



Leiden University Regulations on Studying Abroad

Preamble

The Executive Board of Leiden University is aware that it may have a duty of care towards its students who are abroad as part of their degree programme. This responsibility may apply particularly in situations of catastrophe or imminent catastrophe in the country where students are located. To be able to properly meet this responsibility, all student who go abroad or who are already staying in a foreign country as part of their degree programme are obliged to follow all instructions from Leiden University and to adhere strictly to these regulations.

Definitions

The following definitions apply within the scope of these regulations:

- a. *University*: Leiden University;
- b. *Executive Board*: the Executive Board of Leiden University;
- c. *Student*: a person who is registered as a student at the University according to the Higher Education and Research Act, as well as a person who is registered in a non-initial programme at the University as listed in the Leiden Register or in a list of non-initial programmes established by the Executive Board.

Scope

These regulations apply to all students of the University who travel abroad or are already staying abroad as part of their degree programme.

Section 1 Travel insurance

Students are required to obtain an appropriate travel insurance from a reputable insurer and to maintain this insurance during their stay abroad. This insurance should cover either training/education or a long-term stay abroad.

Section 2 Providing itinerary and residence information

1. All students who travel abroad as part of their degree programme, having obtained prior approval from the University, are required to provide the University with the following information in writing, in good time, and before their departure if possible:
 - a. travel information, such as dates;
 - b. flight information;
 - c. the address where they will be staying while abroad;
 - d. the telephone number and e-mail address at which they can be reached during their stay;
 - e. name, address, telephone number and e-mail address of a contact person in the Netherlands who is aware of the student's stay abroad;
 - f. name, address, telephone number and e-mail address of (a) contact person(s) in the place where the student will be staying;
 - g. travel insurance information, such as the name of the insurance company and the policy number.
2. Should any changes occur in any of the above information, the student in question is required to inform the University promptly either in writing or by email.

Section 3 Catastrophes

1. In the event of a catastrophe, or an imminent catastrophe, in the country where a student is staying, he or she should contact the University's emergency number set up for this purpose as quickly as possible. The University will also make every effort to contact the student.



2. The following are considered to be (imminent) catastrophes:
 - a. an uprising;
 - b. an armed conflict;
 - c. an attack, including a terrorist attack;
 - d. war;
 - e. a disaster, including a natural disaster;
 - f. the outbreak of an infectious disease.
3. If in the exclusive opinion of the University there is a catastrophe or an imminent catastrophe, the student is required to immediately follow all relevant instructions issued by the University. This may include, for example, an instruction from the University to the student to immediately leave the city or area where he or she is staying and, if the University deems it necessary, to immediately depart for another country or return to the Netherlands.
4. The University's assessment of whether a catastrophe is present or imminent will be based at least in part on information provided by the Dutch Ministry of Foreign Affairs.

Section 4 The University's liability

If a student suffers harm and/or loss as a result of a catastrophe or imminent catastrophe, the university in any event accepts no liability if the student in question has not complied promptly with the instructions listed in sections 1, 2 and 3, including the provision of incorrect or incomplete information.

Section 5 Official title

These regulations can be cited as: Leiden University Regulation on Studying Abroad.

Section 6 Publication of these regulations

The Board is responsible for making these regulations public.

Section 7 Effective date

These regulations take effect on the day after they have been adopted by the Executive Board. These regulations were adopted by the Executive Board on 12 November 2013 following consultation with the University Council on 17 October 2013.