Handbook Binding Study Advice (BSA)

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1 The Binding Study Advice

At the end of the first year of a Bachelor's programme, every student receives a binding study advice (BSA). This is a decision regarding the student's progress in the programme. A UG-wide academic standard has been set for this purpose. If the standard is met, the student may continue with the programme. If the standard is not met, the student must quit the programme.

1.1 BSA threshold

- The BSA threshold for full-time Bachelor's programmes has been set at **45 ECTS**.
- The BSA threshold for part-time Bachelor's programmes has been set at **20 ECTS**.

Exceptions:

University College Groningen (UCG) and University College Fryslân (UCF)
The BSA threshold for students enrolled in a Bachelor's programme at UCG and UCF (BSc Global Responsibility and Leadership) is **60 ECTS**. Students who have obtained fewer than 60 ECTS by the end of the first year of study will receive a negative binding study advice.

Academic Pabo
These students undertake 25 ECTS at the UG during the first year of their programme. The BSA threshold for these students is therefore the same as the part-time standard: at least **20 ECTS** in the first year of enrolment.

NB. Wherever the 45 ECTS standard is referred to elsewhere in this handbook, a standard of 60 ECTS is meant for programmes at the UCG and UCF (BSc Global Responsibility and Leadership), 20 ECTS for the Academic Pabo, and 20 ECTS if the student is following a part-time programme.

1.2 The BSA decision

The study advice is an assessment of the student's suitability for the programme. At the end of the first year of enrolment, all students receive a binding study advice. The first year of study refers to the first period of a programme with a study load of 60 ECTS.

NB. Where this Handbook refers to the first year of the programme, it means the first period of the Bachelor's programme with a total study load of 60 ECTS.

The Executive Board has delegated the authority to make BSA decisions to the faculty boards. The faculty board makes the BSA decision based on the programme's Teaching and Examination Regulations (TER), which incorporate the rules governing the BSA. The faculty board seeks advice from a faculty BSA committee before making a decision.

The faculty board makes a BSA decision while taking any personal circumstances into account. The faculty board may take the following decision:

- **Binding positive study advice (PBSA)**

If the BSA threshold is met, the student receives a positive study advice. The student is deemed suitable for the programme.

- **Binding negative study advice (NBSA)**

If the BSA threshold has not been met, the student will receive a negative study advice. The student is deemed unsuitable for the programme.

- **A deferred study advice (UA)**

If the student is (or has been) facing personal circumstances that make it impossible to assess their suitability for the programme, a decision may be taken to defer the advice. The study advice will then be made at the end of the second year. Even in the case of a deferred assessment, the BSA threshold remains as described in section 1.1. Arrangements may be made with the student regarding their study plan, whereby the student gives priority to first-year courses.

If personal circumstances arise (again) during the second year of enrolment, the decision may be issued at a later date. The BSA may be issued as long as the first academic year (60 ECTS) of the programme has not yet been completed. For further information on a deferred advice, see Appendix 3.

1.3 No BSA decision

- **Propaedeutic examination/phase or first year of study completed**

If a student has already completed the propaedeutic examination or propaedeutic phase for a university programme at the UG or at another Dutch university, or – in the absence of these – has completed the 60 ECTS credits of the first year, the student is no longer subject to the BSA regime for the programme in which they enrol in the first year of study.

- **Deregistration**

Deregistration on or before 1 March

The UG uses 1 March as the cut-off date for withdrawal from a degree programme. If a first-year student has withdrawn from the programme before 1 March, no BSA will be issued for that programme and, in principle, the student may recommence the same or a related degree programme in the following year. Previously achieved results will remain valid. However, in the year of re-enrolment, the student must once again meet the BSA threshold, just as a first-year student would.

Please note: if the student wishes to switch programmes during the same academic year, see the section on 'switching programmes within the UG' below.

A student may only make use of the 1 March scheme once per degree programme, or related degree programme (see Appendix 1), and only in the first year of enrolment. If a student withdraws from the same degree programme or a programme within the cluster for a second time on or before 1 March, a binding study advice will still be issued at the end of that academic year.

It is important to note that this refers to the date on which the student deregisters, not the date on which the student submits the request. The request for deregistration must therefore be submitted to Studielink no later than February.

Deregistration after 1 March

A student who deregisters from the programme after 1 March will receive a BSA for the programme in which they were enrolled.

Education Executive Agency (DUO)
DUO operates a '1 February scheme'. Under this statutory scheme, students receive their merit-based grant as a gift if they terminate their student finance before 1 February[1] . This is not the case if a student deregisters with effect from 1 March and also terminates their merit-based grant at that time. Therefore, to be eligible for DUO's 1 February scheme, a student must ensure that their merit-based grant is terminated with DUO before or on 1 February.

This DUO scheme applies only to students who are enrolled on a higher education programme for the first time. The months of student finance already used are deducted from the total number of months to which a student is entitled.

1.4 Consequences of a negative BSA

Validity period
An NBSA is issued for **a period of 2 years** commencing on 1 September of the academic year following the academic year in which the BSA was issued. This means that the student cannot re-enrol in the programme for 2 academic years.

Scope of the BSA – clustering
The NBSA may apply to degree programmes that share the first-year programme with the programme in question. For this reason, certain degree programmes at the UG have been clustered. The clustering can be found in Appendix 1 of this Handbook. The consequences of an NBSA therefore apply to the degree programme of enrolment, with its associated programme code, as well as to the clustered degree programmes with other programme codes.

1.5 Legal framework

Section 7.8b of the WHW (Higher Education and Scientific Research Act)
1. *The institutional board of a publicly funded university, university of applied sciences or faith-based university shall, no later than the end of a student's first year of enrolment in the propaedeutic phase of a full-time or dual associate degree programme or bachelor's degree programme, issue advice on whether the student should continue their studies within or outside the associate degree programme or bachelor's degree programme. In the case of a part-time associate degree programme or bachelor's programme, the institutional board shall determine the timing of the provision of that advice.* 2. *Without prejudice to the first paragraph, the institutional board may provide the student with advice as long as the student has not successfully passed the propaeduetic examination.* 3. *With regard to programmes designated for this purpose by the institutional board, the institutional board may attach a rejection to a recommendation as referred to in the first or second paragraph, within the period referred to in the second paragraph, but not before the end of the first year of enrolment. Such a rejection may only be issued if, in the opinion of the institutional board – taking the student's personal circumstances into account – the student is not deemed suitable for the programme because their academic results do not meet the requirements laid down by the institutional board in this regard. The institutional board may attach a time limit to the rejection. The institutional board may extend the exclusion to programmes that share the propaedeutic examination with the programme in question. The institutional board may only exercise the power under this paragraph*

[1] Section 5.10 of the Student Finance Act 2000. For more information about DUO's 1 February scheme, click on the following link: https://duo.nl/particulier/opleiding-stoppen-of-wijzigen/stoppen-in-je-eerste-jaar.jsp

if, during the propaedeutic phase of the programme in question, it provides such facilities as to ensure that the opportunities for satisfactory academic progress are guaranteed.

4. *Before proceeding with the rejection, the institutional board shall issue a warning to the student concerned, setting a reasonable period within which their academic results must be improved to the satisfaction of that board. The institutional board shall give the student the opportunity to be heard before proceeding with the rejection.*
5. *The enrolment of a student who has been expelled pursuant to the third paragraph in the relevant programme at the institution concerned shall be terminated. The student may not be re-enrolled at that institution for that programme, unless the institutional board has applied the third sentence of the third paragraph or unless the student in question subsequently applies for enrolment on the programme in question and, in doing so, demonstrates to the satisfaction of the institutional board that they will be able to successfully complete that programme.*
6. *The institutional board shall lay down further rules for the implementation of the preceding paragraphs. These rules shall in any event relate to the academic results and the provisions referred to in the third paragraph, as well as to the time limit referred to in the fourth paragraph.*
7. *An order in council shall specify which personal circumstances, as referred to in the third paragraph, the institutional board shall take into account in its assessment.*
8. *For the purposes of this Article, 'propaeduetic phase' shall also include the first period of an associate degree programme or a bachelor's degree programme in higher education with a study load of 60 credits. For the purposes of this Article, 'propaedeutic examination' shall also include the examinations associated with teaching units in the first period of an associate degree programme or a bachelor's programme in academic education with a combined study load of 60 credits.*

2 Legal remedies

Before a negative BSA is issued, the Faculty Board has informed the student of this by means of a 'notice of intention to issue a binding study advice'. Following this notice, the student is invited to be heard by the Faculty Board or, where applicable, the BSA Committee on behalf of the Faculty Board. The hearing is followed by a final BSA decision.

Appeal
If the student disagrees with the final decision of the Faculty Board, they may lodge an appeal with the Examinations Appeals Board (CBE).

This appeal against the BSA decision may be lodged with the Central Portal for the Legal Protection of Student Rights (CLRS) within six weeks of the decision being announced, by submitting a notice of appeal. This can be done digitally via a web form on the Central Portal for the Protection of Student Rights (CLRS) website, or in writing: PO Box 72, 9700 AB Groningen.

The CBE will first request the faculty to organise a settlement meeting between the student and the faculty board or the BSA committee. If no settlement is reached, the appeal procedure will continue if the student so chooses. The student and the faculty board or BSA committee will be invited by the CBE to a hearing, following which the CBE will issue a ruling on the matter.

In summary in the event of a negative binding study advice

- A student who fails to meet the BSA threshold will receive a 'notice of intended negative BSA' (during the second semester).
- The student is given the opportunity to be heard by the BSA committee appointed for this purpose by the Faculty Board before the final decision is taken.
- The Faculty Board issues a final negative binding study advice (final decision).
- The student may appeal against the Faculty Board's decision by submitting a notice of appeal to the CLRS within 6 weeks of the decision being announced.

3 Special circumstances

3.1 Enrolment in multiple degree programmes

It sometimes happens that a student has enrolled on two (or more) degree programmes. The UG's basic principle is that students should be free to choose multiple degree programmes. The UG has established the principle that if a student has met the BSA threshold for one of the degree programmes, the obligation to meet the standard for the other degree programme(s) in that academic year is waived.

As long as a student has not yet completed the first year of one of the degree programmes, they will continue to be subject to the BSA regime in the second year for the degree programme(s) from which they were exempted in the first year.

BSA for multiple programmes

a) If a student receives a positive assessment for one of the programmes, they may submit this to the other programme, thereby ensuring that no negative BSA is issued there. This exemption applies only to that academic year.
b) In the following academic year, the student must meet the BSA threshold for the other degree programme(s).
c) If the student has completed the first academic year of the programme (60 ECTS) of one of the programmes, the obligation to meet the BSA threshold for the other programme(s) ceases to apply.
d) If a student enrolled on multiple programmes receives a negative BSA because they have failed to meet the BSA threshold on any of the programmes, the student will be excluded from all programmes on which they are enrolled.

BSA where different BSA thresholds apply

If a student receives a positive advice for one of the degree programmes with a BSA threshold lower than 45 ECTS (for enrolment as a part-time student and/or enrolment after 1 February), this does not mean that the student has met the applicable BSA threshold for the other programme outside the cluster.
If the student subsequently achieves fewer than 45 ECTS for the programme with the standard BSA requirement, they will receive a negative BSA for that programme. However, the positive recommendation does apply to the same programme – for example, switching from part-time to full-time study, or a programme within the cluster.

3.2 Enrolment at other intake dates

Enrolment after 1 September

Please note: The intake date for all Bachelor's programmes is 1 September. In principle, it is not possible to start the first year of a programme at a later date. Admission at a later date is subject to the discretion of the Admissions Board. If the student has been granted permission to do so, the following applies to the BSA.

Full-time BSA threshold

A student who enrols between 1 September and 1 February is subject to the standard BSA requirement and must have obtained **45 ECTS** by the end of the academic year.

Part-time BSA threshold

A student who enrols between 1 September and 1 February is subject to the standard BSA requirement: **20 ECTS** must have been obtained by the end of the first year of enrolment.

Contacting the study adviser
A student who enrols after 1 September is asked to make an appointment with the study adviser to discuss the options available and any potential difficulties in meeting the BSA threshold.

Enrolment after 1 February
Please note: The intake date for all Bachelor's programmes is 1 September. In principle, it is not possible to start the first year of a programme at a later date. Admission at a later date is subject to the discretion of the admissions board. If the student has been granted permission to do so, the following applies to the BSA.

Full-time BSA threshold
For enrolments on or after 1 February, a standard of **20 ECTS credits** in the second semester of the first academic year applies. For programmes at the UCG and UCF (BSc Global Responsibility and Leadership), a standard of **30 ECTS credits** applies for enrolments on or after 1 February.

BSA threshold for part-time study
For enrolment in a new part-time programme after 1 February, a standard of **10 ECTS credits** applies in the second semester of the first academic year.

If a student switches from full-time to part-time study within the same programme, please refer to the section on changing study mode.

3.3 Switching programmes within the UG
When switching programmes during the academic year, a student must enrol for the second programme by 1 February. To avoid receiving a negative study advice for the first programme, the 1 March rule as described in section 1.3 applies.

Please note: The intake date for all Bachelor's programmes is 1 September. Switching programmes mid-year, or enrolling as of 1 February, in the first year of a programme is, in principle, not possible. Enrolment at a later date is subject to the discretion of the admissions board. If the student has been granted permission to do so, they must always contact the study adviser for the programme to which they wish to transfer to verify whether a transfer is possible and, if so, whether a matching requirement must be met. Generally, students may transfer between programmes within a cluster, provided that the programmes in question do not have a numerus fixus.

Transferring from a programme in the first semester
If a student deregisters from a programme at the UG between 1 September and 1 March and enrols in another programme at the UG between 1 October and 1 January, which does not fall within the same cluster, the following applies: the student will not receive a study advice for the programme from which they have deregistered, and the standard for the new programme is the standard **45 ECTS**.

Changing programmes in the second semester
If a student deregisters from a programme at the UG via between 1 September and 1 March and enrols on or after 1 February in another programme at the UG that does not fall within the same cluster, the student will not receive a study advice for the programme from which they have deregistered. The standard for the new programme is the standard **20 ECTS**.

Please note: If a student submits a withdrawal request via Studielink in or after March for a programme at the UG and enrols on or after 1 February in another programme at the UG that

does not fall within the same cluster, the student will receive a study advice for the programme from which they have withdrawn. The standard for the new programme is the standard 20 ECTS.

The student may no longer re-enrol for the first programme, or a programme within the same cluster, if the student has received a negative BSA for that programme.

Transferring between clustered programmes
If a student withdraws from a programme before 1 March and enrols in a programme within the same cluster with effect from 1 February, the standard will not be adjusted. The student must have obtained **45 ECTS** (in total) by the end of the year.

Switching from full-time to part-time study
If a student withdraws from a full-time programme before 1 March and enrols in the same programme on a part-time basis on or after 1 February, there will be no adjustment to the standard. The student must have obtained **45 ECTS** (in total) by the end of the year.

3.4 Exemptions granted for modules
If a student is granted an exemption from a particular course because, in the opinion of the Examination Board, an equivalent effort has already been made in another course, the number of credits for that course counts towards the total number of credits obtained.

4 BSA annual schedule

Marking period
The TER sets out the procedures for determining grades and the grading period for courses. In principle, the results of written examinations are marked no later than the tenth working day after the examination and subsequently forwarded to the Student Administration.

Registration deadline
The Student Administration processes all examination results within three working days.

4.1 BSA schedule

Study progress overview
At the end of each term, the programme sends students a study progress report by email. An up-to-date overview of study results is always available to students in Progress.

Provisional study advice
After the first semester (between 15 February and 28 February), the programme sends students a provisional study advice by email. This may be a green, orange, or red recommendation. This warning gives students ample opportunity to improve their academic results in the second semester if the provisional advice indicates that this is necessary.

Notice of intention to issue a BSA
At the end of the second semester, the student receives a binding study advice. If this is a negative advice, the student first receives a notice of intention to issue a negative BSA. The faculty then gives the student the opportunity to be heard regarding this notice.

Binding Study Advice
The Faculty Board shall provide the student with a written binding study advice by the last Friday in July at the latest.

Early issuance of study advice
Faculties may issue a positive study advice earlier to students who have already earned more than 45 ECTS credits during Block 3 or 4. This may be important, for example, when extending residence permits for international students.

Faculties may inform students who, by the end of Block 3 or during Block 4, are no longer able to obtain 45 ECTS credits of their intention to issue an NBSA at an earlier stage, subsequently consult with them, and issue a final, binding study advice.

Application deadline for new programmes
Students who have received or are due to receive a negative binding study advice and wish to enrol on another programme at the UG for the new academic year must enrol for this new programme by 31 July at the latest.

NB. In view of the BSA's annual schedule, it is important that members of the BSA committee (or other representatives) remain available during the summer period to answer enquiries from students and staff at the UG.

5 Personal circumstances

A negative BSA can only be issued if the student, **taking their personal circumstances into account**, is deemed unsuitable for the degree programme. If there are personal circumstances preventing this assessment from being made, the issuing of a study advice may be deferred. The advice may be issued as long as the student has not yet completed their first year. See 'Deferred advice' in section 1.2.

Under the BSA scheme, the student must report the personal circumstance to the study adviser themselves (as soon as possible) and is personally responsible for informing the study adviser of any problems with their academic progress. The regulations governing this are the same as those in the Student Support Fund Regulations (StOF). If the student has disclosed personal circumstances, the study adviser will inform the student about the process and the necessary documentation or other documents/statements required for a successful claim based on personal circumstances under the BSA. In addition, arrangements may be made with the student regarding their academic progress and study plan to meet the (possibly adjusted) BSA threshold. It is important that the student adheres to the agreements made.

5.1 Types of personal circumstances

Personal circumstances
In determining personal circumstances for the purposes of the BSA, the circumstances referred to in Article 2.1 of the 2008 WHW Implementation Decree are applied, as well as the circumstances set out in the StOF Regulations.

Personal circumstances are:

- Illness,
- Disability,
- Pregnancy,
- Special family circumstances,
- Board membership or student representation,
- Elite sport,
- Informal care.

Unlike under the StOF Scheme, the assessment of whether circumstances affect the BSA is conducted at a local level.

Other personal circumstances
Personal circumstances other than those mentioned above may also be considered in the assessment of the student's suitability for the programme if failure to do so would result in a significant injustice. A significant injustice exists where the application of the scheme, in the specific circumstances of the case, would lead to a manifestly unreasonable, disproportionate, or excessively disadvantageous outcome for the student. The BSA committee assesses this on a case-by-case basis, considering the nature, severity, and impact of the circumstances.

5.2 Personal Circumstances Scheme under the BSA

Taking personal circumstances into account means that the BSA system is adapted to the student's circumstances. When such circumstances arise, an assessment is made as to whether they are such that they reasonably result in a substantial delay in the student's studies and thus prevent them from meeting the BSA threshold. It is important that, in the event of personal circumstances, the student complies with the agreements made with them within the framework of the BSA.

Positive BSA with fewer than 45 ECTS and personal circumstances
If, due to personal circumstances, a student has obtained fewer than 45 ECTS, a positive BSA may still be awarded in some cases. For example, where the student has demonstrated a good aptitude for the degree programme either before or after the circumstances arose. Consider, for instance, a situation where a student passed all courses in the first semester but was unable to meet the standard in the second semester due to a death in the family.

Lowering the BSA threshold due to personal circumstances
If a student has a (long-term) disability and it is expected that they will consistently achieve fewer credits than a student without a disability, the BSA threshold may be lowered. The student will then be assessed for suitability for the programme, taking the student's disability into account. If the student meets the adjusted standard, they may receive a positive study advice; if this standard is not met, they may receive a negative study advice in the first year of enrolment.

A combination of both options is also possible: a deferred BSA to the following academic year with a lower standard. This is at the discretion of the BSA committee.
Both the deferral of the advice and the lowering of the BSA threshold must always be reported to and approved by the Faculty Board. See Appendix 3 for a detailed explanation of the BSA in the context of personal circumstances.

5.3 Legal framework

Article 2.1 of the 2008 WHW Implementing Decree

1. *The personal circumstances referred to in Articles 7.8b(3) and 7.9(3) of the Act are:*
   - a. *illness of the person concerned,*
   - b. *a physical, sensory, or other functional impairment of the person concerned,*
   - c. *pregnancy of the person concerned,*
   - d. *special family circumstances,*
   - e. *membership, including the chairmanship, of:*
     1. *at universities: the University Council, the Faculty Council, the body established under the participation scheme referred to in Article 9.30, third paragraph, or Article 9.51, second paragraph, of the Act, the board of a degree programme or the programme committee, as well as membership of the board of a foundation which, according to its articles of association, has as its objective the operation of facilities forming part of the student facilities, or of a body which, in the opinion of the institutional board, is equivalent to this in view of its remit,*
     2. *at universities of applied sciences: the participation council, sub-council, student committee, or programme committee,*
   - f. *other circumstances specified by the institutional board in the regulations referred to in Articles 7.8b(6) and 7.9(5) of the Act, in which the person concerned conducts activities in the context of the organisation and management of the institution's affairs,*
   - g. *membership of the executive committee of a student organisation of any size with full legal capacity, or of a comparable organisation of any size, whose primary focus is the promotion of the general social interest, and which conducts activities to that end,*
   - h. *other personal circumstances to be laid down in the teaching and examination regulations, as referred to in section 7.13 of the Act, pursuant to section 7.13(2)(f) of the Act,*

i. personal circumstances other than those referred to in sub-paragraphs (a) to (h) which, if not taken into account by the institutional board in its assessment, would result in a significant injustice.

2. *For the purposes of paragraph 1(g), the institutional board may lay down further rules regarding the maximum number of board members per organisation per academic year who are eligible, as well as regarding which board positions are eligible.*

6 Information for staff and students

BSA protocols, timetables, flowcharts, and regulations:

www.rug.nl/bsa

Frequently asked questions with information on the BSA

https://www.rug.nl/education/faq/

General portal for first-year students

http://student.portal.rug.nl/infonet/studenten/

For students:

https://student.portal.rug.nl/infonet/studenten/begeleiding-carriere-advies/

Quality assurance in education

https://www.rug.nl/about-ug/organization/quality-assurance/education/

Protocol for internal quality assurance at the UG: 'In Control of Educational Quality' – available on the webpage mentioned above

Student Services Centre

Student counsellor, student psychologist, and workshops and courses

https://student.portal.rug.nl/infonet/studenten/voorzieningen/studenten-service-centrum/

UG Student Support Fund Regulations

https://student.portal.rug.nl/infonet/studenten/begeleiding-carriere-advies/studentenondersteuningsfonds/overmacht

Central Office for the Legal Protection of Students (CLRS)

www.rug.nl/clrs

Appendix 1: established clusters of related degree programmes

Faculty of Law

Clustering
All Bachelor's programmes at the Faculty of Law belong to a single BSA cluster.

Faculty of Economics and Business Administration

		Clustered with	
CROHO code	**Programme name**	**CROHO code**	**Programme name**
50645	B Business Administration	50019	B International Business
50019	B International Business	50645	B Business Administration

Faculty of Science and Engineering

		Clustered with	
CROHO code	**Programme name**	**CROHO code**	**Programme name**
56286	B Life Science and Technology	56960 56857	B Chemical Technology B Chemistry
56860	B Biology	56157	B Pharmacy
56157	B Pharmacy	56860	B Biology
56980	B Mathematics	56965 50206 56962 50205	B Applied Mathematics B Physics B Applied Physics B Astronomy
56965	B Applied Mathematics	56980 50206 56962 50205	B Mathematics B Physics B Applied Physics B Astronomy
50206	B Physics	56962 50205	B Applied Physics B Astronomy

		56980	B Mathematics
		56965	B Applied Mathematics
56962	B Applied Physics	50206	B Physics
		56980	B Mathematics
		56965	B Applied Mathematics
		50205	B Astronomy
50205	B Astronomy	56962	B Applied Physics
		50206	B Physics
		56980	B Mathematics
		56965	B Applied Mathematics
56857	B Chemistry	56960	B Chemical Technology
		56286	B Life Science & Technology
56960	B Chemical Technology	56857	B Chemistry
		56286	B Life Science & Technology

Appendix 2: documentation regarding personal circumstances

If a student wishes to be considered for a deferral of the BSA decision or a reduction in the BSA threshold, they must discuss this with the study adviser. The student can discuss their personal circumstances with the study adviser, as well as the documentation required to make a claim on the grounds of personal circumstances, and, if possible, a study plan will be drawn up. The Faculty Board or the BSA committee will make the final decision regarding the BSA.

If the student also wishes to be considered for financial support from the Student Support Fund (StOF), they must also notify the study adviser of any delay in their studies as soon as possible. The study adviser may refer the student to a student counsellor.

Documentation

Supporting evidence for the personal circumstances may include:

- Illness: a certificate from a doctor or psychologist, or a relevant extract from the patient's medical records, which the student can request free of charge from their GP.
- Family circumstances: a medical certificate or a death certificate.
- Disability: a diagnostic statement from a doctor or psychologist, or a relevant extract from the patient's medical records, which the student can request free of charge from their GP.
- Pregnancy: a certificate from a doctor or midwife.
- Board membership or student representation: A decision on appointment or a statement confirming the term of office on the student representation body or board by the succeeding board or student representation body in which the student held their position.
- Elite sport: proof of elite sport status obtained by applying to the elite sport coordinator.

Ideally, the statement should specify when the illness, medical or psychological circumstances began and how long they lasted or are still ongoing. It is also helpful to specify the nature of the circumstances in question.

Below is an example of a statement that can be completed by a specialist.

Please note: this statement is not completed or signed by the student psychologists at the UG.

Statement of special circumstances

NB. This statement is not completed or signed by the UG's student psychologists.

Explanatory notes for the doctor/paramedic

This form is not a medical certificate.
You do not need to provide any details regarding the nature and/or treatment of the student's/patient's symptoms. Nor are we asking you to assess the extent to which the medical/psychological condition is (or has been) affecting their academic progress.
- A faculty committee will determine whether there are grounds for adjusting the academic progress standard.
- A university committee will determine whether an application for financial compensation is possible.
We simply ask you to indicate below ***whether*** the student has (had) 'a medical condition':

Medical/psychological information

Student details:

Surname: .....

Date of birth: .....

Student number:
.....

Doctor's / psychologist's details:

The undersigned, surname, and initials .....

Address:
.....

BIG number:
.....

A medical/psychological condition during the period from ..... to .....

A disability or chronic illness since: .....

I have completed this form truthfully,

Date Signature Stamp

Appendix 3: BSA regarding personal circumstances

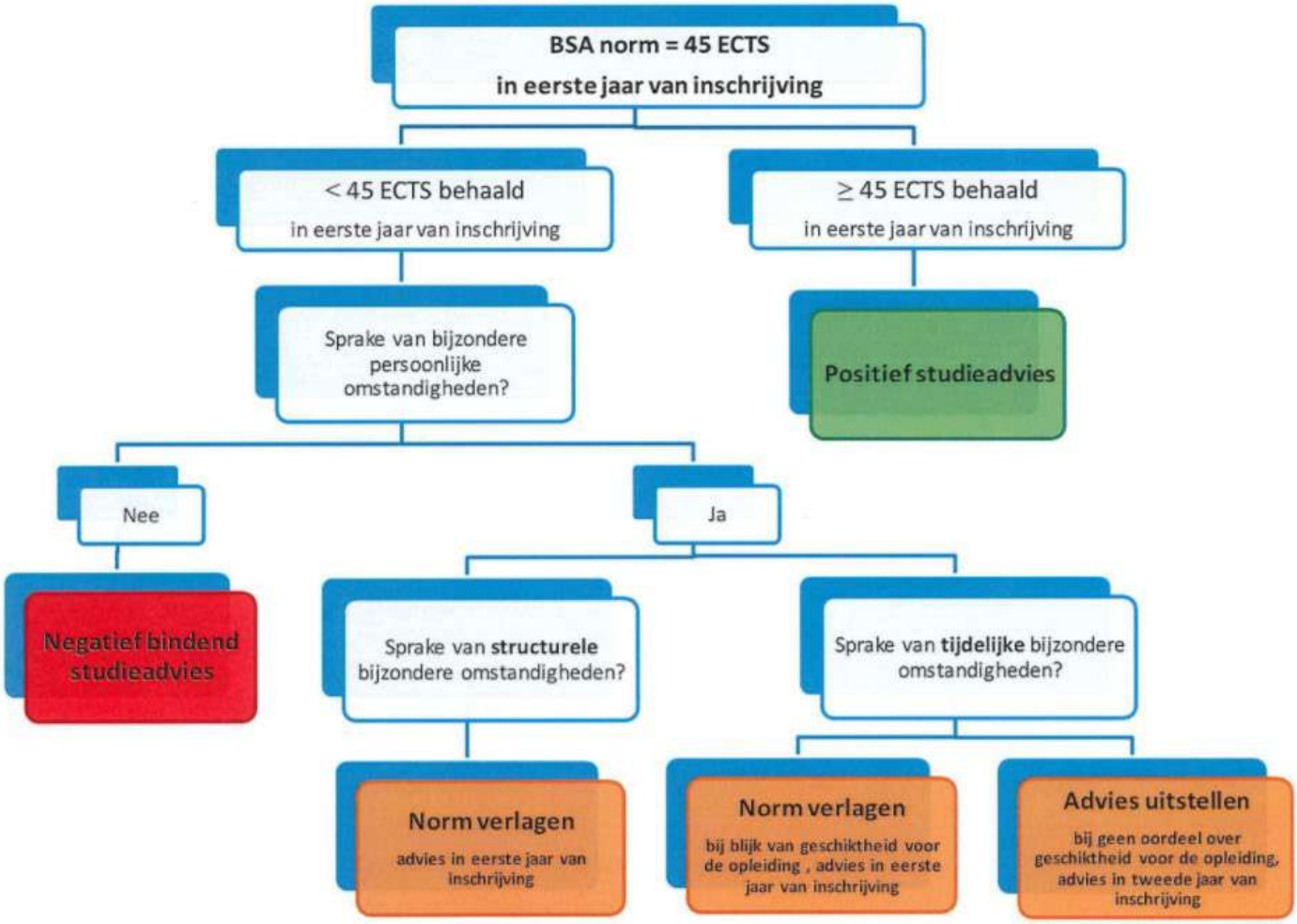
Lower the standard or defer the advice?
The basic principle of the binding study advice is that an assessment is made of the student's suitability for the programme. The minimum standard is set at 45 ECTS. Furthermore, when assessing suitability for the programme, any personal circumstances must be considered. Taking personal circumstances into account means that the BSA is adjusted to the student's circumstances. These circumstances may differ; namely, personal circumstances that prevent the student from meeting the standard of 45 ECTS and temporary personal circumstances that have resulted in the student failing to meet the standard.

In the first case, for example, there may be a (long-term) disability. It may be expected that the student will consistently earn fewer credits than a student without a disability. A reduction in the standard is more appropriate in this case, as the student is then assessed on their suitability for the programme, taking their circumstances into account. The study adviser's recommendation may be used to determine the standard. Depending on the circumstances, it may be important to establish the adjusted standard as early as possible. If the student meets the adjusted standard, they may receive a positive study advice; if they do not meet this standard, they may receive a negative study advice in their first year of enrolment.

In the second case, the situation is temporary. Examples include temporary medical or mental health issues that can be resolved in the short term. This situation may have prevented the student from meeting the 45 ECTS standard, meaning that no assessment can be made of the student's suitability for the programme. The assumption here is that the student has attended almost no teaching, or teaching was only attended temporarily. In such cases, it is more likely that the study advice will be deferred. However, a reduction in the standard during the first year of enrolment need not be ruled out in these cases. Here too, a reduction in the standard may be applied in certain circumstances, for example where the student has demonstrated good suitability for the programme over a substantial period before or after the onset of the temporary personal circumstances, or even while these circumstances were ongoing.

If a decision is made to defer the advice, a study advice must be issued in the second year of enrolment. If the student fails to meet the 45 ECTS standard in the second year of enrolment as well, any personal circumstances that have persisted or any new circumstances must again be considered in the decision. Here too, the application of a lower standard is not ruled out. The advice may be issued as long as the first year of the programme has not yet been completed.

Any postponement of the BSA advice to a subsequent academic year must always be reported to – and approved by – the faculty board.


BSA norm = 45 ECTS
in eerste jaar van inschrijving
< 45 ECTS behaald
in eerste jaar van inschrijving
≥ 45 ECTS behaald
in eerste jaar van inschrijving
Sprake van bijzondere persoonlijke omstandigheden?
Positief studieadvies
Nee
Ja
Negatief bindend studieadvies
Sprake van structurele bijzondere omstandigheden?
Sprake van tijdelijke bijzondere omstandigheden?
Norm verlagen
advies in eerste jaar van inschrijving
Norm verlagen
bij blijk van geschiktheid voor de opleiding , advies in eerste jaar van inschrijving
Advies uitstellen
bij geen oordeel over geschiktheid voor de opleiding, advies in tweede jaar van inschrijving