

Selection and Placement Regulations of Leiden University, Bachelor's Political Science programme, International Relations and Organisations 2027-2028

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 into account the interests of prospective students from the public bodies of Bonaire, St Eustatius and Saba, and respectively of Aruba, Curaçao and St Maarten.

Article 1. Abbreviations and definitions

1. Abbreviations

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

ABRvS: The Administrative Jurisdiction Division of the Council of State (*Afdeling Bestuursrechtspraak van de Raad van State*);

BA IRO: Bachelor of Political Science, English track, 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 of Application and Admission in Higher Education (*de Ministeriele Regeling Aanmelding en Toelating Hoger Onderwijs*);

SEA: Student Educational Affairs Office of Leiden University (*Studenten- en Onderwijszaken SOZ*);

ULCN: Leiden University Community Network;

uSis: The University Student Information System of Leiden University;

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

2. Definitions

The terms used in the WHW and RATHO also apply to this regulation.

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

Academic year: The period of time that commences on 1 September 2027 and ends on 31 August 2028 in the following year.

Admissions Office: The department of Leiden University that advises study programmes regarding the admissibility of prospective students 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 Study Programme (uSis): The online uSis portal where prospective students with a pre-education other than the Dutch VWO submit their application and selection documents and request admission.

Application Fee: [Fee of 100 euros](#) paid by prospective students who are not directly admissible when they apply for the assessment of their previous education.

Assessment plan: A plan which describes the assessment methods:

- To convert average grades from the 5vwo final progression report, the final exam grades from the 6vwo diploma, and scores from HBO diploma or HBO propaedeutic courses, as well as HAVO final exam grades or those from an international preparatory program, into an overall final score.
- To determine the scores for the online assessment, consisting of multiple-choice questions.

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

Grade Point Average: The average score from previous education, as reported by the previous educational institution or assessed and adjusted to VWO level by the Admissions Office.

Grading list HAVO diploma: An extract from the DUO diploma register detailing all completed subjects and grades, or the final HAVO exam list issued by a recognised educational institution, must be signed and dated.

Grading list International previous education: A certificate provided by a recognised educational institution, signed and dated, listing all subjects and grades for examinations completed. If the prospective student has not yet taken the final exam, the grades obtained in previous years, up to the date of issuance, are verified.

Grading list 5 VWO Progression report: A document issued by a recognised Dutch educational institution, other than a document that relates to both the fifth and sixth grades, signed, showing that the prospective student referred to in that document has been promoted from the fifth to the sixth year of preparatory scientific education and which, for the subjects in which the central examination is taken, indicates the grades obtained in the promotion of school year 2025-2026.

Grading list VWO final exam: an extract from the DUO diploma register or certified list of grades issued by a recognised educational institution, signed and provided with the date of issue, with the average grades obtained in the VWO school exam and VWO final exam.

Numerus Fixus track: A track within a bachelor's program for which a limited number of students can be enrolled.

Online assessment: An online tool used to allow prospective students to study subject matters of the first year's curriculum, with a final multiple-choice test.

Proof of Admission: A document issued in the prospective student's name, as defined by the RATHO, sent by the Executive Board via email from Studielink, serves as proof that the prospective student has completed the selection process and has been accepted into the designated educational capacity. Additionally, the prospective student must demonstrate that they meet the prior education requirements.

Prospective student: An individual who has submitted their application through Studielink for the Numerus Fixus track International Relations and Organisations, English track of the bachelor's program in Political Science, and has taken all the necessary steps in the online uSis application portal for the admission, selection and placement procedure, with the intent to enrol in this study program.

Ranking list: A document in which the prospective students who completed the selection procedure are placed in sequence based on the results they obtained in the selection, in descending order from the highest result to the lowest result.

Ranking number: The number that corresponds to the prospective student's place on the list referred to in Article 8.

Request for Admission: The application in the online uSis portal 'Application Study Programme' of a prospective student who is not directly admissible based on his/her previous education.

Selection Committee: The committee, referred to in Article 2, for the Bachelor's programme in Political Science, whose members are appointed by the Faculty Board.

Selection criteria: The criteria used for selecting prospective students for the study programme.

Selection and Placement Portal: The selection and placement submenu in the online uSis Portal 'Application Study Programme,' where prospective students with a Dutch pre-education can post their transcripts of grades for the selection process.

Selection process: the process prospective students must complete to receive a ranking number.

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

Study programme: the bachelor's programme in Political Science delivered by Leiden University.

ULCN account: A personal account within ULCN is issued after registration in uSis. Individuals who have submitted a (preliminary) application for a study programme at Leiden University can also use this account. It provides early access to network functionalities related to the application process.

uSis number: A unique identification number assigned to every prospective student after applying. Once enrolment is complete, this number is used to record the student's enrolment details and academic results.

Article 2. Authority for selection

1. Based on Article 7.53 of the WHW, the Executive Board is granted the authorisation to select and place, and the Executive Board mandates the execution of the selection procedure to the Faculty Board.
2. The Selection Committee advises the Faculty Board on how the provisions of these Regulations should be applied, and whether or not to select and place the prospective student. The Faculty Board establishes a final ranking list.

Article 3. Application requirements for the Bachelor's in Political Science, Fixus Track: International Relations and Organisations.

1. A prospective student can apply for the selection procedure once per academic year.
2. A prospective student may apply for the selection process a maximum of two times, provided that previous applications did not lead to enrolment in the study program. This applies regardless of the selection criteria used in their previous applications.
3. Selection will take place according to the criteria referred to in Article 7.
4. For the academic year, a maximum of 400 full-time places are available.
5. If a prospective student has not met the conditions for participating in the selection process, or has not met them in full or in the prescribed manner, before 31 January 2027, 23.59 CET, despite the reminder notification, then the prospective student will not participate in the selection process for the academic year. This will be notified by the Faculty Board to the prospective student. Rules for participation in the selection process include, in any case:
 - supplying the correct personal details based on which the prospective student's identity can be verified;
 - paying an application fee and submitting a Request for Admission, in the case of prospective students who are not directly admissible;
 - supplying further previous education details to the Admissions Office, in the case of prospective students who are not directly admissible;
 - uploading the UNL decentralised list of grades of the 5 VWO progression report in the online uSis portal 'Application Study Programme,' submenu 'Selection and Placement.'
 - upload of a certified or approved list of grades by an educational institution or DUO extract from a VWO final exam list, HBO or HBO-P list of grades and HAVO final exam list, IB or list of obtained grades from an international prior education in the online uSis portal 'Application Study Programme.'
6. The personal details of a prospective student, including the selection details, which become available in the context of the selection, will be processed in a way that is consistent with selecting prospective students pursuant to Article 7.53 of the WHW.
7. The personal and selection details of a prospective student whose selection procedure has resulted in enrolment at Leiden University will be retained in the student's file for 10 years, for 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 prospective student participated in the procedure for selection and the registration number in Studielink, including uSis student ID number;
 - details of the previous education: grading lists, grade point average and diploma information;
 - whether a prospective student has been selected that year or not, and the ranking number.
8. Personal data is processed to benefit and enhance the educational program. Article 21 of the GDPR allows you to object to the processing of personal data. We will conduct a further assessment of interests, taking into account the specific situation. The prospective student submits a GDPR objection to the Executive Board, Legal Affairs Department: CBB@bb.leidenuniv.nl. In addition, prospective students can exercise several rights under certain conditions. These include the right to access their data, the right to correct any inaccurate or incomplete information, the right to request the deletion of their data, and the

right to restrict the processing of their data. To exercise any of these rights, prospective students can contact the Data Protection Officer: privacy@bb.leidenuniv.nl.

** The prospective student will be notified by the Faculty Board if, after 31 January 2027, it appears that the rules for participation in the selection have not been taken into account or have not been taken into account correctly. Suppose, during or after the selection, it becomes apparent that the data mentioned above have not been provided or have been provided incorrectly. In that case, the Faculty Board may declare the selection result invalid.*

Article 4. Application for selection in Studielink and uSis

1. A prospective student 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 2027 at 23.59 hours CET, via Studielink.
2. Prospective students 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 prospective student's address details (e-mail address) as held by Studielink. The prospective student must ensure that the postal address is up to date and that the current e-mail address is functioning at all times.
4. If a prospective student does not apply in due time, the prospective student will receive a message "enrolment application rejected" via Studielink. If the prospective student so wishes, they can generate an email showing the time of their application, after 15 January 2027. A prospective student who has not submitted an enrolment application via Studielink by 15 January 2027 at the latest, and still wishes to participate in the selection procedure for a study programme at Leiden University, must submit a request to the Faculty Board. This request must be sent by email to selectiepol@fsw.leidenuniv.nl.
5. The Faculty Board will decide whether a prospective student who has submitted a request to this effect after 15 January 2027 will be admitted to the selection procedure. To still be allowed to participate in a selection procedure after 15 January 2027, all of the following conditions must in any case have been met:
 - a. the prospective student was demonstrably unable to submit the enrolment application in due time throughout the entire period from 1 October 2026 to 15 January 2027;
 - b. the prospective student submitted the request as soon as possible after 15 January 2027 and no later than 1 February 2027;
 - c. the selection of the study programme that the prospective student wishes to take has not yet started;
 - d. refusal to allow participation in the selection would constitute a case of extreme unfairness.
6. A request as referred to in the fourth clause must be accompanied by one or more items of documentary evidence proving that the prospective student was unable to submit an enrolment application in due time via Studielink.
7. A prospective student who wishes to make use of special facilities in connection with a disability, for example, dyslexia, ADHD or diabetes, must make this known via the online form in the FAQ on the website, or by email via selectiepol@fsw.leidenuniv.nl by 31 January 2027 at the latest and must

substantiate this request with documentation (medical or psychological statement).

8. After the registration, the prospective student must provide the following information before the deadlines as instructed on the website [Application, selection and placement - Leiden University](#) and meet the following requirements:
 - a. In accordance with the aforementioned and on the website [Application, selection and placement - Leiden University](#) published requirements and instructions regarding the uploading of the 5vwo transition report using the decentralised grading form or certified transcripts of previous education as referred to in Article 1, second paragraph;
 - b. Completion and submission of the online assessment by the prospective student in accordance with the requirements, deadlines, and instructions on the aforementioned website [Application, selection and placement - Leiden University](#) and in the instruction email.

Article 5. Withdrawal of application for selection

1. An application that has been withdrawn by the prospective student via Studielink no later than 15 January 2027 at 23.59 hours CET will be regarded as cancelled within the meaning of the RATHO.
2. A prospective student who does not meet the previous education requirements as referred to in the RATHO can submit a request to have the application withdrawn up to and including 31 August 2027 via studentenadm@sea.leidenuniv.nl. The request must be accompanied by documentary evidence showing that the prospective student has failed their examination(s) or does not meet the previous education requirements in another way. SEA will handle the request before 30 September 2027.
3. A prospective student who has withdrawn their application for the selection will receive a written confirmation of this via Studielink.
4. Prospective students who withdraw their application after 15 January 2027 at 23.59 hours CET have used one application attempt (participation opportunity).
5. Prospective students who do not meet the previous education requirements after 31 August 2027 have used one application attempt (participation opportunity), unless the second clause of this Article is applicable.

Article 6. Not directly admissible prospective students (including international diplomas)

1. The admission requirements relate to the previous education (pre-university education (VWO); for international prospective students: level comparable to VWO) and English language skills (for International Relations and Organisations). A diploma from the International School, or equivalent international education provided in the Netherlands, will be regarded as a diploma obtained outside the Netherlands.
2. Prospective students who are not directly admissible submit a request for admission via the online uSis portal 'Application Study Programme' no later than 31 January 2027 at 23:59 CET.
3. The Admissions Office of Leiden University will advise the Political Science study programme about the prospective students' admissibility and level. If there is any doubt about whether a prospective student meets the requirements (due to non-standard previous education), the bachelor's Board of Admissions of the study programme will consult to determine admissibility.
4. Prospective students 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 procedure¹

1. For the selection procedure, the Executive Board, on the proposal of the Faculty Board, has established the following selection instruments:
 - a. Results of previous education
 - b. Online assessment
2. The selection instruments referred to under a and b is carried out in accordance with the following elaboration: To carry out the selection, the programme uses the following two selection criteria and tools:
 - a. 30% of the grade point average/GPA of the previous education
 - b. 70% of the online assessment: Introduction to political science (study material to be studied in advance), including literature and pre-recorded lectures, and tested with 40 multiple-choice questions.
5. The selection procedure will take place in 1 round.
6. The programme determines the date and time of the selection criteria.
7. The prospective student will be offered a resit opportunity if the prospective student has not been able to participate in the regular selection based on the qualitative selection criteria due to exceptional and compelling circumstances.
8. Prospective students who are unable to attend the full 35 hours on the day of the online assessment due to compelling circumstances (severe circumstances) may submit a request for a resit to the Selection Committee via selectiepol@fsw.leidenuniv.nl. The request must include one or more supporting documents demonstrating compelling circumstances. A request can be submitted until 1 March 2027.
9. The ranking number will be determined by the total weighted score, which shall be defined as follows:
 - a. 30 % of the preliminary education results (GPA)
 - b. 70% of the Online Assessment: Introduction to Political Science

¹ Includes the selection criteria and procedure as submitted to and determined by the CvB, in accordance with the capacity fixus format.

Article 8. Ranking number and ranking list

1. The Faculty Board will establish the ranking list based on the results of the selection no later than 1 April 2027.
2. The Faculty Board will state the selected prospective students on the ranking list in the following order:
 - a. The prospective students who participated in the selection are ranked based on the average of the preliminary grades mentioned in Article 3 and the result of the online assessment as mentioned in Article 7, with a weighting of 30% and 70%, respectively. The sum of the results will be the total weighted final score in the selection process. With a similar final score, the average grade of the pre-education will prevail.
 - b. The Selection Committee will draw up the list of ranking numbers. A detailed description of the calculation method is included in the 'Assessment plan Selection and Placement Bachelor Political Science'.
3. The Faculty Board will submit the ranking list to SEA no later than 1 April 2027. SEA will publish the definitive ranking list in Studielink no later than 14 April 2027.
4. Insofar as the prospective student participated in the selection, the prospective student will be notified of the awarded ranking number via Studielink on 15 April 2027. The related motivation will be sent by the Faculty Board to the prospective student on or after 15 April 2027.
5. The prospective student has received a place if the awarded ranking number falls within the education capacity as stated in Article 3, fourth clause.
6. The results of the selection are only valid for the academic year 2027-2028. A prospective student who does not accept the place has used one selection attempt. If the prospective student applies to participate in the selection procedure again the following year, they must go through the entire procedure again.

Article 9. Proof of Admission

1. Insofar as the prospective student participated in the selection procedure, the prospective student will receive notification (via Studielink), on or after 15 April 2027, about being granted a Proof of Admission.
2. A prospective student 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 automatically lapse.
3. If an awarded Proof of Admission lapses, Studielink will award a Proof of Admission to the next prospective student who is eligible for this on the basis of the 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 2027.
4. The prospective student who holds a certificate of admission must demonstrate by 15 July 2027 that he meets the prior education requirements and the further prior education requirements. If the prospective student is not yet in a position to comply with this obligation, the prospective student will submit a request to postpone this obligation by 15 July 2027 at the latest. The postponement will be granted until 31 August 2027. If the prospective student does not comply with this obligation, their proof of admission will lapse.

Article 10. Intake in a subsequent academic year

A prospective student who, after accepting a certificate of admission and completing the registration for the programme, terminates the registration before 1 February of that academic year, can register for this programme in a subsequent academic year.

Article 11. Objection and appeal

1. Prospective students 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 as a letter of objection (CBB@bb.leidenuniv.nl), 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 CBB's advice, the Executive Board will decide on the objection as soon as possible. If necessary, a prospective student can appeal against the decision on the objection to the Administrative Jurisdiction Division of the Council of State (Afdeling Bestuursrechtspraak van de Raad van State ABRvS) in The Hague.
3. If a prospective student's objection or appeal to the ABRvS is declared well-founded by 31 August 2027, and it is decided that the prospective student, based on the prospective student's results in the selection round, will be given a Proof of Admission, this Proof of Admission will relate to the academic year 2027-2028.
4. If a prospective student's objection or appeal to the ABRvS is declared well-founded after 31 August 2027 and it is decided that the prospective student, based on the prospective student's results in the selection round, will be given a Proof of Admission, this Proof of Admission may relate to the academic year 2028- 2029.

Article 12. 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 were adopted by the Board of the Faculty of Social and Behavioural Sciences on July 6, 2026 and ratified by the Executive Board on September 8, 2026. These Regulations apply to the selection for the 2027-2028 academic year.
3. Advice on the selection criteria and selection procedure, as stated in Article 7, was issued by the University Council.
4. The Faculty Council of the Faculty of Social and Behavioural Sciences issued advice on these Regulations.

Article 13. Official title

These Regulations may be cited as: Selection Regulations of Leiden University for Bachelor's programme, Political Science 2027-2028.

Attachment

Overview of dates and deadlines S&P process

The table below provides an overview of all dates and deadlines applicable to the Selection & Placement process. The dates are included in the Model Selection & Placement Regulations (**S&P**) and stem from either the Regulations for Application and Admission to Higher Education (**RATHO**), an agreement between UNL and the VO-Raad (**UNL/VO**), or an agreement within Leiden University (**internal**).

	Description details/deadline	S&P article	RATHO article	INTERN	UNL/VO
1	15 January 23.59: closure registration	4.1	4.3	n/a	n/a
2	15 January: 5vwo transition grades October 1 reference date	2		n/a	agreement
3	15 January: withdraw registration	5.1	4.5	n/a	n/a
4	January 15: request for facilities due to disability, request substantiated by January 31	4.7		agreement	n/a
5	January 31: all information provided by the prospective student	3.5		agreement	n/a
6	January 31: submit 5vwo transition grade list	2 and 4.8			agreement
7	January 31: Submission of admission request for prospective students	6.2		agreement	n/a
8	Date of draw execution	7	4.7.a	agreement	n/a
9	April 1: Faculty Board rankings determined	8.1		agreement	n/a
10	April 14: submitting ranking in Studielink	8.3	4.7.1		
11	April 15: prospective student receives ranking number	8.4	4.8.4		
12	April 15: Prospective student receives notification about the award of proof of admission	9.1	4.8.4		

13	June 1: Submit visa application			Regulation ICE, art.3.1.5	n/a
14	July 15: meet entry requirements		4.9.1	agreement	n/a
15	July 15: Request for postponement of meeting entry requirements	9.4	4.9.1	agreement	n/a
16	August 31: meet entry requirements after postponement		4.9.1	agreement	n/a
17	August 31: at the latest, proof of admission will be issued	9.3	4.8.9		
18	No later than August 31: objection or appeal ABRvS is declared well-founded in the relevant academic year	11.3		agreement	n/a
19	After August 31: objection or appeal ABRvS is declared well-founded for admission in the next academic year	11.4		agreement	n/a
20	August 31: Submit a request to cancel your participation in the selection due to failure to meet entry requirements	5.2	4.5		
	Description dates/deadlines	S&P article	RATHO article	INTERN	UNL/VO