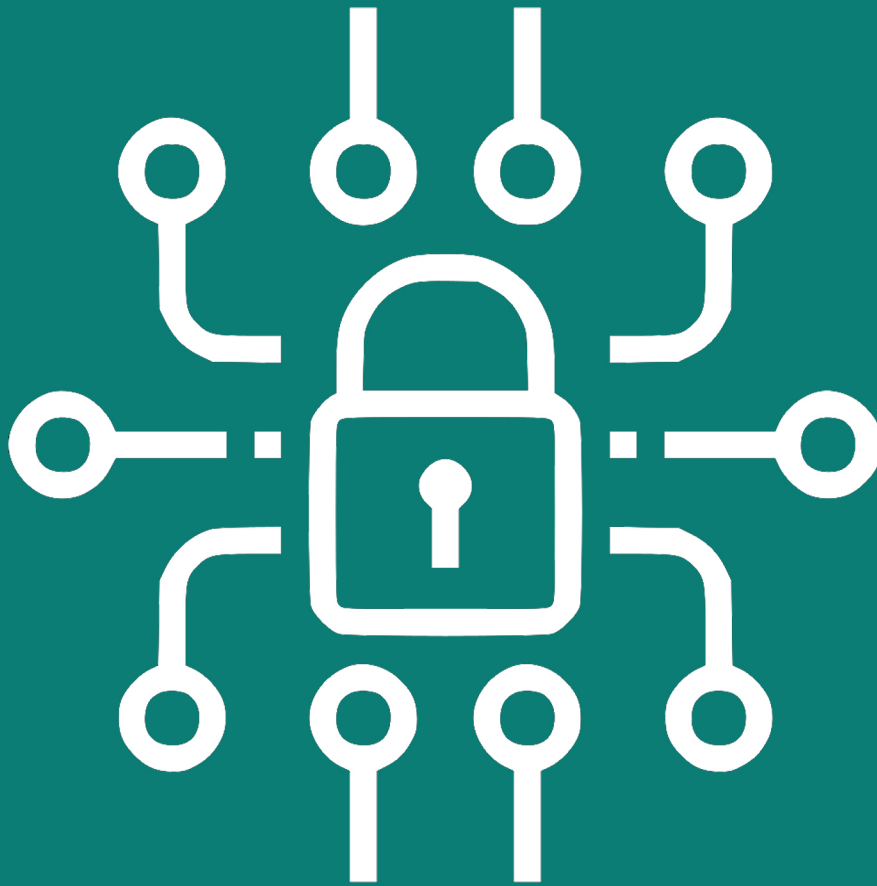




SECURITY,
SAFETY AND
JUSTICE



MINOR SSJ

COURSE HANDBOOK



Universiteit
Leiden
The Netherlands


TU Delft

MINOR SECURITY, SAFETY, AND JUSTICE

HANDBOOK

This document is meant for students of the minor Security, Safety, and Justice (SSJ).

The SSJ 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 SSJ minor, the educational program, and the connection between the different courses.

Additionally, it offers important practical information.



**Universiteit
Leiden**
Governance and
Global Affairs



INTRODUCTION

How do we protect our society against terrorism? Can we secure the complex world of cyberspace? Are self-driving cars safe enough? Who is responsible if something goes wrong? How do we balance surveillance and privacy? The media pays attention to these questions about security, safety, and justice every day, so it is not surprising the topic deserves academic attention as well. This minor will provide you with the basic academic knowledge to better understand the background of these questions. The knowledge base that this minor offers is multidisciplinary. Basic knowledge and research techniques are acquired and centre around three themes: security, safety, and justice. The insights and analyses are applied to current topics, for example in the transport sector, critical infrastructure, and environmental issues.

Security covers a broad range of research fields encompassing criminology, antiterrorism studies, and security management. The **safety** theme contributes via insights from risk management. And **justice** examines how disasters and environmental crisis are governed before, during and after hazardous events. Knowledge of essential concepts from all these fields is necessary to understand and analyse today's security and safety issues. This unique blend of knowledge from social and technical sciences allows students of the SSJ minor to address and analyse current-day security- and safety-related topics.

To provide this broad spectrum of knowledge to students, Leiden University and TU Delft set up a cooperation. Leiden University primarily contributes with knowledge from the fields of public administration, legal studies, and antiterrorism studies. TU Delft contributes to the areas of risk analysis and risk management, technology assessment, and system analyses.

OBJECTIVES OF THE MINOR

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

- Recognize safety, security, and justice aspects in contemporary issues, and be able to synthesize scientific arguments for their presence;
- Form an opinion on SSJ issues, which is grounded in scientific analysis and argumentation;
- Apply basic techniques of analysis to contemporary SSJ issues;
- Assess the value of scientific publications and use them in the analysis of SSJ issues and be able to find publications that give deeper insight in these contemporary issues; and
- Recognize the role that SSJ issues have in their own study major, describe this role, and explain it to others.

TIME INVESTMENT

The SSJ minor has a **30 ECTS** program and is taught in the fifth semester of the regular bachelor program (first semester of the third year). It is a **full time minor**, so lecturers assume all your time during the week will be occupied with classes, preparations, and assignments.

Student presence and active participation during the lectures is required, and all assignments must be fulfilled. Further information can be found online in the individual course descriptions.

OPENING EVENT

The SSJ minor starts with an opening event. The event will be led by the two coordinators from TU Delft and Leiden University. Attendance to 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 SSJ minor with an overview of all the six courses given in the minor, and an explanation on 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 (students will be able to ask further questions during the event)
- 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 security, safety, and justice

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
1	8910SSJ05	Environmental Justice and Disaster Politics	5	Leiden University
	8910SSJ02	Researching Crisis and Security Management	5	Leiden University
	TBM0822TU	Engineering Risk Management in Organisations	5	TU Delft
2	TBM025B	Security & Technology	5	TU Delft
	8910SSJ03	Terrorism & Counterterrorism: Comparing Theory and Practice	5	Leiden University
	TBM027B	Security Integration Project	5	TU Delft

More information about the Leiden University courses can be found via:

<https://studiegids.universiteitleiden.nl/studies/9437/security-safety-justice>

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

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 specific groups in society have often gone to great lengths to make such events less likely or less catastrophic and knowledge about risk management has emerged. Think for example about aviation safety and security. Knowledge can be gained from these domains to understand how security and safety problems can be approached. In other domains, safety and security issues and particularly potential protective mechanisms are still heavily debated. For instance, is the police allowed to hack criminals? Or can a new technology be deployed, even though it can have serious security- or safety-related implications? The minor covers both incidents caused unintentionally (safety, such as accidents) and incidents caused intentionally (security, such as terrorist attacks). The question is not only how such harm can be prevented (such as by reducing the number of incidents or their impact), but also what side-effects such measures may have, and under which conditions these measures are acceptable or not.

The minor covers the following lenses from which security, safety and justice can be studied:

- Risk management. The Engineering Risk Management in Organisations course provides a (mathematical) framework for reasoning about probabilities, frequencies, impact etc. of events (together known as risk), methods for assessing risk, and psychological views plus a management cycle for dealing with such events in organisations.
- Research methods. The Researching Crisis and Security Management and the Security Integration Project courses cover available methods for scientific study of safety and security issues and associated dilemmas, in terms of for example small numbers of events and secrecy.
- Social sciences. The Terrorism & Counterterrorism course zooms in on terrorists and their motives and behaviour as a source of risk, and how counterterrorism can help reduce the success of attacks.
- Political sciences. The course Environmental Justice and Disaster Politics investigates the relationship between disasters and environmental justice, focusing on how both are governed before, during and after catastrophic events.
- Ethics/Science and Technology Studies. The Security & Technology course 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 different perspectives are integrated in the Security Integration Project.

STUDY MATERIAL

Most of the material for the SSJ 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 works. Students will also be expected to give presentations of their own. 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.

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 Leiden University and are rounded to the nearest tenth at 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 SSJ 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 SSJ minor can only be taken within the framework of participation in the SSJ minor, so **it is not possible to follow single courses**.

Furthermore, **be aware that the SSJ minor needs to be completed in one academic year**. It is not possible to retake courses that you have not past 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 SSJ 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 SSJ minor is not necessary, but students are expected to have some affinity with security issues. For the course Engineering Risk Management in Organisations, students are expected to understand the basics of statistical analysis.

Students of the Bachelor Security Studies will not be able to enrol in this minor since the content is similar, fully or in part, to compulsory components in their bachelors' program. 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 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 2023. Information can be found on this [website](#). 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 2023. 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.

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 for Leiden University students only. Leiden University students also need to confirm their participation via MyStudymap. Confirming participation is mandatory for every written exam. This can be done until ten days before the exam. If Leiden University students have not confirmed their participation at that point, they will be automatically unenrolled from the exam. Students from TU Delft and EUR are asked to register for written exams via uSis.

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 Security & Technology). You can register via MyTUDelft up and 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.

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.

Please know that Leiden University and TU Delft have different start and end dates of the quarters/semesters. Because these start and end dates are not synchronized, an overview is included of the start and end of the different courses. As you can see, there is **overlap** between the different blocks/quarters, and **the courses from TU Delft go on until January, where the Leiden University courses already end in December.**

This overview only contains the dates of the **lectures** and the **exams** of the courses. **Other assignments**, such as papers and presentations are **not included in this overview**.

		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	Week 2	Week 3					
		4-8 Sept	11-15 Sept	18-22 Sept	25-29 Sept	2-6 Oct	9-13 Oct	16-20 Oct	23-27 Oct	30 Oct - 3 Nov	6-10 Nov	13-17 Nov	20-24 Nov	27 Nov - 1 Dec	4-8 Dec	11-15 Dec	18-22 Dec	8-12 Jan	15-19 Jan					
BLOCK / QUARTER 1																								
Environmental Justice and Disaster Politics		Lectures							Exam															
Researching Crisis & Security Management		Lectures							Exam															
Engineering Risk Management in Organisations		Lectures									Exam													
BLOCK / QUARTER 2																								
Security & Technology												Lectures							Exam					
Terrorism & Counterterrorism										Lectures						Exam								
Security Integration Project												Lectures							Final					

LOCATIONS

The SSJ minor is offered jointly by Leiden University and TU Delft. This is reflected by the fact that 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
On this location, most of your classes will take place. Further, you will find the library and supporting services such as the study advisors.
- Schouwburgstraat building, Schouwburgstraat 2, The Hague
Occasionally you might have seminars here.
- Stichthage building, Koningin Julianaplein 10 (13th Floor), The Hague
Occasional location for smaller courses, such as seminars.
- LUC building, Anna van Buerenplein 301, The Hague
Some lectures with big audiences take place at this location.

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. If you enrol for an exam (or exam component) this is only a so-called pre-enrolment. You must later also confirm exam participation in MyStudymap. This can be done until 10 days before the exam date. You will receive a reminder to do so. If you do not confirm participation, 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.

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 SSJ courses taught at TU Delft (Engineering Risk Management in Organisations, Security & Technology, Security Integration Project), 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 Security & Technology) 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 SSJ 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 course 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 SSJ 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 your both 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 SSJ 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 to end up into the spam box of the recipient.

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.

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 SSJ 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 SSJ minor forms a good basis for the master in Crisis and Security Management at the faculty of Governance and Global Affairs, Leiden University, and the Safety and Security specialisation at the faculty of Technology, Policy and Management, TU Delft. However, successful completion of the minor SSJ does not give an automatic access to these master programs and also depend on your bachelor's diploma.

CONCLUSION

The SSJ 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 SSJ contact persons should be **in English**.

Minor coordinators

- Dr. Andrea Bartolucci (Leiden University): a.bartolucci@fgga.leidenuniv.nl
- Dr. Karolien van Nunen (TU Delft): K.L.L.vanNunen@tudelft.nl

Registration and administration

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

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



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