, then he/she will not participate in the selection for the academic year. This will be notified to the
candidate by the Selection Committee for Political Science. The rules for participation in the selection include, in any case:

- supplying the correct personal details on the basis of which the candidate’s identity can be verified;
- paying an application fee and submitting a Request for Admission, in the case of candidates who are not directly admissible;
- supplying further previous education details to the Admissions Office, in the case of candidates who are not directly admissible;
- uploading Year 5 or 6 pre-university education (VWO) grades in the S&P Portal.

The Faculty Board will notify the candidate if it is evident, on 15 January 2019 23.59 CET, that the rules for participating in the selection have not been obeyed or correctly obeyed. If it becomes evident during or after the selection that the aforesaid details have not been supplied or correctly supplied, the Faculty Board can decide to declare the selection result invalid. At the discretion of the Faculty Board, in special cases a short deferment can be granted for meeting the administrative conditions regarding the further details of previous education.

6. The personal details of a candidate, including the selection details, which become available in the context of the selection, will be processed in a way that is consistent with the aim of selecting candidates pursuant to Article 7.53 of the WHW.

7. The personal and selection details of a candidate whose selection procedure has resulted in enrolment at Leiden University will be retained in the student’s file for 10 years, for the purposes of longitudinal research within the Institute of Political Science, and will be treated confidentially and not supplied to any third parties. The personal details concerned are the following:

   - name, sex and date of birth;
   - the year in which the candidate participated in the procedure for selection and his/her uSis number;
   - details of the previous education: grade lists and diploma information, and average scores;
   - scores on the various parts of the selection, and also the ranking number.

8. The personal details will not be retained as referred to in the sixth paragraph if the participation has not been effectuated in accordance with the fifth paragraph of this Article, or if withdrawal has taken place, as referred to in Article 5 of these Regulations.

9. A candidate who has a diploma from the Pre-University College Leiden – or will have this no later than April 2019 – and wishes to make use of it in the selection procedure, must give notification of this before 15 January 2019 23.59 CET by sending an e-mail message to selectiepol@fsw.leidenuniv.nl.

**Article 4. Application for selection**

1. A candidate who wishes to participate in the selection of the study programme at Leiden University must apply for this in due time, up to and including 15 January 2019 at 23.59 hours CET, via Studielink. This is done by sending an enrolment application in Studielink and, if applicable, paying an application fee and submitting a Request for Admission in the ATI Portal, and, for pre-university education (VWO) candidates, uploading grades in the S&P Portal.

2. Candidates are personally responsible for complying promptly with instructions and information sent by Leiden University via Studielink.
3. The information, notifications and decisions provided during the selection procedure will be sent via the candidate’s address details (e-mail address) as held by Studielink. The candidate must ensure that the e-mail address provided is up-to-date and functioning at all times.

4. If a candidate does not apply in due time, he/she will receive a message “enrolment application rejected” via Studielink. If the candidate so wishes, he/she can generate an e-mail showing the time of his/her application, after 15 January 2019 23.59 CET. A candidate who has not submitted an enrolment application via Studielink by 15 January 2019 23.59 CET at the latest, and still wishes to participate in a selection procedure of a study programme at Leiden University, must submit a request to this effect to the Faculty Board. This request must be sent by e-mail to selectiepol@fsw.leidenuniv.nl.

5. The Faculty Board will decide whether a candidate who has submitted a request to this effect after 15 January 2019 will be admitted to the selection procedure. In order to still be allowed to participate in a selection procedure after 15 January 2019, all of the following conditions must in any case have been met:
   a. the candidate was demonstrably unable to submit the enrolment application in due time throughout the entire period from 1 October 2018 to 15 January 2019 23.59 hours CET;
   b. the candidate submitted the request as soon as possible after 15 January 2019;
   c. the selection of the study programme that the candidate wishes to take has not yet started;
   d. refusal to allow participation in the selection would constitute an exceptional case of extreme unfairness.

6. A request as referred to in the fourth paragraph must be accompanied by one or more items of documentary evidence, proving that the candidate was unable to submit an enrolment application in due time via Studielink.

7. n/a

8. After submitting the application, the candidate must, before the dates referred to in subparagraphs a to c inclusive, and the dates made known to the candidate via the websites named below:

   for POL: https://www.universiteitleiden.nl/onderwijs/opleidingen/bachelor/politicologie/toelating-en-aanmelding;
   for IRO: https://www.universiteitleiden.nl/en/education/study-programmes/bachelor/political-science/international-relations-and-organisations/admission-and-application;

supply the following details and meet the following requirements:
   a. the Progression Report for Year 5 VWO (Overgangsrapport SvwO) / Final Report VWO / international previous education, as referred to in Article 1, second paragraph, in accordance with the requirements and instructions established for this and published on the above-mentioned websites. Deadline: 15 January 2019 23.59 CET.
   b. the motivation letter written, dated and signed by the candidate, in accordance with the requirements and instructions established for this and published on the above-mentioned
websites.
c. the online assignment / test, to have been completed by the candidate, in accordance with
the requirements and instructions established for this and published on the above-
mentioned websites.
Deadline for completion of the online test: 4 February 24.00 CET.
d. In the case of direct placement on the basis of the criteria referred to in Article 3.9 of these
Regulations, and insofar as the candidate already has this, the diploma from Pre-University
College Leiden; or the candidate must supply this immediately after obtaining it.

9. If the candidate does not comply, or does not comply fully or in the prescribed manner, with the
rules for participation in the selection for the academic year, before the date made known to
him/her via the above-mentioned websites, despite a reminder message, then his/her participation
will terminate. The candidate will receive a decision regarding this from the Faculty Board.

Article 5. Withdrawal of application for selection

1. An application that has been withdrawn by the candidate via Studielink no later than 31 January
2019 at 23.59 hours CET will be regarded as cancelled within the meaning of the RATHO.

2. A candidate who does not meet the previous education requirements as referred to in the
RATHO can submit a request to have the application cancelled up to and including 31 August 2019
via studentenadm@sea.leidenuniv.nl. The request must be accompanied by an item of
documentary evidence showing that the candidate has failed his/her examination(s), or does not
meet the previous education requirements in another way. The request will be handled by SEA
before 1 October 2019.

3. A candidate who has withdrawn his/her application for the selection will receive a written
confirmation of this via Studielink.

4. Candidates who withdraw their application after 15 January 2019 at 23.59 hours CET have used
one application attempt (chance of participation).
Candidates who do not meet the previous education requirements after 31 August 2019 have used
one application attempt (chance of participation), unless the second paragraph of this Article is
applicable.

Article 6. Admission of candidates who are not directly admissible (including an international
diploma)

1. The admission requirements relate to the previous education (pre-university education (VWO); for international candidates: level comparable to VWO) and Dutch language skills (for Politicologie and Internationale Politiek) or English language skills (for International Relations and Organisations).
A diploma from the International School, or comparable international education provided in the
Netherlands, will be regarded as a diploma obtained outside the Netherlands.

2. A candidate with a diploma that differs from the NL VWO diploma must apply for the study
programme via the ATI Portal.

3. The Admissions Office of Leiden University will advise the Political Science study programme
about the candidate’s admissibility and level. If there is any doubt about whether a candidate
meets the requirements (due to a non-standard previous education), consultation will take place
with the bachelor’s Board of Admissions of the study programme.
4. Candidates who do not meet the admission requirements, and are therefore not admissible, will be sent a reasoned decision regarding this.

**Article 7. Selection criteria and selection procedure**

1. For the selection, the Executive Board, on the proposal of the Faculty Board, has established the following selection criteria and instruments.

   For making the selection, the study programme uses the following criteria:

   a) Results of previous education
   b) Motivation
   c) Online assessment

   For making the selection, the study programme uses the following instruments:

   a. Grade list including GPA/Average;
   b. Motivation letter: of no more than 400 words, for which the guidelines will be announced on 16 January 2019. The motivation letter of IRO candidates must be written in English; the motivation letter of POL/IP candidates must be written in Dutch;
   c. Online assignment and test, consisting of a web lecture and literature, to be studied in advance, followed by multiple choice questions. For IRO candidates, the online assignment / test is in English. For POL/IP candidates, the online assignment/test is in Dutch.

2. The selection procedure consists of 1 round.

3. The dates, periods, deadlines and times of the selection period will be designated by the study programme. For candidates who, according to the details in the Municipal Personal Records Database (GBA), come from the Caribbean and for candidates who come from countries outside the Netherlands, the following provisions have been made: the selection process takes place entirely online.

4. Disability: n/a because of the online selection and the time period for submitting the motivation letter and the time period during which the online assignment and test are open.

5. Candidates who are otherwise engaged for the full 24 hours on the day of the online test, due to participation in a selection day for another study programme, or due to other compelling circumstances, can contact the Selection Committee and request another opportunity to take the online test. This request must be accompanied by one or more items of documentary evidence with which the candidate proves these circumstances.

6. The Faculty Board will establish the ranking list on the basis of the results of the selection no later than 1 April 2019.

7. The ranking number will be determined as follows: (the calculation method can be included as an appendix, if so wished).

   a) Results of previous education – 40%
   b) Motivation letter – 40%
   c) Online assessment – 20%
8. The results of the selection procedure are valid for the academic year 2019-2020. A candidate who does not accept his/her Proof of Admission has used one selection attempt. If he/she applies for participation in the selection procedure the following year, he/she will go through the entire procedure again.

Article 8. Ranking number and ranking list

1. The Faculty Board will establish the ranking list on the basis of the results of the selection no later than 1 April 2019.

2. The Faculty Board will state the selected candidates on the ranking list in the following order:
   a. at the top, the candidates who were selected on the basis of the criteria referred to in Article 3.9 Pre-University College, in the order established in accordance with that Article, and
   b. below this, the candidates who were selected on the basis of the criteria referred to in Article 7, in the established order.

3. The ranking list is determined as follows:
   a. those candidates who participated in the selection are ranked on the basis of the average of the previous education grades referred to in Article 3, the motivation letter (including the weighting of the various elements) and the results of the online test, with a weighting of 40%, 40% and 20% respectively. The outcome of this calculation is the final score of the selection. In the event of candidates having an equal score, the average of the previous education will prevail and, if necessary, thereafter the score on the online test, and thereafter the score on the motivation letter. The Faculty Board will then draw up the list of ranking numbers. A detailed description of the calculation method is included in the Selection Assessment Plan for the bachelor’s programme Political Science.
   b. those candidates who have obtained a diploma from Pre-University College Leiden, who notified this and fulfilled the other administrative obligations according to these Regulations, are placed at the top of the ranking list. The order in which they are placed in relation to each other is determined by the average grade of the previous education, as described in Article 7.

3. The Faculty Board will submit the ranking list to SEA no later than 1 April 2019. SEA will place the definitive ranking list in Studielink no later than 14 April 2019.

4. Insofar as the candidate participated in the selection, he/she will be notified of his/her awarded ranking number via Studielink on 15 April 2019. The Faculty Board will send the related reasons to the candidate after 15 April 2019.

5. The candidate has received a place if his/her awarded ranking number falls within the education capacity as stated in Article 3, fourth paragraph.

6. The results of the selection are only valid for the academic year 2019-2020. A candidate who does not accept his/her place has used one selection attempt. If he/she applies for participation in the selection procedure again the following year, he/she will have to go through the entire procedure again.

Article 9. Proof of Admission

1. Insofar as the candidate participated in the selection procedure, he/she will receive notification (via Studielink), on or after 15 April 2019, about being granted a Proof of Admission.
2. A candidate who has received a place must accept the Proof of Admission within two weeks after the day on which it was received via Studielink. A Proof of Admission that is not accepted in due time will lapse *ipso jure*.

3. If an awarded Proof of Admission lapses, Studielink will award a Proof of Admission to the next candidate who is eligible for this on the basis of his/her ranking number and who has not yet received a Proof of Admission. The award of Proofs of Admission will continue up to and including 31 August 2019.

4. A candidate who has a Proof of Admission must prove no later than 15 July 2019 that he/she meets the previous education requirements and further previous education requirements. If the candidate cannot meet these, he/she must submit a request for deferment of this obligation to SEA no later than 15 July 2019. The deferment will be granted up to and including 31 August 2019. If the candidate does not fulfil these obligations, his/her Proof of Admission will lapse. Candidates with a previous education whose diplomas are supplied later than 15 July can submit a request for deferment of this obligation to SEA; however, they must meet the previous education requirements before 31 August 2019.

**Article 10 Objection and appeal**

1. Candidates can lodge an objection against decisions relating to the selection within six weeks, to the Appeals and Objections Committee (*Commissie voor Beroep- en Bezwaarschriften CBB*) of the Executive Board of Leiden University. The objection must be lodged by means of a letter of objection, stating the reasons and accompanied by a copy of the contested decision.

2. The CBB will issue advice on the letter of objection. After receiving the advice of the CBB, the Executive Board will take a decision about the objection as soon as possible. If necessary, a candidate can lodge an appeal against the decision on the objection, to the Appeals Tribunal for Higher Education (*College van Beroep voor het Hoger Onderwijs CBHO*) in The Hague.

3. If a candidate’s objection or appeal to the CBHO is declared well-founded before 1 September 2019, and it is decided that the candidate, on the basis of his/her results in the selection round, will be given a Proof of Admission, this Proof of Admission will relate to the academic year 2019-2020.

4. If a candidate’s objection or appeal to the CBHO is declared well-founded after 1 September 2019, and it is decided that the candidate, on the basis of his/her results in the selection round, will be given a Proof of Admission, this Proof of Admission can relate to the academic year 2020-2021.

**Article 11. Final provisions and effective date**

1. In the case of exceptional situations for which these Regulations do not provide, the Faculty Board will decide.

2. These Regulations enter into effect on the date on which they are adopted by the Faculty Board, and are applicable for the selection for the academic year.

3. Advice on these Regulations was issued by the Faculty Council of the Faculty of Social and Behavioural Sciences.

**Article 12. Official title**
These Regulations may be cited as: Selection Regulations of Leiden University for Bachelor’s programme Political Science (and the specialisations Internationale Politiek and International Relations and Organisations) 2019-2020.

These Regulations were adopted by the Faculty Board on 19 June 2018, and confirmed by the Executive Board on ... 2018.
Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek WHW)

ARTICLE 7.53 (as in force on 1 September 2017)

Limited enrolment due to available education capacity

1. In connection with the available education capacity, the Institutional Board can set a maximum limit for the number of students that can be enrolled for the first time for the propaedeutic phase of each study programme. This maximum number is set for one academic year. If a study programme has not instituted a propaedeutic phase, the term «propaedeutic phase» will also be understood to mean the phase in a bachelor’s programme that coincides with the first period in a study programme, with a study load of 60 credits.

2. In connection with the available education capacity, the Institutional Board will select the prospective students exclusively on the basis of qualitative criteria. There will be at least two types of qualitative selection criteria.

3. The qualitative selection criteria and the selection procedure that will form the basis for admission, if the number of prospective students exceeds the maximum number referred to in the first paragraph, will be made known by the Institutional Board in due time. The Institutional Board will adopt regulations for this purpose. In adopting the regulations, the Institutional Board will take account of the interests of prospective students from the public bodies of Bonaire, St Eustatius and Saba, and of Aruba, Curaçao and St Maarten.

4. The Institutional Board will not enrol more students than the maximum number set by the Institutional Board in connection with the available capacity.

5. If a ministerial regulation as referred to in Article 7.56 has been adopted in respect of a study programme, this Article will not be applicable.

6. The Institutional Board must notify the Minister of Education about the maximum number set before 1 December of the calendar year preceding the first academic year for which this maximum number has been set.

7. Rules can be laid down by ministerial regulation in relation to at least the following:
   a. the application date for selection; and
   b. the number of selection procedures for a specific study programme in which a candidate can participate in the same academic year, if this study programme is offered by more than one institution, as referred to in Article 1.2(a).