

# Selection & Placement Regulations of Leiden University

## Bachelor's Programme in Psychology 2024-2025

*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 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:

BSc PSY: Bachelor programma Psychology;

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;

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

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

ULCN: the 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

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

Academic year: the period of time that commences on 1 September 2024 and ends on 31 August 2025 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. This office also advises study programmes regarding the comparison of grades in connection with the Grade Point Average (GPA) selection criterion.

Assessment Plan: the plan that describes at least:

- how the end exam grades are converted to an average grade (see Article 7.5).  
The basic principle is that candidates with a Dutch previous education and international candidates must have equal opportunities.
- how the Online Assessment is compiled and how the scores of the Online Assessment are converted to the final score for the Online Assessment.

Admission Portal (uSis): the admission portal within uSis in which candidates can view matters with regards to their application, admission and enrollment and submit their admission request.

Candidate: a person who has applied via Studielink to take part in the selection for the study programme in Psychology delivered by Leiden University, with the intention of enrolling for this study programme.

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

Grade List HAVO final examination: an extract from the diploma register of Education Executive Agency (DUO), which clearly shows all the subjects passed and grades attained, or the final list of the senior general secondary education (HAVO) examination, issued by a recognised educational institution, signed and dated.

Grade List International previous education: a document issued by a recognised educational institution, signed and dated, which shows all subjects and grades, to at least one decimal place, for which a final examination was taken. If the candidate has not yet taken a final examination, the most recent transcript of grades will be used.

Grade List Transition report 5VWO: a document issued by a recognized Dutch educational institution, signed, which shows that the candidate mentioned in that document has been promoted from the fifth to the sixth year of pre-university education (VWO) and in which the marks obtained during the promotion for all subjects the 2022-2023 school year are listed.

Grade List VWO final examination: an extract from the diploma register of Education Executive Agency (DUO), which clearly shows all the subjects passed and grades attained, or the final list of the pre-university education (VWO) examination, issued by a recognised educational institution, signed and dated.

Online Assessment: online module which is used to examine candidates. Candidates can prepare for the Online Assessment by participating in the Self Study Module.

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

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 allocated a place within the set teaching capacity. The candidate will also have to prove that the candidate 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.

Selection Committee: the committee referred to in Article 2 for the bachelor's programme in Psychology, whose members are appointed by the Faculty Board.

Self-Study Module: online module which can be used to prepare for the Online Assessment.

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 Psychology delivered by Leiden University.

Submenu Admission (uSis): the submenu under Application Study Programme in uSis in which candidates can submit their request for admission.

Submenu Selection & Placement (uSis): the submenu under Application Study Programme in uSis in which candidates with a previous Dutch education can submit their documents for the selection process.

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.

## **Article 2. Authority for selection**

1. The authority for selection and placement conferred on the Executive Board by virtue of Article 7.53 WHW has been mandated by the Executive Board to the Faculty Board, and sub-mandated to the Selection Committee.
2. The Selection Committee advises the Faculty Board on how the provisions of these Regulations should be applied, and on whether or not to select and place a candidate. The Faculty Board establishes a definitive ranking list.

## **Article 3. Administrative rules for application Bachelor Psychology**

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 complied with the rules for participating in the selection for the academic year, or has not complied with them in full or in the prescribed manner, before 31 January 2024, as described on the following website: <https://www.universiteitleiden.nl/en/education/study-programmes/bachelor/psychology/admission-and-application>, then the candidate will not be able to participate in the selection for that academic year. This will be notified to the candidate by the Faculty Board. 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;
  - submitting a request for admission, in the case of candidates who are not directly admissible;

- uploading required documents in the submenu Selection & Placement for candidates with a Dutch previous education, and
- submitting grades of the secondary education in the online form by candidates with a Dutch 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 Psychology, and will be treated confidentially and not disclosed to any third parties. The personal details concerned are the following:

- name, sex, date of birth and uSis number;
- the year in which the candidate participated in the procedure for selection;
- details of the previous education, including the average grade for the stated subjects;
- whether the candidate was selected or not in that year, and also the ranking number and information about how the candidate scored on the individual selection criteria.

8. The personal details will be processed for the benefit (and improving) of the programme. Article 21 of the GDPR offers the opportunity to object to the use of personal data. The various interests at play will then be reconsidered, taking into account the specific situation in question. Candidates should submit a GDPR objection to the Executive Board, for the attention of the Legal Affairs Department: [secretariaat-jz@bb.leidenuniv.nl](mailto:secretariaat-jz@bb.leidenuniv.nl). There are further rights to which candidates may also have recourse – on certain conditions: the right to view the personal data, the right to amend the data if these are factually incorrect or incomplete, the right to have data removed, and the right to restrict the processing of data. Candidates can direct requests to exercise these rights to the Data Protection Officer: [privacy@bb.leidenuniv.nl](mailto:privacy@bb.leidenuniv.nl).

#### **Article 4. Application for selection in Studielink and uSis**

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 2024 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 and uSis.

3. The information, notifications and decisions provided during the selection procedure will be sent via the candidate's address details (postal address and e-mail address) as held by Studielink. The candidate must ensure that the correct postal address and the current and functioning e-mail address are held by Studielink at all times.

4. If a candidate does not apply in due time, they will receive a message "enrolment application rejected" via Studielink. If the candidate so wishes, they can generate an e-mail showing the time of their application, after 15 January 2024. A candidate who has not submitted an enrolment application via Studielink by 15 January 2024 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 via [bachelorpsychology@fsw.leidenuniv.nl](mailto:bachelorpsychology@fsw.leidenuniv.nl).

5. The Faculty Board will decide whether a candidate who has submitted a request to this effect after 15 January 2024 will be admitted to the selection procedure. In order to still be allowed to participate

in a selection procedure after 15 January 2024, all of the following conditions must in any case have been met:

- the candidate was demonstrably unable to submit the enrolment application in due time during the period from 1 October 2023 up to and including 15 January 2024;
- the candidate submitted the request as soon as possible after 15 January 2024;
- the selection of the study programme that the candidate wishes to take has not yet started;
- 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. A candidate who wishes to make use of special facilities, in connection with a disability, such as dyslexia, ADHD, or diabetes must submit this request by filling in the Online Disability Form before 31 January 2024 and must substantiate this request with documentation (medical or psychological statement). The candidate may then – depending on the functional limitation – be eligible for extra time for the Online Assessment.

8. Participants in the Pre-University College Leiden must supply the diploma (if the candidate already has this) or proof of participation before 31 January 2024 23.59 hours CET via the submenu Selection & Placement (uSis).

9. If the candidate does not comply with the rules for participating in the selection for the academic year 2024-2025, or does not comply with them in full or in the prescribed manner, as described in the following website <https://www.universiteitleiden.nl/en/education/study-programmes/bachelor/psychology/admission-and-application>, then their participation will be terminated. The candidate will be notified by the Faculty Board.

At least the following must have been arranged:

- submission of the required data such as described in Article 3.5 and
- completion of the Online Assessment

#### **Article 5. Withdrawal of application for selection**

1. An application that has been withdrawn by the candidate via Studielink no later than 15 January 2024 at 23.59 hours 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 2024 via [studentenadm@sea.leidenuniv.nl](mailto:studentenadm@sea.leidenuniv.nl). The request must be accompanied by an item of documentary evidence showing that the candidate has failed their examination(s), or does not meet the previous education requirements in another way. The request will be handled by SEA by 30 September 2024.

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

4. Candidates who withdraw their application after 15 January 2024 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 2024 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 admission (for instance, holders of 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/English language skills, as mentioned in the OER. A diploma from an 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 must submit a request for admission via the submenu Admission in uSis before 31 January 2024 23.59 hours CET.
3. The Admissions Office of Leiden University will advise the Psychology 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), the Admission Committee will be consulted.
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:

- Average grade, see Article 7.5
- Result of Online Assessment

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

- Grade List; the grade list must be submitted via uSis
- For the Online Assessment, the learning management system Brightspace is used.

2. The selection procedure takes place in 1 round.
3. The period of the Self Study Module and the date of the Online Assessment, will be designated by the study programme or the Faculty Board. Since the Assessment is online, no special provisions have been made for candidates who, according to the details in the Municipal Personal Records Database (GBA), come from the Caribbean and (other) international students.
4. If candidates are otherwise engaged on the day of the Online Assessment, due to attending a selection day for another study programme, or due to other compelling circumstances, they must contact the Selection Committee before 20 February 2024 via [bachelorpsychology@fsw.leidenuniv.nl](mailto:bachelorpsychology@fsw.leidenuniv.nl). In the e-mail, the candidate must send one or more items of documentary evidence with which they prove these circumstances.
5. The ranking number will be determined as follows:
  - 60% Average grade secondary education:
    - For candidates with a Dutch education: based on the Grade List VWO final examination or Grade List HAVO final examination or, if the candidate has not yet taken an examination, the Grade List transition report 5VWO.
    - For candidates with an international education: based on the Grade List International previous education
  - 40% Results of Online Assessment.

## **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 2024.

2. The Faculty Board determines the ranking list as follows:

- the candidates who participated in the selection are ranked on the basis of the average grade of the secondary school (60%) and the results of the Online Assessment (40%). The outcome of this calculation is the final score of the selection.
- the candidates who obtained a diploma from Pre-University College Leiden, who notified this and fulfilled the other administrative obligations according to these regulations, will have one extra point added to their final score.
- The Selection Committee will then draw up the list of ranking numbers.

3. The Faculty Board will supply the ranking list to SEA no later than 1 April 2024. SEA will place the definitive ranking list in Studielink no later than 14 April 2024.

4. Insofar as the candidate participated in the selection, they will be notified of their awarded ranking number via Studielink on 15 April 2024. The Faculty Board will send the related reasons to the candidate on or after 15 April 2024.

5. The candidate has received a place if their awarded ranking number falls within the teaching capacity as stated in Article 3.4.

6. The results of the selection procedure are valid for the 2024-2025 academic year. A candidate who does not accept their place has used one selection attempt. If the candidate applies for participation in the selection procedure again the following year, they will have to go through the entire procedure again.

## **Article 9. Proof of Admission in Studielink**

1. Insofar as the candidate participated in the selection procedure, they will receive notification (via Studielink), on or after 15 April 2024, about being granted a Proof of Admission.

2. A candidate who has received a place must accept the Proof of Admission within two weeks, starting from 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 their 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 2024.

4. A candidate who has a Proof of Admission must prove no later than 15 July 2024 that they meet the previous education requirements and further previous education requirements. If the candidate cannot fulfil this obligation, they must submit a request for deferment of this obligation no later than 15 July 2024. The deferment will be granted up to and including 31 August 2024. If the candidate does not fulfil these obligations, their Proof of Admission will lapse.

## **Article 10. Intake in a subsequent year**

A candidate who, after accepting a Proof of Admission and completing the enrolment for the study programme, terminates the enrolment before 1 February of that academic year, can enrol for this study 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 before 1 September 2024, and it is decided, on the basis of their results in the first and second selection round, that the candidate will be given a Proof of Admission, this Proof of Admission will relate to the 2024-2025 academic year.

4. If a candidate's objection or appeal to the CBHO is declared well-founded after 1 September 2024, and it is decided that the candidate, on the basis of their results in the first and second selection round, will be given a Proof of Admission, this Proof of Admission can relate to the 2025-2026 academic year.

### **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 drawn up on September 4, 2023 by the faculty board of the Faculty of Social Sciences. These regulations were adopted by the Executive Board on 12 September 2023 and will come into effect on the same date. The regulations apply to the selection for the 2024-2025 academic year.

3. The University Council has issued advice on the selection criteria and the selection procedure as referred to in Article 7.

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 & Placement Regulations of Leiden University for the Bachelor's Programme in Psychology 2024-2025.