

FAQ Electives at Leiden University for KABK and KC students

Which electives can I take?

Leiden University offers about 1,400 electives. They're categorized in these fields of interest: Behaviour and society, Communication and education, Culture and history, Economics and companies, Health, Languages, Law and government, Music, art and design, Natural and computer sciences, Religion and philosophy.

Where do I find the electives?

The electives can be found at <https://studiegids.leidenuniv.nl/en/>

Click 'Elective choices' and select an interest area. Within the interest area the results can be narrowed down by selecting a field of study in the menu on the right.

Select an elective to see the course description, language, study level, teachers, EC study credits, period, schedule and any applicable entrance requirements.

There is also a search function on the top right for a Quick search or an advanced search.

Am I allowed to take any of the electives?

You are allowed to take any elective of which you can meet the applicable entrance requirements. If these apply, they are stated on the top of the e-Studyguide page of your chosen elective. Entrance requirements may consist of knowledge of a certain field of study, or a previously completed course or study.

What do the levels (100, 200 etc.) represent?

The elective levels range from 100 to 600 and correspond roughly to a study year: level 100 is 1st year (academic) Bachelor, 200 is 2nd year etc. Entrance requirements correspond to the level. Electives in levels 400 and over are usually less suitable, because of the heavier entrance requirements. When in doubt about the study level of your chosen course(s), electives of level 100 or 200 are usually a 'safe choice'. Full explanation of the levels can be found on page 10 of this document (in Dutch language):

<https://www.medewerkers.universiteitleiden.nl/binaries/content/assets/ul2staff/onderwijs/leids-register/20181217-kaderdocument-def-.pdf>

How many study credits (ECs) can I earn with an elective?

Most electives earn 5 study credits (EC), but some have a study load of 3, 6 or 10 EC. One EC represents 28 hours of study (class and self-study).

Do I need to take the exam?

Yes, if you require to earn the EC credits within your IST trajectory at KABK or free elective space at KC, you will be required to take, and pass, the exam or final assignment (e.g. written essay or presentation etc.). Only a sufficient final grade (5,5 or up on a scale of 0,0-10,0) will earn you the ECs/study credits at both Leiden University and KC/KABK.

When exactly are the classes of my chosen elective? Where is the schedule? When is my first class?

An elective is offered in either the 1st (block I and II) or 2nd (block III and IV) semester, or lasts the full academic year (September through June).

In the blue rectangle of the course in the e-Studyguide this will be stated at 'Period'.

At 'timetable' on the course page in the e-Studyguide there will be a link to the timetables and exam schedules of the Bachelor study of which the elective is part (the Bachelor study that corresponds with your chosen elective is stated on the bottom of the elective course page). Please review all of these timetables carefully to find your chosen elective. Time, location, weeks, day of the week, teacher, uSis activity number will be specified here. Week numbers correspond to the calendar at the top of the schedule page.

How can I enroll to an elective?

To enroll to an elective at Leiden University, first of all you will need a guest student account (ULCN account) from Leiden University.

To receive your guest student account, please send an email, stating your name, KC/KABK study department, KC/KABK student number, and the name of the elective you intend to take, to:

Rogier Schneemann: acpa@hum.leidenuniv.nl

You will then receive a reply with further information and instructions regarding the use of uSis en ULCN.

After that, within 1 or max. 2 weeks, you will receive an email or letter from Leiden University with the login details of your new guest student account (ULCN). The username and password are to be used to login to both ULCN and uSis. In uSis you will be able to enroll to the elective you've chosen. Please login to uSis here:

<https://usis.leidenuniv.nl:8011/psp/S4PRD/?cmd=login&languageCd=ENG>

using the username and password of your ULCN-account.

Then, please visit <https://www.student.universiteitleiden.nl/en/vr/faq?cd=guest&cf=university#/faq/586> to see how to enroll to your chosen elective.

What if I have not yet been able to enroll and the class is already commencing?

If you have not yet received the guest student account, please visit the first class of your elective anyway. In case you would miss one or several of the elective's classes, the teacher could in some cases choose to discontinue your participation.

Please finalize your enrollment as soon as possible after receiving your guest student account login data. Contact acpa@hum.leidenuniv.nl if you cannot enroll to the course in uSis yourself.

In case the elective has already commenced and you'd like to check with the teacher(s) whether you may still join in, please find their contact details here (use the search field):

<https://www.universiteitleiden.nl/en>

What is a ULCN account and how does it work?

Please refer to:

<https://www.student.universiteitleiden.nl/en/study--studying/study/study-facilities/student-account/university/guest?cf=university&cd=guest>

I need assistance with uSis or ULCN, who can help me?

To find information on uSis, please refer to

<https://www.student.universiteitleiden.nl/en/vr/faq?cd=guest&cf=university#/tag/uSis>

If you cannot find the needed information, please contact the [education administration office](#) (see also [here](#)) or the study department/Faculty to which your chosen elective belongs (this can be found on the bottom of the course's studyguide page).

For information on your ULCN account, please refer to:

<https://www.student.universiteitleiden.nl/en/study--studying/study/study-facilities/student-account/leiden-university/guest?cd=guest&cd=guest&cf=university>

How does uSis work?

uSis lets you enroll to a chosen elective. A course comprises of study activities (usually lectures or workgroup meetings) and an exam or assignment. Please enroll to all study activities of your chosen elective.

uSis lets you also view your study results.

For answers to questions about uSis, please refer to:

<https://www.student.universiteitleiden.nl/en/vr/faq?cf=university&cd=guest#/tag/uSis>

Who is my teacher and how can i contact him or her?

On the course page of your chosen elective in the [e-Studiegids](#), the name of your teacher(s) will be stated in the blue rectangle on the top. Find your teacher's contact details here (use the search field):

<https://www.universiteitleiden.nl/en>

Is there a deadline for enrolling to an elective?

Yes. Most electives allow you to enroll up to 1 or 2 weeks after the first meeting. Some require enrolling 1-2 weeks before the first meeting. If you have somehow missed the deadline and can not enroll to the elective in uSis, please contact Rogier Schneemann: acpa@hum.leidenuniv.nl to ask for assistance.

When can I enroll to an elective?

De enrollment period for first semester courses is from 1 July to max. 2 weeks after start of the course. The enrollment period for second semester courses is from 1 December to max. 2 weeks after start of the course.

Enrolling to my chosen elective does not work out, what can i do?

For information and help on uSis, please refer to

<https://www.student.universiteitleiden.nl/en/vr/faq?cd=guest&cf=university#/tag/uSis>

In case you have not been able to find the need information, please contact the Front Office/[education administration office](#).

I want to study a language but can't find it in the e-Studyguide, where are the language courses listed?

Most language courses of Leiden University are offered by the Centre for Linguistics and are not in the 'elective choices' section of the e-Studyguide. They do not earn study credits (ECs).

The language courses can be found here:

<http://hum.leiden.edu/languagecentre/services/open-registration-courses.html>

These language courses usually are paid courses. Students at KABK and the KC may take the courses at the reduced rate that also applies for Leiden University students.

When does my study result show up in uSis/Osiris?

Within 2-3 weeks after you finish the course and exam/assignment your study result will be visible in uSis. Within 5-6 weeks your study result will be visible in Osiris. ACPA (acpa@hum.leidenuniv.nl) is responsible for the transfer of your study result from Leiden University to KC/KABK.

I've already received a ULCN-account from Leiden University last year, and I would like to take an elective this year, can I do so?

Yes, you may. First you will need to have your guest account extended for a full year. To ask for extension of your ULCN account, please send an email to Rogier Schneemann acpa@hum.leidenuniv.nl, asking for account renewal, and stating your name, KC/KABK study department, Leiden University student number, and the name of the elective you intend to take.

What is a LU-card and do I need one?

Please refer to:

<https://www.student.universiteitleiden.nl/en/administrative-matters/other-administrative-matters/student-card-and-other-cards/student-card-and-other-cards/leiden-university/guest?cd=guest&cf=university>

I already have a ULCN-account but can not log in, what to do?

Your account may have expired. Please contact Rogier Schneemann: acpa@hum.leidenuniv.nl

In case you forgot your password, please refer to:

<https://www.student.universiteitleiden.nl/en/study--studying/study/study-facilities/student-account/leiden-university/guest?cd=guest&cd=guest&cf=university>