

# BSA Manual

As of November 2022

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## Table of contents

<b>Rules and regulations</b>	<b>4</b>
<i>BSA threshold</i>	4
<i>Full-time Bachelor's degree programme</i>	4
<i>Part-time study</i>	Error! Bookmark not defined.
<b>Exceptions</b>	4
<i>University College Groningen (UCG) and Campus Fryslân (CF)</i>	4
<i>Academic Teacher Training programme for Primary Education</i>	4
<i>BSA threshold and exemptions</i>	4
<i>Postponed advice</i>	4
<b>Applicability of the BSA system</b>	5
<i>Term of validity</i>	5
<i>Scope of the BSA system</i>	5
<b>Registration</b>	5
<i>Multiple degree programmes</i>	5
<i>The BSA and enrolment in several degree programmes</i>	5
<i>Study progress overviews/preliminary study advice for all degree programmes</i>	5
<i>Study progress supervision</i>	6
<i>Enrolling in a second degree programme after 1 February</i>	6
<b>New degree programme, late registration</b>	6
<i>Registration after 1 September BSA threshold for full-time programmes</i>	6
<i>BSA threshold for part-time programmes</i>	6
<i>Contact with the study advisor</i>	6
<i>Registration after 1 February</i>	6
<i>New degree programme</i>	6
<i>Part-time degree programme</i>	6
<b>Deregistration</b>	6
<i>Deregistration before 1 March</i>	6
<i>Deregistration after 1 March</i>	7
<b>Education Executive Agency (DUO; Dienst Uitvoering Onderwijs)</b>	7
<b>Switching degree programmes at the UG</b>	7
<i>Please note:</i>	7
<i>Switching degree programmes before 1 February</i>	7
<i>Switching degree programmes before 1 February at the latest</i>	8
<i>Switching degree programmes after 1 February</i>	8
<i>Switching between degree programmes in the same cluster before 1 February</i>	8
<i>Switching from full-time to part-time programme format</i>	8
<b>Extraordinary circumstances</b>	8
<b>Types of extraordinary circumstance</b>	9
<i>Personal circumstances</i>	9
<i>Elite sports</i>	9
<i>Hardship clause</i>	9
<b>Regulations governing extraordinary circumstances</b>	9
<i>Extraordinary Circumstances Protocol</i>	10
<b>Lodging an objection or appeal</b>	10
<i>Appeal</i>	10

<i>Summary</i>	10
<b>Marking periods and registration of results</b>	11
<i>Marking period</i>	11
<i>Registration period</i>	11
<b>Dates for study advice notifications</b>	11
<i>Study progress overview</i>	11
<i>Preliminary study advice</i>	11
<i>Negative advice notification</i>	11
<i>Study advice before this date</i>	11
<i>Registration deadline for new degree programme</i>	11
<b>Information for staff and students</b>	<b>11</b>
<b>Appendix 1: clusters of related degree programmes</b>	<b>13</b>
Explanatory notes: This clustering was mistakenly included in the Manual. At the request of FSE, this clustering will be removed. <b>Error! Bookmark not defined.</b>	
<b>Procedure governing extraordinary circumstances</b>	15
<b>Procedure for each category of personal circumstance in the framework of the BSA</b>	16
<b>Appendix 3: Form for confirming medical circumstances</b>	17
<i>Form confirming medical circumstances (illness, functional impairment)</i>	17
<b>BSA in the event of extraordinary personal circumstances</b>	19

## **Rules and regulations**

In the first year of enrolment in the propaedeutic phase of a degree program at the University of Groningen, students receive a binding study advice (BSA). The Board of the University has adopted a university-wide BSA-policy for this purpose. This BSA Manual contains the details of this policy. The Board of the University has mandated the Faculty Boards to make BSA decisions. The Faculty Board takes the BSA decision on the basis of the Teaching and Examination Regulations (TER) of the degree program, in which the rules for the BSA are incorporated.

### *BSA threshold*

Binding (negative) study advice will be given in the first year of study of the degree programme (the propaedeutic phase) if:

#### *Full-time Bachelor's degree programme*

- a student has earned fewer than 45 ECTS credit points by the end of the first year of study.

#### *Part-time study*

- a student has earned fewer than 20 ECTS credit points by the end of the first year of study

## **Exceptions**

### *University College Groningen (UCG) and Campus Fryslân (CF)*

The BSA threshold for students who are following a Bachelor's degree programme at the UCG or CF (Bsc Global Responsibility and Leadership) is 60 ECTS. Students who have earned fewer than 60 ECTS credit points by the end of the first year of study will be issued binding (negative) study advice.

In this manual, all references to the 45 ECTS threshold should be read as 60 ECTS for the UCG and CF (Bsc Global Responsibility and Leadership)

### *Academic Teacher Training programme for Primary Education*

In the propaedeutic phase, students of this programme follow course units with a student workload of 30 ECTS credit points at the University of Groningen. The BSA threshold for these students is therefore the same as for part-time students (20 ECTS in the first year of enrolment).

### *BSA threshold and exemptions*

If a student is granted an exemption for a certain course unit because in the opinion of the Board of Examiners they already achieved an equivalent result elsewhere, then the number of ECTS credit points for that course unit must be included when determining the total number of ECTS earned.

### *Postponed advice*

Study advice can only be postponed until the second year of enrolment if no advice can be issued in the first year, according to the Faculty Board. This is only possible in case of extraordinary personal circumstances and as long as the propaedeutic phase of the study programme has not been completed.

Postponement of the BSA threshold must always be reported to and approved by the Faculty Board or the BSA Committee.

### Students with a university propaedeutic certificate/completed propaedeutic phase:

Students with a propaedeutic certificate from a different university degree programme (at the University of Groningen or another university in the Netherlands) do not fall under the BSA system for the degree programme for which they register for the propaedeutic phase.

### **Consequences of the BSA system**

A negative BSA means that the student can no longer continue the degree program. This means the following.

#### *Term of validity*

A binding (negative) study advice is valid for a period of 2 years from 1 September of the subsequent academic year.

#### *Scope of the BSA system*

Certain degree programmes at the University of Groningen are grouped into clusters. The clusters are set out in Appendix 1. A binding (negative) study advice applies to the degree programme of registration and to the related CROHO code. This advice will also apply to any related degree programmes with different CROHO codes within that cluster.

### **Registration**

#### *Multiple degree programmes*

##### *The BSA and enrolment in several degree programmes*

Occasionally, a student will have enrolled in two or more degree programmes. The University of Groningen is of the opinion that students must be free to choose to follow two degree programmes. Thus, as long as a student passes the BSA threshold for one of the degree programmes, the requirement lapses for the other degree programme(s) in that year.

Once students have passed the propaedeutic phase of one of the degree programmes, they are exempt from the BSA requirement for the other degree programmes.

Until a student has successfully completed the propaedeutic phase of one of the degree programmes, they will continue to fall under the BSA regime in the second year for the degree programme(s) for which they were exempt during the first year.

#### *To summarize:*

- a. If a student is issued positive advice for one of the degree programmes then they can show this to the other degree programme(s) and avoid being issued with binding (negative) study advice for them. This exemption will apply to that particular year only.
- b. In a subsequent academic year, the student must meet the BSA of the other degree program(s)
- c. Upon completion of the propaedeutic phase of one degree programme, the student will be exempted from the BSA requirements for all other degree programmes for which they are registered.
- d. A student who is registered for several degree programmes and does not earn 45 ECTS in any of them will be issued binding (negative) study advice for all the degree programmes they have enrolled in.

#### *Study progress overviews/preliminary study advice for all degree programmes*

Students who are enrolled in several degree programmes will be sent two mid-term study progress overviews, a mid-term preliminary advice and a definitive advice (BSA) for each degree programme.

#### *Study progress supervision*

On registration, students are automatically included in the study progress supervision system for all the degree programmes they register for.

#### *Enrolling in a second degree programme after 1 February*

Students who register for a second degree programme at the University of Groningen after 1 February must still pass the BSA threshold of 45 ECTS credit points for one of the two programmes to be allowed to continue, even if the second degree programme is part-time.

### **New degree programme, late registration**

#### *Registration after 1 September*

##### *BSA threshold for full-time programmes*

Students who register between 1 September and 1 February must pass the regular BSA threshold; they must earn at least 45 ECTS by the end of the academic year.

##### *BSA threshold for part-time programmes*

Students who register between 1 September and 1 February must pass the regular BSA threshold of 20 ECTS by the end of the first year of enrolment.

#### *Contact with the study advisor*

Students who register after 1 September is requested to make an appointment with a study advisor to see what possibilities and potential problems there might be for passing the BSA threshold.

#### *Registration after 1 February*

##### *New degree programme*

Students who register after 1 February must earn at least 20 ECTS in the second semester of the first academic year.

##### *Part-time degree programme*

Students who register for a new part-time degree programme after 1 February must earn at least 10 ECTS in the second semester of the first academic year.

If the registration involves switching from full-time to part-time in the same degree programme, please refer to the section on switching degree programme format.

### **Deregistration**

#### *Deregistration before 1 March*

The cut-off date for deregistration from a degree programme used in the BSA regulations is 1 March. If a first-year student deregisters from a degree programme before 1 March, no BSA will be issued for that degree programme and the student can in principle begin the same degree programme again the next year. Any results already achieved will remain valid.

Please note: see the section on ‘Switching degree programmes at the UG’ below for more information about switching degree programmes during an academic year.

Students who deregister before 1 March and reregister for the same degree programme (or for a degree programme from the same cluster) in the following year will start with a clean slate. Such students, just like ‘real’ first-year students, must pass the BSA threshold of 45 ECTS in the year of reregistration.

**Please note:** this principle can only be applied once for each degree programme. Students who deregister for the same degree programme for the second time before or as of 1 March will still receive a BSA at the end of the academic year.

What matters in this context is the date on which the student is officially deregistered and not the date on which they submitted a request to this end. A request for deregistration must therefore be submitted to Studielink in February at the latest.

#### *Deregistration after 1 March*

Students who deregister from their degree programme or from the University of Groningen after 1 March will be issued a BSA for the degree programme in which they were registered in the first semester.

### **Education Executive Agency (DUO; Dienst Uitvoering Onderwijs)**

In accordance with DUO’s ‘1 February regulation’, the student travel product and any supplementary grant received by students who cancel their student finance before 1 February will be converted into a gift.<sup>1</sup> However, this does not apply to students who deregister as of 1 March and cancel their student travel product and possible supplementary grant as of that date too. Therefore, students who want to qualify for the DUO 1 February regulation should make sure they cancel their student grant and student travel product with DUO no later than as of 1 February.

This DUO regulation only applies to students who are registered for a degree programme in higher education for the first time. The months of student grant used will be deducted from the total number of months that students are entitled to.

### **Switching degree programmes at the UG**

Students who wish to switch degree programmes must register for the second programme as of 1 February. The 1 March rule set out above should be taken into account to avoid receiving negative study advice.

#### *Please note:*

Not all faculties allow interim switching. Students who wish to switch programmes should always contact the study advisor of the degree programme of their choice to check whether switching is possible, and if so, whether they will have to satisfy a matching requirement. As a rule, it will be possible to switch between degree programmes in the same cluster, on condition that they are not degree programmes with a fixed quota.<sup>2</sup>

#### *Switching degree programmes before 1 February*

If a student deregisters from a degree programme at the University of Groningen in the period between 1 September and 1 March, and registers for a different degree

<sup>1</sup> Article 5.10 of the Student Finance Act 2000 (Wet studiefinanciering 2000) More information about the DUO 1 February regulation can be found here: <https://duo.nl/particulier/opleiding-stoppen-of-wijzigen/stoppen-in-je-eerste-jaar.jsp>

<sup>2</sup> See appendix: Clusters in Faculties.

programme at the University that is not in the same cluster before 1 February, the student will not be issued with study advice for the degree programme for which they have deregistered, and the threshold for the new degree programme will be the regular threshold of 45 ECTS.

#### *Switching degree programmes before 1 February at the latest*

Students who deregister before 1 March from a degree programme at the University of Groningen and reregister as of 1 February for a different degree programme at the University which does not belong to the same cluster will not be issued study advice for the degree programme from which they deregistered. The threshold for the new degree programme will be the regular threshold of 20 ECTS.

Such students may, if they wish, reregister for the original degree programme in September, at which point the regular BSA threshold (45 ECTS credit points for a full-time degree programme) will apply.

#### *Switching degree programmes after 1 February*

Students who submit a deregistration request to Studielink for a degree programme at the University of Groningen on or after 1 March and register as of 1 February for a different degree programme at the University which does not belong to the same cluster will be issued with a study advice for the degree programme for which they deregistered.

The threshold for the new degree programme will be the regular threshold of 20 ECTS. These students will no longer be able to reregister for the first degree programme, or a degree programme in the same cluster, if they were issued with binding (negative) study advice for that degree programme.

Students who are issued positive advice for one of the degree programmes with a BSA threshold lower than 45 ECTS credit points (because they registered as part-time students and/or registered after 1 February) are not automatically considered to also have passed the BSA threshold for the other degree programme outside of the cluster. If a student earns fewer than 45 ECTS credit points in the degree programme with the regular BSA threshold, they will be issued binding (negative) study advice for this programme. Positive advice is valid for the same degree programme, for example when switching from full-time to part-time study, or for a degree programme within the same cluster.

#### *Switching between degree programmes in the same cluster before 1 February*

Students who deregister from a degree programme before 1 March and register for a degree programme from the same cluster as of or after 1 February are not eligible for a modified threshold. They must earn 45 ECTS credit points by the end of the year.

#### *Switching from full-time to part-time programme format*

Students who deregister from a full-time degree programme before 1 March and register for the part-time version of the same degree programme as of or after 1 February are not eligible for a modified threshold. They must earn 45 ECTS credit points by the end of the year.

### **Extraordinary circumstances**

In the event of extraordinary circumstances, the BSA threshold for the assessment of the student's suitability for the degree programme may be adjusted accordingly. Below are some examples of extraordinary circumstances and the related consequences for the BSA threshold.



## **Types of extraordinary circumstance**

### *Personal circumstances*

Special faculty-specific regulations apply to students faced with extraordinary personal circumstances (illness, family circumstances, pregnancy, membership of a committee or consultative body, functional impairments, etc.).

These regulations must follow closely the list of circumstances set out in the Graduation Fund Regulations. Contrary to the stipulations of the Graduation Fund Regulations, the question of whether the circumstances will affect the BSA is assessed at faculty level – this power is mandated by the Board of the University to the Faculty Board, which can in turn delegate it to the Faculty BSA Committee.

### *Elite sports*

Recognition of participation in elite sport as an extraordinary circumstance is subject to the same conditions as in the Graduation Fund Regulations. As with personal circumstances, agreements will be made with the students about the required study progress within the framework of the BSA threshold, which may or may not have been adapted.

Students who wish to apply for the elite sport scheme must be referred to the elite sport coordinator: Cees Reitsma (<http://www.rug.nl/staff/c.r.reitsma/>). For more information about the elite sports scheme and the conditions of the policy, please visit:

### *Hardship clause*

The assessment of individual students' suitability for a degree programme may also include aspects other than the extraordinary circumstances discussed above if rejection would result in a situation of unfairness of an overriding nature. This is at the discretion of the BSA Committee.

## **Regulations governing extraordinary circumstances**

The acknowledgement of extraordinary circumstances means that the BSA system can be adapted to the student's extraordinary circumstances. When such circumstances occur, the question of whether they are such that a student can reasonably be expected to incur substantial study delay (at least 10 ECTS credit points), and thus prevent them passing the regular BSA threshold, must be examined. ~~If this is the case, a study plan will be drawn up with the student.~~

The BSA advice must be postponed (postponed BSA) if no assessment can be made with regard to a student's suitability for the degree programme in the first year due to personal circumstances.

The other option is lowering the threshold (to less than 45 ECTS) in the first year of enrolment (e.g. if a student has demonstrated suitability for the degree programme before or after the appearance of the circumstances). In such cases, both negative and positive binding study advice may still follow in the first year.

A combination of both options is also possible: a postponed BSA and a lowering of the threshold. This is at the discretion of the BSA Committee.

The Faculty Board and the BSA Committee must always be notified of, and must approve, both the postponement of the advice and the lowering of the BSA threshold.

If a student's recommendation is postponed due to personal circumstances, with or without adjustment of the norm, the student will receive a final study advice at the end of the second academic year, on the understanding that only a binding (negative) study

advice can be issued with due regard for personal circumstances. The advice may be issued as long as the propaedeutic phase of the study programme has not yet been completed.

The above requires clear task and role divisions between the study advisor on the one hand and the Faculty Board on the other. To this end, the faculties must appoint a Faculty Committee to advise the Faculty Board regarding the special circumstances of the student and its possible impact on the study results. In case of a postponed advice, the Faculty Board can take a definitive decision about the BSA for students whose advice was postponed due to extraordinary circumstances, as long as the propaedeutic phase has not yet been completed.

Non-personal extraordinary circumstances may be acknowledged on the basis of a recommendation during the first year of registration. The BSA threshold may be lowered in such cases if it is clear that the student in question will not be able to achieve the nominal study progress due to their extraordinary circumstances.

Students must report extraordinary circumstances as soon as possible to the study advisor (or the student dean if necessary) and students are responsible for notifying the study advisor of any problems in study progress.

The regulations governing this are the same as the Graduation Fund Regulations.

#### *Extraordinary Circumstances Protocol*

The way to deal with extraordinary circumstances is set out in a protocol drawn up by the Board of the University. This protocol is included in this Manual as an appendix.

### **Lodging an objection or appeal**

#### *Appeal*

Students can appeal against the final study advice issued by the Faculty. Before binding (negative) study advice is issued, the Faculty Board will send the student a negative advice notification.

After this advance notification, the student can put their point of view to the Faculty Board or to a committee acting on behalf of the Faculty Board.

Students who do not agree with the decision of the Faculty Board can appeal to the Board of Appeal for Examinations (CBE: College van Beroep voor de Examens).

An appeal against a BSA decision can be submitted to the Central Portal for the Legal Protection of Student Rights (CLRS: Centraal Loket Rechtsbescherming Studenten) within 6 weeks of the decision. This can be done digitally via a web form— the address of the Central Student Legal Service (CLRS), is <http://www.rug.nl/education/laws-regulations-complaints/complaintobjectionappeal> —or in writing: P.O. Box 72, 9700 AB Groningen, the Netherlands.

The CBE will first request the Faculty to arrange a settlement meeting between the student and the Faculty Board. If this meeting does not lead to agreement, the appeals procedure will be set in motion.

#### *Summary*

- Students who do not pass the BSA threshold will be sent a negative advice notification during the second semester.
- Students then have the opportunity to put their side of the case to a committee set up by the Faculty Board before the definitive decision is taken.
- The Faculty Board issues definitive binding negative study advice (definitive decision).

- Students can lodge an appeal against the Faculty Board’s decision to the CLRS within 6 weeks of the date of the decision.

## **Marking periods and registration of results**

### *Marking period*

All examination results must be sent to the Student Administration Office within ten working days of the examination.

### *Registration period*

The Student Administration Office will process all the examination results within three working days.

## **Dates for study advice notifications**

### *Study progress overview*

The degree programme will send students a study progress overview by email each semester. A current record of study results is available to students in Progress at all times.

### *Preliminary study advice*

The degree programme will send students preliminary study advice by email after the first semester (between 15 and 28 February).

### *Negative advice notification*

Students will be sent definitive study advice at the end of the second semester. If the advice is negative, students will first be sent an impending negative BSA notification. The Faculty will then enable the student to put their side of the case.

### *BSA*

The Faculty Board will send students definitive study advice (binding if negative) by the last Friday in July at the latest.

### *Study advice before this date*

Faculties will be able to issue students who have already earned 45 ECTS in the course of Block 3 or Block 4 preliminary positive study advice sooner. This is particularly important with an eye to the extension of the residence permits of international students.

Faculties can hear the cases of students who will clearly not be able to earn 45 ECTS credit points in the course of Block 3 or Block 4 and who have not invoked ‘extraordinary circumstances’ and issue them with a definitive BSA sooner.

### *Registration deadline for new degree programme*

Students who have received or will receive binding (negative) study advice and wish to register for another degree programme at the UG for the next academic year must do so by 31 July at the latest.,

## **Information for staff and students**

### *Protocols, schedules, flow charts, and BSA regulations*

<http://myuniversity.rug.nl/infonet/medewerkers/werk-en-carriere/werkenstudenten/bsa/>

*General portal for first-year students*

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

*For students*

<http://student.portal.rug.nl/infonet/studenten/begeleiding-carriere-advies/studiebegeleiding/>

*Educational Quality Management*

<http://www.rug.nl/bureau/expertisecentra/azis/az/producten/onderwijskwaliteitszorg>

Protocol for internal quality assurance at the University of Groningen: 'In Control of Educational Quality' – available on the website above.

*Frequently asked questions, with information on the BSA*

Questions frequently asked by students: <http://www.rug.nl/hoezithet>

### **Student Service Centre**

*Student counsellor, student psychologist and workshops and courses*

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

### **University of Groningen Graduation Fund Regulations**

<http://myuniversity.rug.nl/infonet/studenten/profileringsfonds/>

## Appendix 1: clusters of related degree programmes

### Faculty of Law

#### Clusters

All of the propaedeutic phases of degree programmes at the Faculty of Law form one BSA cluster.

### Faculty of Economics and Business

#### Clustered with

<b>CROHO code</b>	<b>Name of degree programme</b>	<b>CROHO code</b>	<b>Name of degree programme</b>
50645	B Business Administration	50019	B International Business
50019	B International Business	50645	B Business Administration

### Faculty of Science and Engineering

#### Clustered with

<b>CROHO code</b>	<b>Name of degree programme</b>	<b>CROHO code</b>	<b>Name of degree programme</b>
56286	B Life Science and Technology	56960 56857	B Chemical Engineering B Chemistry
56860	B Biology	56157	B Pharmacy
56,157	B Pharmacy	56860	B Biology
56,980	B Mathematics	56965 50206 56962 50205	B Applied Mathematics B Physics B Applied Physics B Astronomy
56,965	B Applied Mathematics	56980 50206 56962 50205	B Mathematics B Physics B Applied Physics B Astronomy
50206	B Physics	56962 50205 56980 56965	B Applied Physics B Astronomy B Mathematics B Applied Mathematics

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

## **Appendix 2: Procedure governing extraordinary circumstances**

Basic procedure Article 7.8b.3 of the WHW lists a number of personal (extraordinary) circumstances. Personal circumstances can be divided into the following categories:

- illness
- functional impairment
- extraordinary family circumstances
- pregnancy and maternity leave
- membership of a committee or consultative body

Circumstances other than those listed above, at the discretion of the BSA Committee, for example:

- elite sport
- informal care.

On behalf of the Board of the University, the Faculty Board assesses whether and to what extent an extraordinary circumstance is at issue and whether the BSA system must be adapted. The Faculty Board may appoint a Faculty Committee to issue advice. The procedure set out below is designed to supplement and elaborate on the texts included in the BSA Manual. The procedure is intended to clarify exactly what is expected from study advisors.

The basic procedure is as follows for all extraordinary circumstances. The Faculty BSA Committee decides on behalf of the Faculty Board and on the advice of the study advisor whether the BSA system will be adapted.

\* Students must immediately report to their study advisor as soon as it becomes clear that the exceptional circumstance will last more than a month, resulting in a study delay of 5 ECTS credit points or more. Students must also report when in doubt, even if no study delay has been incurred yet.

\* The study advisor and the student will, if necessary, make arrangements together for the best possible study progress. If the circumstances change in the course of the year to such an extent, the student should report again to the study advisor so that, if necessary, other arrangements can be made.

\* The student submits a personal explanation of the nature, seriousness and – if possible – estimated duration of the circumstances to the study advisor. The student must also submit documentary evidence/an expert statement, see also below.

Depending on the nature of the circumstances, the following may be considered documentary evidence:

- in the event of illness or functional impairment, a statement from the GP or specialist or from an independent confidential doctor
- when coping with a bereavement or in the event of psychological problems, a death announcement card (or photocopy thereof) or a statement from a psychologist
- in the event of learning disorders such as dyslexia, a statement and an assessment report from a certified assessment agency and/or a statement from a student counsellor.

\* The study advisor will submit to the Faculty Board an overview of the students who have come forward with special circumstances and with whom, if necessary, arrangements have been made regarding the study progress. The BSA Committee will decide on behalf of the Faculty Board whether the BSA threshold will be adapted or the study advice will be postponed.

\* The Faculty Board will take the consequences of the extraordinary circumstances for the study progress into consideration, as well as the advice of the BSA Committee and/or study advisor, when issuing a study advice at the end of the year.

### **Procedure for each category of personal circumstance in the framework of the BSA**

#### *Illness*

Students must report immediately to the study advisor in the event of an illness that may hinder study progress. They must also ensure that statements and documentary evidence are submitted (see above). If the delay threatens to increase to 15 ECTS credit points or more, the student must also make an appointment with a student counsellor in connection with possible financial compensation from the Graduation Fund. Because a grant from this Fund can only be applied for after the end of the academic year, students are advised to make copies of expert statements/documentary evidence and to store these carefully.

If in doubt, the student should report as soon as possible to the study advisor and, depending on the extent of the delay, also to a student counsellor.

#### *Functional impairment*

If a student needs an adapted learning environment as a result of a chronic functional impairment or learning disorder, an appointment must be made with a student counsellor before the start of the academic year. The student counsellor and the student will discuss the nature of the impairment and the student's learning history, and the student counsellor will assess whether the requested adaptations can be sufficiently supported by statements from experts. On this basis, the student counsellor can draw up a statement for the degree programme or the relevant Board of Examiners indicating which adaptations are desirable and/or essential.

In addition, the student counsellor will inform the student about the BSA and the Graduation Fund. If it is clear before the start of the degree programme that the student will not be able to achieve the nominal study progress, the student counsellor will refer the student to the study advisor as soon as possible. The study advisor will discuss with the student what adaptations to the study plan are necessary and what the consequences of the reduced student workload will be for the BSA threshold. The Faculty Board will decide whether the threshold will be adapted. The study advisor will also initiate contact with the Graduation Fund.

#### *Pregnancy/maternity leave*

A student who becomes pregnant must report to the study advisor as soon as possible. In principle, the student will be considered unable or virtually unable to make any study progress in the four months around the birth. The study advisor will always refer to the student counsellors in the event of a pregnancy, and the student can confer with them about whether to temporarily suspend her degree programme or to continue and claim four months support from the Graduation Fund.

#### *Extraordinary family circumstances*

Students must report to the study advisor as soon as possible in the event of a serious family circumstance resulting in study delay and, if the delay threatens to exceed 15 ECTS credit points, the student counsellor must be informed as soon as possible in connection with possible financial compensation. Students should also report when in doubt.



### Appendix 3: Form for confirming medical circumstances

*Form confirming medical circumstances (illness, functional impairment)*

#### Information for students

Every student at our University must pass a study progress threshold, set by the Board of the University, in the first phase of the degree programme. If a student does not succeed, the degree programme can issue a binding (negative) study advice (BSA). If extraordinary circumstances hinder you from passing the BSA threshold, you can submit a request via your study advisor for postponement of the advice and possibly an adapted threshold. Your Faculty's BSA Committee will decide whether or not to grant your request. BSA committees only deal with requests accompanied by documentary proof of the circumstance in question. If your study delay is being caused by a temporary or chronic extraordinary medical circumstance, please ask your physician or paramedic (psychologist, physiotherapist) to fill in this form and enclose it with your request as documentary proof.

N.B. If the delay is caused by a learning disorder such as dyslexia, a dyslexia statement signed by a remedial educationalist will be sufficient.

#### Information for the GP/paramedic

This form is not a medical declaration.

You do not need to make any content-related statements about the nature or treatment of the symptoms of the student/patient. We also do not ask you to assess the extent to which the medical circumstance has influenced or will influence study progress or whether there are grounds for adapting the study progress threshold.

Below, please indicate only whether there is or has been 'a medical circumstance':

---

#### Details to be entered by the student:

Surname, given name(s):

.....  
.....

Date of birth:

.....  
.....

Student number:

.....  
.....

#### Details to be entered by the physician/medical professional

The undersigned, surname and initials

.....  
....

Address:

.....  
.....

BIG Registration number:

.....  
.....

The student suffered a medical circumstance in the period from

..... to .....

The student has had a functional impairment or chronic disease since

.....

Date

SignatureStamp

## **Appendix 4: BSA in the event of extraordinary personal circumstances**

### *Lowering the BSA threshold or postponing the advice*

The starting point of the BSA system is that an assessment is made with regard to a student's suitability for the degree programme. The BSA threshold is 45 ECTS. Extraordinary circumstances must be taken into account in the assessment. The acknowledgement of extraordinary circumstances means that the BSA system can be adapted to the student's extraordinary circumstances. Two types of circumstances can be distinguished: personal circumstances that will hinder the student in satisfying the 45 ECTS threshold, and temporary personal circumstances that have prevented the student from satisfying the threshold.

An example of the first type of circumstance is a chronic functional impairment. A student with a functional impairment is expected to be structurally unable to earn as many ECTS credit points as a fellow student without a functional impairment. Lowering the BSA threshold is a more appropriate provision in this case, as this means the suitability of the student in question for the degree programme is assessed bearing in mind their disability. The Student Counsellor's recommendation with regard to the appropriate threshold can be followed. It is important to set the lowered threshold as early as possible, so that the student in question can be issued positive study advice if they satisfy the adapted threshold, or negative advice if they do not, within the first year of enrolment.

Examples of the second type of circumstance, a temporary personal circumstance, include illness or the death of a parent. A circumstance of this type may have prevented the student in question from satisfying the 45 ECTS BSA threshold, so that their suitability for the degree programme cannot be assessed. This is based on the assumption that virtually no classes were attended. A more appropriate provision would be to postpone the study advice to the second year of enrolment.

However, lowering the BSA threshold in the first year of enrolment is also possible for this type of circumstance. There are certain circumstances where the threshold may be lowered, for example when the student has proven to be suitable for the degree programme for a considerable period of time before or after the temporary personal circumstances occurred.

Postponed study advice must be issued in the second year of enrolment. If the student fails to satisfy the 45 ECTS threshold again in the second year of enrolment, any existing or new personal circumstances will again have to be taken into account in the decision and the threshold may be lowered again. The advice may be issued as long as the propaedeutic phase of the study programme has not yet been completed.

Postponement of the BSA threshold to the next year must always be reported to and approved by the Faculty Board or the BSA Committee.

