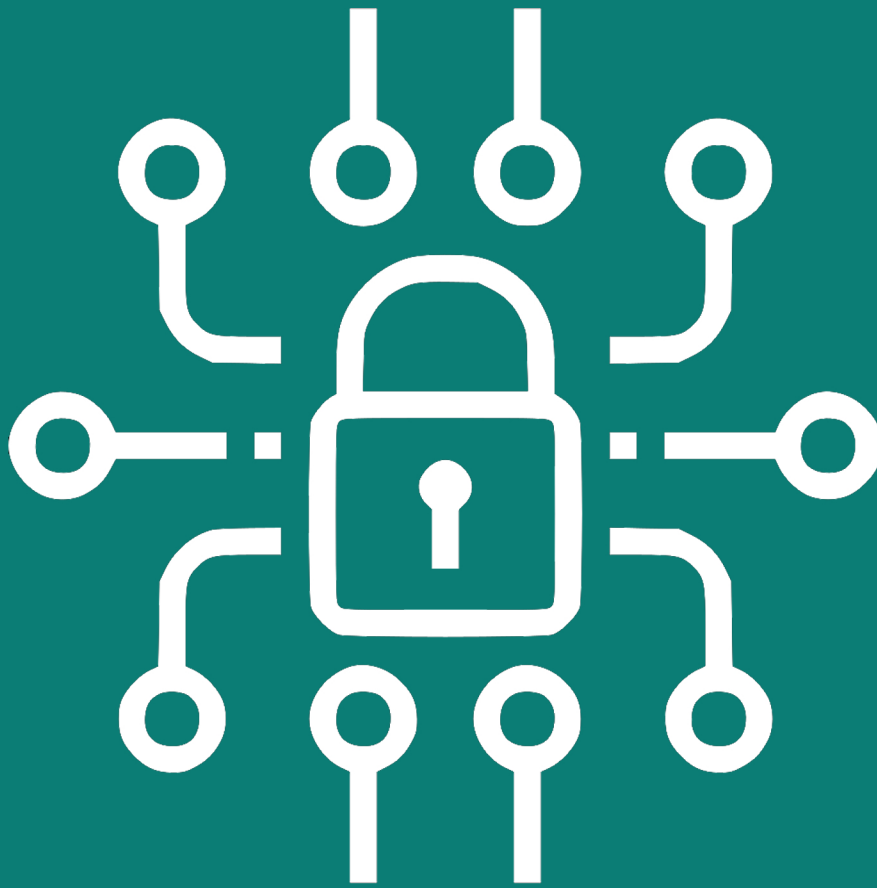




SECURITY,
SAFETY AND
JUSTICE



MINOR SSJ

HANDBOOK



Universiteit
Leiden
The Netherlands


TU Delft



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 administrative 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 emphasis in the minor lies on the “security” element. The SSJ minor enables you to broaden your horizon regarding security-related topics in society.

The knowledge base that this minor offers 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 SSJ minor to address and analyse current-day security-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

The SSJ minor 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 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. 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, 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, 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 fun 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	RESPONSIBLE UNIVERSITY
1	8910SSJ04	Topics of Law & Security	5	Leiden University
	8910SSJ02	Researching Crisis and Security Management	5	Leiden University
	WM0822TU	Security & Organisation	5	TU Delft
2	TBM025A	Security & Technology	5	TU Delft
	8910SSJ03	Terrorism & Counterterrorism	5	Leiden University
	TBM027A	Security Integration Project	5	TU Delft

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

[Security, Safety & Justice \(Minor 2021-2022\) - Studiegids - Universiteit Leiden](#)

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 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-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 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 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.
- Law. The Topics of 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.

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. So, 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 e-Prospectus / Study guide 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 (see hereunder).

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**. If you have past at least five of the courses during one academic year, you can retake the one course that you have not past during the following academic year. If this is the case, please contact the minor coordinators well in advance. If you have passed four or less courses during one academic year, permission should be asked to the board of examiners of the Institute of Security and Global Affairs to retake multiple courses from the SSJ minor.

COURSE AND EXAMINATIONS REGULATION, AND RULES AND 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. 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. The maximum number of participants is **140**. Priority is given to students from Leiden University, TU Delft, and Erasmus University Rotterdam (EUR).

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.

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 on Security & Organisation, 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

Students from Leiden University, EUR students, and other external students that registered via Leiden University must register via Studielink before September 1st 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 program!

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 based on the exchange of your personal details by your home university (TU Delft) 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 16th up until one week after the start of the course. After registration in uSis, students will be automatically enrolled for the course on Brightspace, so they 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 University 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 the course itself via MyTUDelft (previously called Osiris). However, students need to register for the *exams* in MyTUDelft (in particular for the exam of Security & Organization and Security & Technology). The deadline for registration in MyTUDelft 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. 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 per semester. Please note that the timetables can be subject to changes if required, so please check regularly.

The *Leiden University* 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.

The *TU Delft* 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. You might first need to select the concept schedules of 2021-2022.

Please know 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.

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 or seminars 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. The offices of CSM are located here.
- Schouwborgstraat building, Schouwborgstraat 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://iamap.tudelft.nl/en/>.

INFORMATION SYSTEMS

uSis: <https://usis.leidenuniv.nl>

uSis is the registry system used at Leiden University. Always register in uSis for the courses you should follow (this only applies for the three Leiden University courses). Courses open for registration four weeks prior to their starting date. 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 (this only applies for the three Leiden University courses). 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.

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

MyTUDelft (previously called 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 (Security & Organisation, 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 Security & Organization and Security & Technology) is mandatory and should be done MyTUDelft. See more information above.

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 registration in uSis (see above), 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, 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 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 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 Hotmail, yahoo, Gmail, etc. account has a high chance to end up into our spam.

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 quarter. After following these three courses, you do not need to sign off or deregister. You can simply quit the programme and ask for a grade list 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 contact their programme for their transcript. 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 he/she wishes to pick up the transcript in person at the student desk or if he/she 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.

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: minors@tudelft.nl

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



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