

Selection Regulations of Leiden University

Bachelor's programme Political Science 2023-2024

(incl. tracks *Internationale Politiek* and International Relations and Organisations)

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 respectively of Aruba, Curaçao and St Maarten.

Article 1. Abbreviations and definitions

1. Abbreviations

In these Regulations, the following abbreviations 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. tracks *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 Admission (*Aanmelding en Toelating Hoger Onderwijs*);

RfA: Request for Admission;

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

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

ULCN: Leiden University Community Network;

uSis: the student administration system of Leiden University;

WHW: Higher Education and 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 2023 and ends on 31 August 2024 in the following year.

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 the assessment of their previous education.

Assessment plan: that plan that describes at least:

How the progression grades of the pre-university education 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.

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.

Faculty Board: the 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.

Grading list HAVO final exam: extract from the DUO diploma register on which all obtained subjects and grades are clearly stated or the final list of the HAVO exam, issued by a recognized educational institution, signed and provided with the date of issue.

Grading list International preliminary training: a document issued by an approved educational establishment, signed and marked with a date of issue, indicating all subjects and grades in which the examination has been taken. If the candidate has not yet taken a final exam, the predicted grades (IB diploma) and grade average of the grades obtained up to and including the date of issue are checked.

Grading list VWO final exam: an extract from the DUO diploma register or certified list of grades on which all school exam grades (SE) obtained are listed for the VWO exam, or the official list of the VWO final exam, issued by a recognized educational institution, signed and provided with date of issue.

Grading list VWO SE-grades with reference date 13 January 2023: a certified list of grades showing all average school exam grades (on 1 decimal) obtained up to and including 12 January 2023, issued by a recognized Dutch educational institution, with signature and date of issue.

Online assessment: online tool used to allow candidates to study subject matters with a final online test.

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

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.

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.

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

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.

Selection Committee: the committee, referred to in Article 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 and Placement Portal: the portal in uSis where candidates with a Dutch pre-education can post their application documents for the selection process.

Selection process: the process to be gone through by the candidate in order 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 Political Science delivered by Leiden University.

ULCN account: personal account within ULCN, which is issued after registration 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: a unique number within uSis that every (prospective) student receives after applying and, if the enrolment is completed, is the number under which the student's enrolment details and study results are recorded.

Article 2. Authority for selection

1. Based on Article 7.53 of the WHW, the Executive Board is granted the authorization 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 candidate. The Faculty Board establishes a final ranking list.

Article 3. Administrative rules for application Bachelor

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 process for the academic year or has not met them in full or in the prescribed manner, before 31 January 2023, 23.59 CET, - despite a reminder-, then he/she will not participate in the selection process for the academic year. This will be notified to the candidate by the Faculty Board. The rules for participation in the selection process 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 a certified list of grades with the average SE grades obtained up to 12-1-2023 and including reference date 13 January 2023 in the S&P Portal (uSis) or;
- uploading a certified 6 VWO final exam list (extract DUO) in the S&P Portal; and in both cases:
- fill in of the grade average on the online form for the subjects in which final exams are taken or have already been taken.

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 the uSis number;
- details of the previous education: grade lists and diploma information, and average scores;
- if a candidate has been selected that year, and the ranking number.

8. The personal data are processed in the interest of the training and its improvement. Article 21 of the GDPR offers the possibility to object to the processing of personal data. A further weighing of interests will then take place, taking into account the specific situation. The candidate submits a GDPR objection to the Executive Board, Legal Affairs Department: secretariaat-jz@bb.leidenuniv.nl. In addition, there are other rights that candidates can invoke – under certain conditions : the right of access, the right to change data when they are factually incorrect or incomplete, the right to erasure, and the right to restriction of processing. Requests to exercise these rights can be addressed by the candidate to the Data Protection Officer: privacy@bb.leidenuniv.nl.

9. The candidate will be notified by the Faculty Board if, after 31 January 2023, it appears that the rules for participation in the selection have not been observed or have not been observed correctly. If during or after the selection it appears that the aforementioned data have not been provided or have not been provided correctly, the Faculty Board may decide that the selection result will be declared invalid.

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 2023 at 23.59 hours CET, via Studielink.

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 postal address is up-to-date and the current e-mail address is functioning at all times.
4. If a candidate does not apply in due time, the candidate 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 2023. A candidate who has not submitted an enrolment application via Studielink by 15 January 2023 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 no later than 31 January 2023.
5. The Faculty Board will decide whether a candidate who has submitted a request to this effect after 15 January 2023 will be admitted to the selection procedure. In order to still be allowed to participate in a selection procedure after 15 January 2023, 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 2022 to 15 January 2023;
 - b. the candidate submitted the request as soon as possible after 15 January 2023;
 - 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 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 candidate was unable to submit an enrolment application in due time via Studielink.
7. A candidate who wishes to make use of special facilities in connection with a disability, for example dyslexia, must make this known by email at the latest on 31 January 2023 at the time of registration via selectiepol@fsw.leidenuniv.nl and must substantiate this request with documentation (medical or psychological statement).
8. After the registration, the candidate must provide the following information on the dates via the website¹, and meet the following requirements:
 - a. meet the requirements and instructions (set for this purpose and published on the website with regard to the certified list of grades average) and upload the SE grades until 15 January 2023.
 - b. meet the requirements and instructions (set for this purpose mentioned on the website and published in an email message) to upload a dated and signed motivation letter. Deadline 8 February 2023;
 - c. meet the requirements and instructions for the online assessment (set for this purpose on the aforementioned website and published in an email message) to join and complete the

¹ [Application, selection and placement - Leiden University \(universiteitleiden.nl\)](#)

online assessment by the candidate. The deadline of the online assessment is 18 February 2023 13:00 hrs CET. The online assessment will be accessible to the candidates for 24 hours from 17 February 13:00 hrs to 18 February 13:00 hrs CET.

Article 5. Withdrawal of application for selection

1. An application that has been withdrawn by the candidate via Studielink no later than 15 January 2023 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 2023 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 30 September 2023.
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 2023 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 2023 have used one application attempt (chance of participation), unless the second clause 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 *Politologie* 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. Candidates who are not directly admissible submit a request for admission via the ATI portal (uSis) no later than 31 January 2023 at 23:59 CET.
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 letter
- 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 published on 1 February 2023. 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 assessment, consisting of web lectures and literature, to be studied in advance, tested by multiple choice questions.
2. The selection procedure consists of 1 round.
3. Candidates who are unable to attend the full 24 hours on the day of the online assessment due to compelling circumstances can submit a request for resit to the Selection Committee via selectiepol@fsw.leidenuniv.nl. The latter must be accompanied by documentation with which the candidate demonstrates the serious circumstances. Applications can be submitted until 28 February 2023.
4. The ranking number will be determined as follows:
- a) Results of previous education – 40%
 - b) Motivation letter – 40%
 - c) Online assessment – 20%

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 2023.
2. The Faculty Board will state the selected candidates on the ranking list in the following order:
 - 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.
 - b. the Selection Committee then draws 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 2023. SEA will place the definitive ranking list in Studielink no later than 14 April 2023.
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 2023. The Faculty Board will send the related reasons to the candidate after 15 April 2023.
5. The candidate has received a place if his/her 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 2023-2024. 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 2023, 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 2023.

4. The candidate who holds a certificate of admission must demonstrate by 15 July 2023 that he meets the prior education requirements and the further prior education requirements. If the candidate is not yet in a position to comply with this obligation, the candidate will submit a request for postponement of this obligation by 15 July 2022 at the latest. The postponement will be granted until 31 August 2023. If the candidate does not comply with this obligation, his/her proof of admission will lapse.

Article 10. Intake in a subsequent academic year

A candidate 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. 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 by 31 August 2023, 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 2023-2024.
4. If a candidate's objection or appeal to the CBHO is declared well-founded after 31 August 2023, 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 may relate to the academic year 2024-2025.

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 Faculty of Social and Behavioural Sciences on 5 September 2022, and ratified by the Executive Board on 20 September 2022. These Regulations are applicable for the selection for the academic year 2023-2024.
3. Advice on the selection criteria and selection procedure, as stated in article 7, was issued by the University Council.

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

Article 13. Official title

These Regulations may be cited as: Selection Regulations of Leiden University for Bachelor's programme Political Science 2023-2024.