

BSA Manual

Valid from November 2020



Table of contents

Rules and regulations	4
<i>BSA threshold</i>	4
<i>Full-time Bachelor's degree programme</i>	4
<i>Part-time study</i>	4
Exceptions	4
<i>University College Groningen (UCG) and Campus Fryslân (CF)</i>	4
<i>Primary School Teacher Training College (Academische Pabo)</i>	4
<i>BSA threshold and exemptions</i>	4
<i>Postponed advice</i>	4
Applicability of the BSA system	4
<i>Term of validity</i>	5
<i>Scope of the BSA system</i>	5
Registration	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>	5
<i>Enrolling in a second degree programme after 1 February</i>	6
New degree programme, late registration	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
Deregistration	6
<i>Deregistration before 1 March</i>	6
<i>Deregistration after 1 March</i>	7
Education Executive Agency (DUO; Dienst Uitvoering Onderwijs)	7
Switching degree programmes at the University of Groningen	7
<i>Please note:</i>	7
<i>Switching degree programmes before 1 February</i>	7
<i>Switching degree programmes before 1 February</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 studying</i>	8
Extraordinary circumstances	8
Types of extraordinary circumstance	8
<i>Personal circumstances</i>	8
<i>Elite sports</i>	9
<i>Hardship clause</i>	9
Regulations governing extraordinary circumstances	9
<i>Extraordinary Circumstances Protocol</i>	10

<i>Contact person for extraordinary circumstances</i>	10
Lodging an objection or appeal	10
<i>Appeal</i>	10
<i>Summary</i>	10
Marking periods and registration of results	11
<i>Marking period</i>	11
<i>Registration period</i>	11
Dates for study advice notifications	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
Information for staff and students	12
Appendix 1: clusters of related degree programmes	13
Appendix 2: Procedure governing extraordinary circumstances	15
Procedure for each category of personal circumstance in the framework of the BSA	16
Appendix 3: Form confirming medical circumstances	18
<i>Form confirming medical circumstances (illness, functional impairment)</i>	18
Appendix 4: BSA in the event of extraordinary personal circumstances	20

Rules and regulations

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 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.

Primary School Teacher Training College (Academische Pabo)

In the propaedeutic phase, these students 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. This must be set out clearly in the Teaching and Examination Regulations (OER).

Postponed advice

Study advice can only be postponed until the second year of enrolment if no advice can be issued in the first year due to extraordinary personal circumstances.

Postponing the BSA threshold to the second year means that no binding study advice will be issued by the Faculty Board in the first year. Postponement of the BSA threshold must always be reported to and approved by the Faculty Board or the BSA Committee.

Applicability of the BSA system

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.

Term of validity

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. 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 a student passes the propaedeutic phase of one of the degree programmes, they are exempt from the BSA requirement for the other degree programmes (see 3.2 Applicability of the BSA system; Introduction as of cohort 2010-2011 – exceptions).

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.

- a. If a student is issued positive advice for one of the degree programmes (i.e. has earned 45 ECTS or more in the propaedeutic phase), 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.
- b. 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.
- 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 that they are registered for.

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 must make an appointment with a study advisor to see what possibilities and potential problems there might be for passing the BSA threshold. Students will be informed of this by e-mail (from CSA) at the start of their degree programme.

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 he or she has 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.¹ 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 University of Groningen

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.²

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 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.

¹ 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>

² See appendix: Clusters in Faculties.



Switching degree programmes before 1 February

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 a 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, the student will be issued a 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 studying

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/>).

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 until the second year of enrolment (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 (under 45 ECTS) in the first year of enrolment. for example when a student has demonstrated that they are suitable for the degree programme after the appearance of the circumstances. In that case, 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.

Students whose advice is postponed (and whose BSA threshold may be adjusted) due to extraordinary circumstances will be issued definitive study advice at the end of their second year of study. It will thus be clear after the first two years of any cohort who has received a positive advice and who has not.



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 study plan agreed on by the student and study advisor. At the end of the second year, the Faculty Board will make a definitive decision about the BSA for students whose advice was postponed due to extraordinary circumstances.

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. The same applies if a student is unable to keep to the agreed plan due to the extraordinary circumstances. 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. The protocol is included here as an appendix.

Contact person for extraordinary circumstances

If the BSA Committee has any doubts or wishes to discuss a specific case of extraordinary circumstances, it can contact Ms O.A.H. Ruyters (o.a.h.ruyters@rug.nl), Head of AMD/SSC

Lodging an objection or appeal

Appeal

Students can appeal against a study advice issued by the Faculty. Before a 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).

An appeal against a BSA decision can be submitted to the Central Portal for the Legal Protection of Student Rights (CLRS) within 6 weeks of the decision. The address of the Central Portal for the Legal Protection of Student Rights (CLRS) is <http://www.rug.nl/education/laws-regulations-complaints/complaintobjectionappeal> or P.O. Box 72, 9700 AB Groningen.

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 appeal the Faculty Board's decision to the CLRS within 6 weeks of the date of the BSA.

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 halfway through each semester (end of November/early December and end of April).

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 a 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 after 15 July. The Faculty will then enable the student to put their side of the case, after which a definitive advice will be issued.

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 a 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.

Trinicom with BSA info

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

Student Service Centre

Student Counsellors

<http://student.portal.rug.nl/infonet/studenten/studenten-service-centrum/decanen>

Psychological Counselling Service

<http://student.portal.rug.nl/infonet/studenten/studenten-service-centrum/studenten-psychologen>

Workshops and courses

<http://student.portal.rug.nl/infonet/studenten/studenten-service-centrum/workshop/>

University of Groningen Graduation Fund Regulations

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



Appendix 1: clusters of related degree programmes

Faculty Law

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

Faculty of Economics and Business

Clustered with

CROHO code	Name of degree programme	CROHO code	Name of degree programme
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	Name of degree programme	CROHO code	Name of degree programme
56286	B Life Science and Technology	56860	B Biology
		56157	B Pharmacy
56860	B Biology	56286	B Life Science and Technology
		56157	B Pharmacy
56157	B Pharmacy	56860	B Biology
		56286	B Life Science and Technology
56980	B Mathematics	56965	B Applied Mathematics
		50206	B Physics
		56962	B Applied Physics
		50205	B Astronomy



56965	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
<hr/>			
56857	B Chemistry	56960	B Chemical Engineering
56960	B Chemical Engineering	56857	B Chemistry
<hr/>			
56981	B Artificial Intelligence	56978	B Computing Science
56978	B Computing Science	56981	B Artificial Intelligence

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 an 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.

Study advisors who have any questions about the procedure and approach regarding personal circumstances can contact Ms O.A.H. Ruyters, (o.a.h.ruyters@rug.nl), Head of AMD/SSC.

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 together draw up a study plan that takes the circumstances into consideration. The study plan will be immediately signed by both the student and the study advisor and included in the student's BSA file. If the circumstances change in the course of the year to such an extent that the study plan must be adapted, the adapted plan must also be signed by the student and the study advisor and included in the student's BSA file.

* The student must submit a personal explanation of the nature, seriousness and – if possible – estimated duration of the circumstances to the study advisor within three months of reporting them, and in any event before 1 August of the relevant academic year. The student must also submit documentary evidence/an expert statement.

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 an overview to the Faculty Board of the students with whom an adapted study plan has been agreed at least three times per academic year. 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 when issuing a study advice at the end of the year, and will assess the study progress achieved in light of the adapted study plan.

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 declarations 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 as soon as possible to the study advisor. 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 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.

Please only indicate below **that** 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

Signature

Stamp



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 credits 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 his or her suitability for the degree programme cannot be assessed. If virtually no classes were attended during the first year due to a temporary personal circumstance, a more appropriate provision is to postpone the study advice to the second year of enrolment. The student in question will then have to satisfy the 45 ECTS threshold in the second year.

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.

A postponed study advice must be issued no later than at the end of 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.

Postponing the BSA threshold to the second year means that no binding study advice will be issued by the Faculty Board in the first year. Postponement of the BSA threshold must always be reported to and approved by the Faculty Board or the BSA Committee.

