

## **Affiliating your event to NICA for ECTS**

If you are organizing, or planning to organize, an activity or event, you can opt to affiliate it to NICA for credits. This way, ResMA-students and PhD-candidates can earn ECTS for their participation. Affiliating your event to NICA will give your event more publicity, as the event will be announced widely to the NICA community on our website and in our newsletter. As ResMA students and PhD candidates need to obtain ECTS in order to complete their studies, your event may even be extra attractive to them. Affiliating your event with NICA will in all likelihood also draw in students from different universities.

Below here, we outline a brief step-by-step plan detailing how this process of affiliating (for credits) works for you as an organizer:

- First, we ask you to fill out the application form, which can be found **here**. In the form, you will be asked about the credits, and you can also use it to apply for financial sponsoring for your event. Filling out this form will most likely take you 2 minutes of work, if you already have the event announcement readily available.
  - o Whilst filling out this form, decide on the amount of credits that students can earn by participating in your event. The guidelines and some helpful tips to take into consideration while making this decision can be found in the next section. Should you decide to have the students prepare readings or a (preparatory) assignment, please make sure to have this information available as well.
- Registration for the event runs via the organizers of the event. During this process, we recommend already asking the students for the necessary information for the allocation of their credits, e.g. by including the following text in the announcement on the NICA website (and elsewhere):
  - o “To register, please send an email to [your address], and (where applicable) include the following basic information: I am a ResMA student/ PhD candidate. I am affiliated to [name University/ program]. I plan to participate in this event for credits and choose option (see below, if applicable). I consent to the sharing of my personal information (name and email address) to receive additional information.”
- After the event, we ask you to send us a list including all the students eligible for ECTS, after successfully having participated in your event. This list should include their full name, email, university, whether they are a PhD/RMA-students, how many ECTS they are to be allocated, and a grade or pass/fail. We will take care of the rest!

### **How to decide on the credits?**

1 ECTS stands for 28 hours. Generally, students can earn 1 to 2 credits for participating in an NICA event, conference or series that is not a core course. Two important things to keep in mind:

- ECTS can only be allocated to RMA- and PhD-students who are affiliated to one of NICA’s partner universities. We cannot give out credits to staff members, MA-students, international students or otherwise interested people.
- 1 or 2 ECTS can be allocated on the basis of a pass/fail-assessment. For anything +3 ECTS, a numeric grade and additional feedback for a (written) assignment/presentation/paper is required. This grade and feedback needs to be provided by a university-appointed staff-member, and cannot be carried out by PhD- or RMA-students.

### **Netherlands Institute for Cultural Analysis (NICA)**

Housed at Leiden University Centre for the Arts in Society (LUCAS)  
Arsenaalstraat 1, A1.44 | Leiden 2311 CT  
[nica@hum.leidenuniv.nl](mailto:nica@hum.leidenuniv.nl)

These two matters are non-negotiable, so please keep them in mind when deciding on the amount of credits to affiliate for. Other than this, you can be as creative as you wish in how the hours should be 'spent', as long as it is in compliance with the 28 hour/1 EC-guideline, and is generally reasonable in terms of workload and academic rigour. To give you some ideas, the ECTS for your event can be given out for hours spent on:

- *Attendance*  
Students can earn credits for their attendance of events. Credits may vary, even withing one event or event series. Let's say: if your event is a lecture series, a student may earn credits by attending ALL events, or earn credits PER event (but then there will need to be additional assignments), or a minimum of X sessions per credit.
- *(Preparatory) readings*  
Students may be asked to read something in advance. Readings can be related to an assignment, but this needs not be the case: they can also function to provide common ground for the discussion, or prompt students to read something of the (invited) speaker, just to give them a better idea of who the scholar is whose lecture they get a chance to attend. Indicated length: average of 11 to 15 pages per hour.
- *Preparatory assignment*  
Students may be asked to prepare a brief pitch (e.g. on how the event relates to their research), some research questions for the speaker or a discussion, to watch a video work, etc.
- *Written assignment*  
Students may be asked to write a brief (200/500/1200 words) reflection or a longer paper (say up to 3000 words) on the event or series, on one of the readings, on the discussion, on a research question related to the event. Our advice is to opt for an assignment that aids your or their own scholarly work or research. 1 or 2 ECTS-events can be assessed with a pass/fail, and these do not strictly require feedback. For +3 ECTS, a (written) assignment provided with a numeric grade and feedback by a university-appointed staff member is mandatory.
- *Etcetera...*  
1 ECTS should hence add up to 28 hours in total, 2 ECTS to 56 etcetera. Ideally, we include an indication of the assignment and credit requirements in the announcement on our website, which is why we ask you to provide us with this information during the application process.

### **How it works for the students**

Upon completing a credited NICA-activity or event, ResMA students and PhD candidates will receive a certificate issued by the NICA-office, stating the number of credits and – if applicable – a grade (up until 1 or 2 ECTS, this can also be a pass/fail). Students are instructed to submit this certificate to the Examination Board of their local school or department at their home university, upon which they will be formally allocated the ECTS. The official allocation of ECTS thus runs through the local universities, via the certificates as issued by NICA. To reiterate, since NICA is one of the Dutch national research schools, credits can only be given out to ResMA students and PhD candidates from one of the affiliated Dutch universities. Students from other countries and unaffiliated universities are often welcomed to NICA-events, but unfortunately generally cannot earn any credits for their attendance or participation.

In case of any questions or remarks, do not hesitate to reach out to us at [nica@hum.leidenuniv.nl](mailto:nica@hum.leidenuniv.nl).

### **Netherlands Institute for Cultural Analysis (NICA)**

Housed at Leiden University Centre for the Arts in Society (LUCAS)  
Arsenaalstraat 1, A1.44 | Leiden 2311 CT  
[nica@hum.leidenuniv.nl](mailto:nica@hum.leidenuniv.nl)