MINOR PUBLIC RISK AND DISASTER

HANDBOOK

This document is meant for students of the minor Public Risk and Disaster (PRD).

The PRD minor analyses contemporary societal issues and offers students a relevant multidisciplinary broadening of their regular bachelor program.

This handbook briefly explains the background of the PRD minor, the educational program, and the connection between the different courses.

Additionally, it offers important practical information.

INTRODUCTION

When global pandemics, earthquakes, and tsunamis strike, they leave a lasting impact on societies around the world. Next to these natural hazards, human-made risks can result in major industrial or nuclear accidents, which remind us of the costs that come with human progression. The more subtle effects of constantly evolving technologies can also lead to safety and security risks, or impact significant values such as privacy and inclusion. In an era marked by climate change and increasing technological advancement, how do we tackle today's grand challenges? How do we respond to both human-made and climate-related risks we face in today's world, ranging from climate change and resulting intensified disasters, to cybercrime, and risks emerging from new technologies such as self-driving cars? Who is responsible for both reducing those risks, and mitigating and responding when something does go wrong? How have various governments and other stakeholders actively worked on preventing and responding to risk and disaster in the past, and how can they do so better?

The world's population increasingly has to deal with risks related to these ever-evolving challenges. How humanity as a whole prepares for, responds to, and manages these grand challenges is crucial for the world's future. In this minor, you will explore and unravel these grand challenges, and look for possible ways forward.

Risk and disaster studies cover a broad range of research topics, including technology assessment, ethical analyses, system analyses, multi-actor analyses, risk analyses, vulnerability analyses, and political analyses. In this minor, you will gain knowledge of essential concepts from all of these fields to understand and analyze today's risks. Unique to this minor is its multidisciplinary approach, where you learn to combine a unique blend of social sciences and engineering concepts to analyze and evaluate current-day risks and disaster-related issues. You will follow courses on disaster studies and technological risks in which you explore academic and theoretical arguments, and apply them to relevant case studies.

To provide this broad spectrum of knowledge to students, TU Delft and Leiden University set up a cooperation. Leiden University primarily contributes with knowledge in disaster studies, focusing on climate change and disaster politics, and intersectional issues. TU Delft contributes in the areas of risk management, system analyses, technology assessment, and ethical analyses, focusing on human-made risks.

Because of the varying backgrounds students enter the minor with, the lecturing team will provide support to students with regard to skills needed to succeed within disciplines they may not yet be familiar with.

OBJECTIVES OF THE MINOR

After completion of the minor, students will be able to:

- Acquire multidisciplinary knowledge and skills to assess, analyze, and manage risks associated with complex socio-technical systems and global challenges
- Understand the interconnectedness of risks and vulnerabilities across borders
- Apply insights from theories on emerging technologies, cybersecurity, disaster studies, climate politics, cascading effects and engineering risk management to real-world cases and policy questions
- Formulate policy advice on some of the most pressing issues in the world today concerning technology, climate change, and disaster
- Develop proficiency in conducting risk assessments, forecasting potential cascading effects, and proposing evidence-informed strategies for risk prevention and risk mitigation.
- Collaborate in multidisciplinary teams

TIME INVESTMENT

The minor consists of 6 courses of 5 ECTS each and takes place during the first semester. The semester is divided into two blocks of eight weeks each. In every block, three courses are taught. You can also register to only follow the three courses in block one, which count for a total of 15 ECTS.

Please be aware that the PRD minor needs to be completed in one academic year. It is not possible to retake courses that you have not passed during the following academic year.

OPENING EVENT

The PRD minor starts with an opening event. The event will be led by the two coordinators from TU Delft and Leiden University. Attendance at this opening event is mandatory. The date and time of the event will be communicated before the start of the minor.

The agenda of the event consists of:

- A general introduction to the PRD minor with an overview of all the six courses given in the minor, and an explanation of how the different classes are connected to each other
- A brief introduction of all the lecturers who will provide the students with a brief description of their background, and their current research
- A Q&A section where administrative/practical questions will be addressed
- A social activity to give you a first introduction into the minor and the themes of public risk and disaster

EDUCATIONAL PROGRAM

The minor consists of **6 courses** of **5 ECTS** each. All courses are taught in English.

The semester is divided into two blocks. In each block, three courses are taught.

BLOCK	COURSE CODE	COURSE NAME	ECTS	UNIVERSITY
	8910PRD02	Disaster Studies	5	Leiden University (the Hague)
1	8910PRD01	Instability and (In)securities: A case study of crisis	5	Leiden University (the Hague)
	TBM025C	Risk Management of Emerging Technologies	5	TU Delft
	TBM0822TU	Engineering Risk Management in Organisations	5	TU Delft
2	8910PRD03	Climate Change as a Political Challenge: Can We Prevent Disaster?	5	Leiden University (the Hague)
	TBM027C	Researching Cascading Effects: Understanding the Ripple Effects of Cybersecurity	5	TU Delft

More information about the Leiden University courses can be found via:
https://studiegids.universiteitleiden.nl/studies/10100/public-risk-and-disaster

More information about the TU Delft courses can be found via: https://studiegids.tudelft.nl/

Please note that the courses taught at TU Delft are scheduled according to the block system at Leiden University:

Block 1

- From September 2nd until October 25th
- Exam week from October 21st until October 25th
- Resit week from January 6th 2025 until January 10th 2025

Block 2

- From October 28th until December 20th
- Exam week from December 16th until December 20th
- Resit week from January 20th 2025 until January 24th 2025

CONNECTION BETWEEN THE DIFFERENT COURSES

The central theme in the minor is the prevention of harm caused by uncertain events (incidents). In our complex society, many things can go wrong, and a variety of actors have gone and continue to go to great lengths to make such events less likely or less catastrophic. In some domains, clear strategies for risk management have emerged; think for example about aviation risks. In other domains, risk and disaster issues and particularly potential mitigating or protective mechanisms are still heavily debated. For instance, is the police allowed to hack criminals? What responsibility do high carbon emitting countries have to low carbon emitting countries? In the minor we investigate not only how risks and disasters can be managed, but also what side-effects these measures might have, under which conditions such measures are acceptable or not, and the impacts if incidents do happen.

The minor covers the following lenses from which risk and disaster can be studied:

- Risk management. The Engineering Risk Management in Organisations course provides a framework for reasoning about probabilities, frequencies, impact etc. of events, methods for assessing risk, and psychological views plus a management cycle for dealing with such events in organisations.
- Social sciences. The Disaster Studies course combines various social sciences, including political science, sociology, and anthropology, to understand for instance how hazards become disasters, why some people are more vulnerable than others, and what the effects of disasters are beyond their immediate physical impact. The instabilities and (in)securities course also combines a number of social sciences, showing how different crises in the Sahel region combine to amplify each other. The course Climate Change as a Political Challenge focuses on why one of the largest challenges of our time, climate change, is a political issue, and what potential we have to solve this crisis.
- Ethics/Science and Technology Studies. The course Risk Management of Emerging Technologies focuses on the role of technological developments in safety and security, in particular the assessment of potential safety and security issues of new technologies. The course focuses on identifying possible safety and security risks associated with new technologies, and how to provide suggestions for responsible design and deployment. In addition, the side effects of technologies aimed specifically at increasing security or safety, such as surveillance technologies and their effects on privacy, are investigated.
- Research and cyber security: In the course Researching Cascading Effects, you will learn both how to write a research proposal, but also how issues to do with cyber security can lead to cascading effects and problems in other areas.

STUDY MATERIAL

Most of the material for the PRD minor is offered via Brightspace. Reading materials for the Leiden University courses can be found in the Leiden University catalogue at: https://catalogue.leidenuniv.nl/. Books might also be required, but we try to keep this to a minimum. More information can be found online in the individual course descriptions.

COURSE STRUCTURE

The courses of the minor consist of a mixture of regular classes and group work. Outside of the regular course hours, students will be expected to work on assignments and papers. More information can be found online in the individual course descriptions.

ATTENDANCE

Courses will be in person, without recording, and **attendance to the lectures and work groups is mandatory**. Online education will be strictly limited to students who, due to a severe disability, chronic illness or pregnancy, are prevented from participating in on-campus education for at least an entire course (7 weeks). Students who fall under the Topsport scheme are also eligible. This is in line with Leiden University's policy for special groups. Target group students are invited to contact the study advisors for a required recommendation from the student counselor and a request to the Board of Examiners for an exemption from the on-campus norm.

EVALUATION

Every course is evaluated separately. The minor is completed successfully if for all courses a grade of **6.0 or higher** is obtained. Final grades are rounded off to the nearest half point at both Leiden University and TU Delft, except between 5 and 6. At both universities, for grades between 5.0 and 6.0, a 5.5 and higher will be rounded up to a 6.0, and grades below 5.5 will be rounded down to 5.0. No final grades between 5.0 and 6.0 will be given.

None of the individual constituent grades may normally be lower than 5.5, which means that as a rule no compensation is allowed, unless the rules for compensation are announced in the Prospectus (Leiden University) / study guide (TU Delft) before the start of the course.

If the final score is a passing grade, **students are not allowed to the retake to obtain a higher grade**, unless given explicit permission by the Board of Examiners of the Institute of Security and Global Affairs (Leiden University). This applies for courses taught at Leiden University and at TU Delft.

Students can expect grades approximately **15 working days** after an assignment is due. Please do not e-mail lecturers or coordinators before 15 working days after an assignment is due asking for your grade.

More information on the exact forms of evaluation can be found online in the individual course descriptions.

The PRD minor consists of a coherent package of courses designed to help you build your knowledge in a logical and connected way. The six courses that together form the PRD minor can only be taken within the framework of participation in the PRD minor, so **it is not possible to follow single courses**.

Furthermore, **please be aware that the PRD minor needs to be completed in one academic year**. It is not possible to retake courses that you did not pass during the following academic year. If you think an exception to this rule applies to you, please contact the Board of Examiners of the Institute of Security and Global Affairs (Leiden University).

COURSE & EXAMINATIONS REGULATION, AND RULES & REGULATIONS

No matter what academic institution a student comes from, the PRD minor falls under the course and examinations regulation of the bachelor Security Studies of Leiden University. These course rules are further expanded on in the rules and regulations of the Board of Examiners of the Institute of Security and Global Affairs (Leiden University). The Board of Examiners is also the relevant body for disputes. More details can be found on their website.

NUMBER OF PARTICIPANTS

The minor will be offered from the moment a minimum of **30** participants is reached. The maximum number of participants is **140**. Priority is given to students from Leiden University, TU Delft, and Erasmus University Rotterdam (EUR).

ADMISSION REQUIREMENTS

To be admitted, students must have obtained a minimum of **60 ECTS** for their regular bachelor. Any foreknowledge of the issues discussed in the PRD minor is not necessary, but students are expected to have some affinity with risk, disaster, and climate issues.

This minor is available for students from all LDE university bachelors study programs. This minor is not accessible for HBO students.

REGISTRATION

ADDITIONAL REGISTRATIONS REQUIRED AFTER BEING ACCEPTED TO THE MINOR

All students need to have an active student registration at their home university **before September 1st** to participate in the minor. Without an active student registration at your home university before September 1st, it is not possible to participate in the minor!

In addition:

- Leiden University students must be registered as a minor student at TU Delft (before September 1st)
- TU Delft students must be registered as a guest student at Leiden University (before September 1st)
- EUR students and external students must be registered as a guest student at Leiden University AND as a minor student at TU Delft (before September 1st)

Registration as a guest student/minor student is necessary to obtain a student number, a student card, to access Brightspace, and to be able to participate in the education and exams of the guest university. Without a registration as a guest student/minor student it is not possible to participate in the minor.

HOW TO FULFIL THE ADDITIONAL REGISTRATION REQUIREMENTS FOR THE MINOR?

Registration at TU Delft for Leiden University/EUR/external students:

On the TU Delft minor website, instructions will be published on the page for external students. Without registration in Studielink, you cannot start with the minor program.

Students from Leiden University, EUR students, and other external students have to arrange student enrolment at TU Delft via Studielink as soon as possible but no later than 31 August 2024. Information can be found on this website: [Arrange your joint-minor student enrolment at TU Delft](#) . It only takes a few minutes to make the arrangements. Once registered via Studielink, you will receive a NetID. You can use this NetID to log in to TU Delft services and websites. You will also receive information via e-mail on how to start your studies at TU Delft and how to get your campus card. As you are already paying tuition fee to your home university you only need to provide TU Delft with a Proof of payment tuition fee. Do this before 31 August 2024.

A Proof of payment tuition fee (In Dutch: BBC, Bewijs Betaald Collegegeld) of the main educational institution, stating what amount of tuition fees have been paid for your enrolment, your type of enrolment and for what period. You can request a BBC through Studielink by arranging your payment details for TU Delft. **If you request this BBC, make sure to indicate / tick the box that you want Leiden University to forward the BBC directly to TU Delft. Sending the BBC via your personal university e-mail is not accepted.**

Registration at Leiden University for TU Delft students/EUR/external students:

Students from TU Delft, EUR students, and other external students do not have to take additional action themselves to be registered as a guest student at Leiden University. You will be registered based on the exchange of your personal details by your home university to the student administration of Leiden University.

REGISTRATION FOR COURSES AND EXAMS

For Leiden University courses:

Students are automatically registered for courses by the Educational Service Desk. You do not need to enroll for lectures yourself. If you are a EUR student following a half minor, you can de-enroll from the second block courses yourself. Students from Leiden University can use [MyStudymap.](#) Students from TU Delft, EUR, and other universities are asked to use uSis. Make sure that you use your Leiden University student number for all exams, assignments and papers for the courses offered by Leiden University.

Enrollment for exams is necessary in order to be able to participate in written exams. Leiden University students need to register via Mytimetable. If they do not register for exams in time, they will be automatically unenrolled from the exam. Students from TU Delft, EUR and other universities are required to register for written exams via uSis: if you do not register, you are not allowed to participate in the exam.

For TU Delft courses:

There is no separate enrolment for the course itself via MyTUDelft (Osiris). However, **students need to register for the exams in MyTUDelft** (in particular for the exam of Engineering Risk Management in Organisations and Risk Management of Emerging Technologies). You can register via MyTUDelft up until 14 calendar days before the day of the examination. After the deadline for registration, rules for late registration apply, and you may not be able to take the exam. More information regarding exam registration in MyTUDelft is available via https://www.tudelft.nl/en/student/education/courses-and-examinations/. Make sure that you use your TU Delft student number for all exams, assignments and papers for the courses offered by TU Delft.

If you would like to be given extra time during the exam of Engineering Risk Management and Risk Management of Emerging Technologies because of a disability, you can get a time extension of 10 minutes per hour of exam for this purpose. You can easily organize the standard exam time extension yourself via the following online step-by-step plan:

https://www.tudelft.nl/en/student/counselling/studying-with-a-disability/support/extra-time-in-tests-and-exams.

If there are other customized facilities you need during the exam, you need to submit a request to the Board of Examiners of TPM. See the following link for more information:

https://www.tudelft.nl/en/student/faculties/tpm-student-portal/organisation/education-commissions/board-of-examiners/alternative-exam-because-of-disability. For this request, it is needed to follow the step-by-step plan as stated under the heading 'How to apply?'.

TIMETABLES

The online timetables show an overview of all your courses, locations, and starting and ending times. Please note that the timetables can be subject to changes if required, so **please check regularly**.

For Leiden University courses:

Timetables can be found via https://rooster.universiteitleiden.nl/schedule. Please click on "add timetable" and "program of study" and search for the minor to see the courses.

For TU Delft courses:

Timetables can be found via https://mytimetable.tudelft.nl/. Please click on "add timetable" and "program of study" and search for the minor to see the courses.

		Week 36	Week 37	Week 38	Week 39	Week 40	Week 41	Week 42	Week 43	Week 44	Week 45	Week 46	Week 47	Week 48	Week 49	Week 50	Week 51
		2-6 Sept	9-13 Sept	16-20 Sept	23-27 Sept	30 Sept - 4 Oct	7-11 Oct	14-18 Oct	21-25 Oct	28 Oct - 1 Nov	4-8 Nov	11-15 Nov	18-22 Nov	25-29 Nov	2-6 Dec	9-13 Dec	16-20 Dec
BLOCK / QUARTER 1																	
Disaster Studies	Universiteit Leiden	Lectures							Final								
Instability and (In)securities: A Case Study of Crisis	Universiteit Leiden	Lectures						Final									
Risk Management of Emerging Technologies	TUDelft	Lectures							Final								
BLOCK / QUARTER 2																	
Engineering Risk Management in Organisations	TUDelft										Lectures						Final
Climate Change as a Political Challenge: can we prevent disaster?	Universiteit Leiden										Lectures						Final
Researching Cascading Effects: Understanding the Ripple Effects of Cybersecurity	TUDelft										Lectures						Final

LOCATIONS

The PRD minor is offered jointly by Leiden University and TU Delft. Half of the courses are given by TU Delft lecturers, in Delft, and the other half by Leiden University lecturers, in The Hague. All locations are easily accessible by public transportation.

Always check your timetable to know when and where your lectures and exams will take place!

Leiden university campus in the Hague:

Leiden University Campus the Hague comprises four locations, all located close to The Hague Central Station and the A12 motorway.

- Wijnhaven building, Turfmarkt 99, The Hague
  You will find the library and supporting services such as the study advisors at this location.
- Stichthage building, Koningin Julianaplein 10 (13th Floor), The Hague (the entrance to this building is inside Den Haag Centraal station)
- Schouwburgstraat building, Schouwburgstraat 2, The Hague
- LUC building, Anna van Buerenplein 301, The Hague

Most of your Leiden University classes will take place in the Wijnhaven and Stichthage buildings.

TU delft campus:

The map of the TU Delft campus can be found at: https://map.tudelftcampus.nl/. Most of the TU Delft classes will take place at building 31 (Faculty of Technology, Policy and Management), Jaffalaan 5, Delft.

INFORMATION SYSTEMS

MyStudymap: https://my.universiteitleiden.nl/login?fromUrl=%2F.

MyStudymap is part of the new student portal of Leiden University. Leiden University students need to enroll for exams via MyStudymap. This can be done until 10 calendar days before the exam date. You will receive a reminder to do so. If you do not register for exams, you may not take the exam and you will automatically be unenrolled.

uSis: https://usis.leidenuniv.nl

uSis is the registry system used at Leiden University. Exam dates and locations will be added to your personal schedule in uSis. Eventually, your final grades will be published through and stored in uSis as well. Students from TU Delft, EUR and other universities (except Leiden University) will need to register for exams in Usis. If you do not register for exams, you may not take the exam and you will automatically be unenrolled.

MyTUDelft: https://my.tudelft.nl/

MyTUDelft (Osiris) is the study information system of TU Delft. Here you can find your study results and you can register for exams. for the three PRD courses taught at TU Delft (Engineering Risk Management in Organisations, Risk Management of Emerging Technologies, and Researching Cascading Effects: Understanding the Ripple Effects of Cybersecurity), no separate registration in MyTUDelft is needed to follow the lectures. However, registration for exams from the TU Delft courses (in particular for the exam of Engineering Risk Management in Organisations and Risk Management of Emerging Technologies) is mandatory and should be done in MyTUDelft.

BRIGHTSPACE

Brightspace is the learning management system at Leiden University and at TU Delft. However, for all six courses from the PRD minor – so both the courses offered by Leiden University as by TU Delft – the **Brightspace platform from Leiden University** will be used: https://brightspace.universiteitleiden.nl/. You can log in with your ULCN credentials.

Leiden University courses:

After the Educational Service Desk has registered you in uSis, students will be automatically enrolled for the courses on Brightspace.

TU Delft courses:

Students will be automatically enrolled for the course on Brightspace. So, there is no need for self-enrollment or enrolling in uSis first. Students just need to login to Brightspace (from Leiden University, using their ULCN credentials).

Enrollment for a course in Brightspace grants you access to the course syllabus, literature lists, and course slides. Further, you must use Brightspace to hand in assignments and papers.

The Brightspace pages of a course will be made available **one to two weeks before the start of the courses**. Therefore, the Brightspace pages from the courses of the second block will not be visible at the start of the PRD minor.

E-MAIL

E-mail Leiden University: https://webmail.campus.leidenuniv.nl

E-mail TU Delft: https://webmail.tudelft.nl/

The Leiden University e-mail platform is the default tool at Leiden University for e-mail communication between students, teachers, and department staff. And the TU Delft e-mail platform is the default tool at TU Delft for e-mail communication. You will receive a Leiden University e-mail address *and* a TU Delft e-mail address as part of the registration process with both universities. **Please check both your e-mail addresses daily**. Your Leiden University e-mail and TU Delft e-mail is not only used for communication with teachers or fellow students, but for announcements as well, such as course registrations, receipts of assignments, and grades.

Please note: you will have both an e-mail address from Leiden University and from TU Delft. For Leiden University courses, communication will be done via your e-mail address from Leiden University. For TU Delft courses, communication will be done via your e-mail address from TU Delft. We recommend **linking the e-mailboxes** from both e-mail addresses to each other, and to automatically forward the e-mails to the e-mailbox you use the most.

For PRD minor communication, please **always** use your e-mail address from Leiden University or TU Delft. Sending e-mails with your personal account (e.g., Hotmail, Yahoo, Gmail) has a high chance of ending up in the spam box of the recipient. Furthermore, due to authentication and privacy reasons, e-mails sent from other e-mail addresses will not be responded to.

DIGITAL LIBRARY

Digital library Leiden University: https://www.library.universiteitleiden.nl/

Digital library TU Delft: https://www.tudelft.nl/en/library/

Although you can look for books and articles in the physical library, many titles are available in our digital libraries as well. After login with your ULCN credentials at the digital library from Leiden University, and with your TU Delft credentials at the digital library from TU Delft, you can access most articles and many books in PDF format. You can access the digital library via internet from anywhere in the world, providing full flexibility to study whenever and wherever you wish.

THE USE OF AI TOOLS IN (NON-INVIGILATED) ASSESSMENTS

About AI tools [1]

AI tools like the chatbot 'chatGPT' can produce convincing answers to certain questions, depending on their nature. However, their output is not always reliable: outputs can contain convincingly presented factual errors. Furthermore, their training data can be outdated. It is also important to note that most chatbots do not list their resources. Other disadvantages can be attributed to the output of AI tools, such as potential discriminatory outcomes, as AI tools inherit biases present in the training data.

On the positive side, chatbots can help with for instance:

- Generating ideas by listing information from different sources in an accessible way
- Summarising or expanding texts and concepts
- Converting text to a different competence level (for instance from a master level to a bachelor level)
- Suggesting alternatives for keywords to include in search queries e.g. when searching for literature

The use of AI tools in (non-invigilated) assessments in the PRD minor

In the minor Public Risk and Disaster, several courses make use of non-invigilated assessments such as writing group papers or reports. As lecturers we are assuming that AI tools are used by our students, especially because these services are easy to use, easily accessible, and some of them are free of charge. Therefore, we would like to provide you as a student with clear rules on how AI tools can be used during courses from the PRD minor. These rules apply to all PRD minor courses, so both the courses taught at TU Delft and at Leiden University.

These rules are provided because prohibiting the use of AI tools is not feasible or realistic. However, it is strongly *recommended* that AI tools are *not used* for assessments in the PRD minor. After all, the assessments are designed to assess students' understanding of the content, as well as their proficiency of various academic and professional skills (analysis, critical thinking, argumentation, research skills, reflection, etc.). Including AI-generated texts in assessments therefore compromises the learning objectives of the assessments, as well as the learning objectives of the overall minor. Furthermore, as a student you are responsible for the content you submit. Making inadequate use of ChatGPT does not

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[1] See https://www.tudelft.nl/teaching-support/didactics/assess/guidelines/ai-chatbots-in-unsupervised-assessment for more information.

uphold this responsibility. However, if you do choose to make use of AI tools in non-invigilated assessments in the PRD minor, the following rules apply.

Rules when using AI tools

Under no circumstances should the AI generated output be copied without critically evaluating it. If AI tools are used, they merely should serve as an additional aid/tool, and not as a replacement of the actual work that needs to be done. It is key that AI generated output is critically evaluated, which can only be done if there is a clear understanding of the actual content, relevance, and context of the output. Mere replication or verbatim copying of AI generated output without **thoughtful and critical evaluation**, **a clear understanding**, and the **necessary adaptation**, is not acceptable and will be considered as a violation of academic integrity.

Furthermore, it is key that the output generated by AI tools is validated. This **validation** should be done by searching for and **including reliable (academic) sources**. A lack of this validation might lead to the introduction of incorrect or incomplete content in your assessments.

If AI is used in an assessment, it is needed to **acknowledge this use** and **properly reference to this use**. After all, it is the norm in academia that it is substantiated how you came to certain statements, insights, conclusions, etc. The acknowledgment of and reference to the use of AI is also needed to ensure the distinction between the students' original ideas and those provided by AI, and to check whether the student critically checked the output of the AI-generated outcome.

Besides including an acknowledgment and reference to the used AI tools, it is necessary to include a **reflection section** at the end of your assessment. This reflection should include: an explanation of how you used AI and for which parts, the prompts you used to get the results, how you verified the generated output, and how you safeguarded academic integrity.
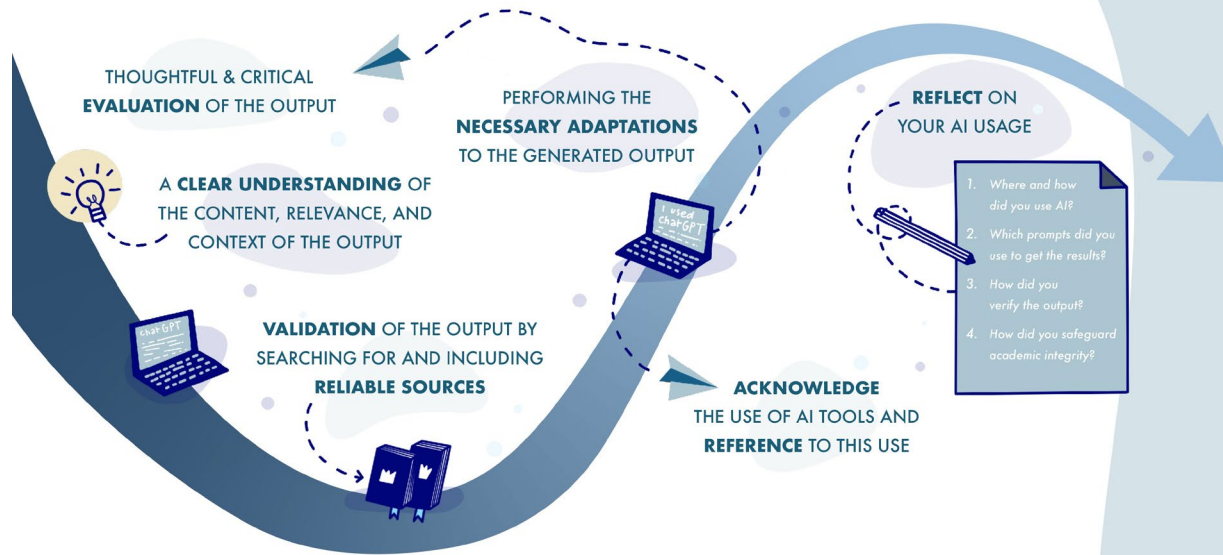
Compliance with these rules

Disregarding the above rules can have an effect on the quality of the learning process as a student. But the potential effects can even go further. After all, during your studies, you are being educated and trained for your future professional career. In this professional career, you might have the (end) responsibility for certain actions and decisions taken. This responsibility implies that society should be able to rely on academia to deliver students that, if they make use of AI tools, do it in a responsible way (by following the above formulated rules). During the study career it is therefore crucial to use AI tools in a responsible way, so this **responsible use** also becomes **the norm during the professional career**.
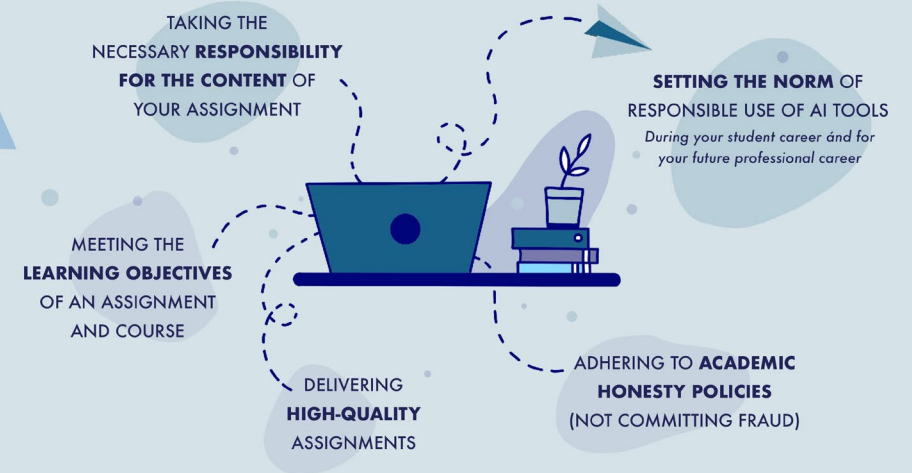
If during the PRD minor there are indications that the above formulated rules have not been followed, there will be referral to the Board of Examiners at the Institute of Security and Global Affairs of Leiden University. After all, failure to follow these rules is in violation of academic honesty policies and can be seen as fraud ("Fraud is understood to mean: Any action or omission that makes it completely or partly impossible to form a proper assessment of an individual's knowledge, understanding, insights, skills, professional attitude or reflection"[2]).

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[2] Source: 2024-2025 Rules and Regulations of the Board of Examiners, Faculty of Governance and Global Affairs, Leiden University, article 6.1.1. See chapter 6 of the rules and regulations for more details.

RULES WHEN USING AI TOOLS

THOUGHTFUL & CRITICAL **EVALUATION** OF THE OUTPUT

A **CLEAR UNDERSTANDING** OF THE CONTENT, RELEVANCE, AND CONTEXT OF THE OUTPUT

VALIDATION OF THE OUTPUT BY SEARCHING FOR AND INCLUDING **RELIABLE SOURCES**

PERFORMING THE **NECESSARY ADAPTATIONS** TO THE GENERATED OUTPUT

ACKNOWLEDGE THE USE OF AI TOOLS AND **REFERENCE** TO THIS USE

REFLECT ON YOUR AI USAGE

1. Where and how did you use AI?
2. Which prompts did you use to get the results?
3. How did you verify the output?
4. How did you safeguard academic integrity?

THE NEED FOR **COMPLIANCE** TO THESE RULES

TAKING THE NECESSARY **RESPONSIBILITY FOR THE CONTENT** OF YOUR ASSIGNMENT

MEETING THE **LEARNING OBJECTIVES** OF AN ASSIGNMENT AND COURSE

DELIVERING **HIGH-QUALITY** ASSIGNMENTS

SETTING THE NORM OF RESPONSIBLE USE OF AI TOOLS *During your student career and for your future professional career*

ADHERING TO **ACADEMIC HONESTY POLICIES** (NOT COMMITTING FRAUD)

HALF MINOR FOR EUR STUDENTS

Students following a half minor (15 ECTS) cannot choose which courses they follow. You can only follow the three courses offered in the first block. After following these three courses, you do not need to sign off or deregister for the minor. You can simply quit the programme and ask for a grade list via osc.fgga@fgga.leidenuniv.nl to import the half PRD minor into your (EUR) bachelor programme.

GRADE REGISTRATION/TRANSCRIPT

The grades from Leiden University and TU Delft students will be exchanged and registered by both universities. Public Administration students from Leiden University and TU Delft students do not have to pick up and register their transcript themselves. Other students from Leiden University can download their transcript in Usis. EUR students and other external students are responsible for the registration of their grades with the student administration department of their programme. After having finished the minor, they can send an e-mail to the Education Services Centre from the Faculty of Governance and Global Affairs with a request for their transcript: osc.fgga@fgga.leidenuniv.nl. In this e-mail, the student must state if the student wishes to pick up the transcript in person at the student desk or if student wishes to receive it by e-mail. Please make sure to use your official university e-mail address and include your student number in this e-mail.

AFTER THE MINOR

The PRD minor forms a good basis for the master in Crisis and Security Management at the faculty of Governance and Global Affairs, Leiden University. However, successful completion of the minor PRD does not give automatic access to this master program and also depends on your bachelor's diploma.

CONCLUSION

The PRD minor will give you the opportunity to broaden your horizon and research many contemporary themes in our society. This minor will lay the scientific basis to understand these themes, in a multidisciplinary environment.

Contact information

For questions and remarks, these are the relevant contact persons.

Please note that all communication from students to PRD contact persons should be **in English**.

Minor coordinators

- Dr. Thijs van Dooremalen (Leiden University): t.j.a.van.dooremalen@fgga.leidenuniv.nl
- Dr. Karolien van Nunen (TU Delft): K.L.L.vanNunen@tudelft.nl

Registration and administration

- Leiden University: prd@fgga.leidenuniv.nl
- TU Delft: contactcentre-esa@tudelft.nl

For **course-specific questions**, please contact the lecturer of the course.