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 administrative information.

For questions and remarks, these are the relevant contacts:

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

REGISTRATION AND ADMINISTRATION

TU Delft: minors@tudelft.nl
Leiden University: ssj@fgga.leidenuniv.nl

Course-specific questions: the lecturer of the course
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 understand the background of these questions better. The emphasis in the minor lies on the “security” element. The minor SSJ enables you to broaden your horizon regarding security-related topics in society.

The knowledge base that this minor offer to analyse security-related topics is multidisciplinary, and centres around three broad academic themes, which are connected to specific academic fields:

- Security
- Safety
- Justice

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 provides important concepts from legal studies, history and philosophy. 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 minor SSJ to address and analyse current-day security-related topics.

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

The minor SSJ gives insight into a variety of security issues: terrorist threats, criminality, integrated security and stability. Basic knowledge and research techniques are acquired, centred 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 cyber security.

After completion of the 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. These techniques include system analysis, risk analysis and perpetrator analysis;
- 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 and assignments.

Participation is mandatory and missing more than one class for a course can be a reason for exclusion. Please look at the individual courses for details.

OPENING EVENT

The minor starts in the first week of the academic year with an opening event. The event will take place on September 2 from 11:15 to 13:00 (CET). Due to the COVID-19 restrictions, the 2020 event will be online via Kaltura. The event will be led by the two coordinators from Delft and Leiden.

The agenda will consist of:

- A general introduction to the minor SSJ 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, their current research and their contacts (students will be able to ask further questions during the event);
- A Q&A section where administrative questions will be addressed;
- A “minor quiz” in which students will answer in groups questions related to the subjects of the minor and to crisis in general; and
- A take home message.
EDUCATIONAL PROGRAM

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

After the opening event, the semester is divided into two blocks of eight weeks each. In every block, three courses are taught.

Courses taught by Delft lecturers are given on Monday, those by Leiden lecturers on Wednesday and Friday. Due to the COVID-19 restrictions, all courses will probably be taught online via Kaltura.

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>COURSE CODE</th>
<th>COURSE NAME</th>
<th>ECTs</th>
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<td>5</td>
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<td>Monday</td>
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More information about the Leiden courses can be found via:
https://studiegids.universiteitleiden.nl/studies/8341/security-safety-justice

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

STUDY MATERIAL

Most of the material for the SSJ minor is offered via Brightspace (at the university responsible for the course). 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 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 and 6, a 5.5 and higher will be rounded up to a 6, and grades below 5.5 will be rounded down to 5. Students can expect grades approximately 15 working days after an assignment is due. Please do not email lecturers or coordinators before 15 working days after an assignment is due asking for your grade.

If a course has several evaluation moments, the explanation from the individual course will indicate whether compensation is allowed or not. Compensation is in any case not allowed for any partial grade that amounts to minimum 30% of the final grade. 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 (see hereunder).

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

COURSE AND EXAMINATIONS REGULATION, AND RULES AND REGULATIONS

No matter what academic institution a student comes from, the minor SSJ 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. The Board of Examiners is also the relevant body for disputes. More explanation can be found on their website.

NUMBER OF PARTICIPANTS

The minor will be offered from the moment a minimum of 30 participants is reached.

When you register, you will only be able to see how many people at your own university have registered. It is possible that this number is lower than 30, but that does not mean the minor will not be offered.

The maximum number of participants is 60. 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 minor SSJ is not necessary, but students are expected to have some affinity with security issues. For the course on Security & Organisation, students are expected to understand the basics of statistical analysis.
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 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? 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 SSJ can be studied:

- **Risk management.** The Security & Organisation 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 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.
- **Law.** The Law & Security course investigates the relation between law and security, in particular the tension between security (preventing crimes) and basic human rights.
- **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.
- **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.
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 1 in order to participate in the minor. Without an active student registration at your home university before September 1 it is not possible to participate in the minor!

In addition, Leiden students must be registered as a minor student at TU Delft and TU Delft students must be registered as a guest student at Leiden University before September 1. EUR students and external students must be registered as a guest student at Leiden University AND minor student at TU Delft before September 1.

Registration as a guest / 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 / 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/EUR/external students: students from Leiden University, EUR students, and other external students that registered via Leiden University must register via Studielink before 1 September for the minor at Technische Bestuurskunde / Systems Engineering, Policy Analysis & Management. 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 programme!

Registration at Leiden University for TU Delft students: students from TU Delft do not have to take additional action themselves to be registered as a guest student at Leiden University. You will be registered on the basis of 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 asked to register for the course in uSis from August 15 up until one week after the start of the course. Students also need to individually register for the course on Brightspace, to have access to the material offered online and to be able to submit assignments. Students do not need to register for the exams. In case of a resit, students are asked to register in uSis in case of a written examination. Registration in uSis for a written re-examination is possible up until ten days before the exam. Make sure that you use your Leiden student number for all exams, assignments and papers for the courses offered by Leiden University!

For TU Delft courses, there is no separate enrolment for individual courses via OSIRIS, but students need to individually register for the course on Brightspace, to have access to the material offered online and to be able to submit assignments. Students need to register separately for the exam in OSIRIS; registration for a course does not automatically lead to registration for the exam. The deadline for registration is two weeks before the exam date. After the deadline, rules for late registration apply, and you may not be able to take the exam. This applies in particular to the exam for Security & Organisation. 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 per semester. Please note that the timetables can be subject to changes if required, so please check regularly.

The Leiden timetables can be found via https://www.leidenuniv.nl/cdh/roosters/rooster2020/fgga/lect/min-ssj-S1.html

The TU Delft timetables can be found via https://mytimetable.tudelft.nl/

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 lecturers, in The Hague. All locations are easily accessible by public transportation.

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

Note: Due to the COVID-19 restrictions, all courses will probably be taught online via Kaltura.

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. The offices of CSM are located here.

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 TUDelft camp can be found at: https://iamap.tudelft.nl/en/
**INFORMATION SYSTEMS**

**uSis:** [https://uis.leidenuniv.nl](https://uis.leidenuniv.nl)

uSis is the registry system used at Leiden University. Always register in uSis for the courses you should follow. Courses open up for registration four weeks prior to their starting date. Registration for electives is based on ‘first come, first serve’ and closes when courses reach their maximum. Registration in uSis is a matter of looking up the courses you wish to register for, and then putting them in your shopping cart. Further, registration for exams in uSis is recommended. Exam dates and locations will then be added to your personal schedule in uSis. Eventually, your end marks will be published through and stored in uSis as well.

One exception concerns registration for the electives of your first block: this is done through an online Google Form. Information about this is distributed via the ‘Welcome to CSM’ e-mail.

**OSIRIS:** [https://osistud.tudelft.nl/](https://osistud.tudelft.nl/)

OSIRIS is the study information system of TU Delft. Here you can find your study results and you can register for exams. OSIRIS is accessible via the link above, or directly via Brightspace. for the three SSJ courses taught at TU Delft (Security & Organisation, Security & Technology, Security Integration Project), no separate registration in OSIRIS is needed to follow the lectures. However, registration for exams from the TU Delft courses is mandatory and should be done in OSIRIS.

**Brightspace Leiden University:** [https://brightspace.universiteitleiden.nl/](https://brightspace.universiteitleiden.nl/)

**Brightspace TU Delft:** [https://brightspace.tudelft.nl/](https://brightspace.tudelft.nl/)

Brightspace is the learning management system at Leiden University and at TU Delft. Every TU Delft course from the minor SSJ can be found in the Brightspace environment from TU Delft, and every Leiden University course from the minor SSJ can be found in the Brightspace environment from Leiden University. Enrolling in a Brightspace course grants you access to the course syllabus, literature lists, and course slides. Further, you must use Brightspace to hand in assignments and papers.

Please note: enrolling in a Brightspace course is not the same as registration for a course from Leiden University in uSis. These are two separate actions, and we recommend you do both before the start of a course.

Please note: the Brightspace platform from Leiden University is not the same as the Brightspace platform from TU Delft. For Leiden courses, enrollment via the Brightspace platform from Leiden is needed, and for TU Delft courses, enrollment via the Brightspace platform from TU Delft is needed.
E-mail Leiden University: https://webmail.campus.leidenuniv.nl

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

The Leiden University mail platform is the default tool at Leiden University for e-mail communication between students, teachers and department staff. And the TU Delft mail platform is the default tool at TU Delft for e-mail communication. You will receive a Leiden University mail address and a TU Delft mail address as part of the registration process with both universities. **Please check your both e-mail addresses daily.** Your Leiden University mail and TU Delft mail is not only used for communication with teachers or fellow students, but for acknowledgements 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 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 mailboxes from both e-mail addresses to each other, and to automatically forward the mails to the mailbox you use the most.

Digital library Leiden University: https://www.library.universiteit.leiden.nl/


Although you can look for books and articles in the physical library, many titles are available in our digital library 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.

**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.

**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.