

# BSA Manual

Valid from November 2025

---

## Table of contents

<b>Regulations</b>	<b>4</b>
<i>BSA threshold</i>	4
<i>Full-time Bachelor's degree programme</i>	4
<i>Part-time degree programme</i>	4
<b>Exceptions</b>	4
<i>University College Groningen (UCG) and University College Fryslân (UCF)</i>	4
<i>BSA threshold and exemptions</i>	4
<i>Postponed advice</i>	4
<i>Students with a university propaedeutic phase/completed propaedeutic phase</i>	5
<b>Consequences of a Negative BSA</b>	5
<i>Term of validity</i>	5
<i>Scope of BSA - clustering</i>	5
<b>Registration in several degree programmes</b>	5
<i>The BSA and registration in several degree programmes</i>	5
<i>Study progress overviews/preliminary study advice for all degree programmes</i>	6
<i>Study progress supervision</i>	6
<i>Registering for a second degree programme after 1 February</i>	6
<b>New degree programme, late registration</b>	6
<i>Registration after 1 September</i>	6
<i>BSA threshold full-time</i>	6
<i>BSA threshold for part-time degree 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 (Dienst Uitvoering Onderwijs, DUO)</b>	7
<b>Transferring between degree programmes within the University of Groningen</b>	7
<i>Transferring between degree programmes before 1 February</i>	8
<i>Transferring between degree programmes no later than 1 February</i>	8
<i>Transferring between degree programmes after 1 February</i>	8
<i>Transferring between clustered degree programmes</i>	8
<i>Transferring from full-time to part-time degree programme</i>	9
<b>Personal circumstances</b>	9
<b>Types of personal circumstances</b>	9
<i>Personal circumstances</i>	9
<i>Other personal circumstances</i>	9
<b>Personal circumstances scheme</b>	9

<i>Personal circumstances protocol</i>	10
<b>Objection and appeal</b>	10
<i>Appeal</i>	10
<i>Summary</i>	11
<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>Binding study advice</i>	11
<i>Study advice before this date</i>	11
<i>Registration deadline for new degree programme</i>	12
<b>Appendix 1: Established clusters of related degree programmes</b>	<b>13</b>
<b>Appendix 2: Personal circumstances procedure</b>	15
<b>Procedure per category of personal circumstance in the context of the BSA</b>	16
<b>Appendix 3: Confirmation of medical circumstances form</b>	18
<i>Confirmation of medical circumstances form (illness, disability)</i>	18
<b>Appendix 4: BSA in the event of personal circumstances</b>	20

## Regulations

In the first year of registration for a bachelor degree programme, by which is meant the first period with a study load of 60 ECTS, the student receives a binding study advice (BSA). The Board of the University has established a University-wide BSA policy for this purpose. This BSA Manual contains a further elaboration of this policy. The Board has mandated the Faculty Boards to take BSA decisions. The Faculty Board makes the BSA decision based on the Teaching and Examination Regulations (*Onderwijs- en Examenregeling*, OER) of the degree programme, which include the rules for the BSA.

Where this Handbook refers to the first year of a bachelor degree programme, it means the first period of the bachelor's programme with a study load of 60 ECTS in total (previously called the propaedeutic phase).

### *BSA threshold*

A binding negative study advice will be issued at the end of the first academic year of the degree programme if:

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

- The student has obtained fewer than 45 ECTS credit points.

#### *Part-time degree programme*

- The student has obtained fewer than 20 ECTS credit points.

## Exceptions

### *University College Groningen (UCG) and University College Fryslân (UCF)*

The BSA threshold for students following a Bachelor's degree programme at the UCG and UCF (BSc Global Responsibility and Leadership) is 60 ECTS credit points. Students who have obtained fewer than 60 ECTS credit points at the end of the first academic year will receive a negative binding study advice.

### *Academic Pabo (teacher training college)*

In the first year of the degree programme, these students follow 25 ECTS credit points at the University of Groningen. The BSA threshold for these students is therefore equal to the part-time threshold (at least 20 ECTS credit points in the first year of registration).

*Wherever the 45 ECTS credit points threshold is mentioned in this manual, a threshold of 60 ECTS credit points is meant for degree programmes at the UCG and UCF (BSc Global Responsibility and Leadership), 25 ECTS credit points for the Academic Pabo and 20 ECTS credit points if the student is following a part-time degree programme.*

### *BSA threshold and exemptions*

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

### *Postponed advice*

The advice will only be postponed if no Binding Study Advice can be issued in the Faculty Board's opinion. This is only possible in the case of personal circumstances and as long as the first-year requirements of the degree programme have not yet been completed.

Changes in the BSA threshold must always be reported to and ratified by the Faculty Board or the BSA Committee.

#### *Students with a university propaedeutic phase/completed propaedeutic phase*

If a student has completed the equivalent of the first year of a degree programme in another Dutch university degree programme, whether or not at the University of Groningen, the student will no longer fall under the BSA regime for the degree programme in which the student registers for the first year.

### **Consequences of a Negative BSA**

A negative BSA means that the student can no longer register for the degree programme, and any related programme(s), for a certain period of time.

#### *Term of validity*

A negative BSA is issued for a period of two years starting on 1 September of the academic year following the academic year in which the BSA is issued.

#### *Scope of BSA - clustering*

Certain degree programmes at the University of Groningen are grouped into clusters. The clusters can be found in Appendix 1 to this Manual. A negative BSA applies to the degree programme of registration with the associated CROHO code and to any designated related degree programmes with other CROHO codes within the cluster.

### **Registration in several degree programmes**

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

A student may have registered for 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. The University of Groningen has established that if a student has met the BSA threshold for one of the degree programmes, then in that academic year the obligation to meet the threshold for other degree programmes lapses.

Until a student has successfully completed the first-year requirements 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.

#### *Summary*

- a. If the student receives a positive advice for one of the degree programmes, the student can submit this to the other degree programme, so that no negative BSA will be issued there. This exemption only applies to that academic year.
- b. In a subsequent academic year, the student must meet the BSA for the other degree programme(s).
- c. If the student has completed the first-year requirements of one of the degree programmes (60 ECTS), the obligation to meet the BSA threshold for the other degree programme(s) lapses.
- d. A student who is registered for several degree programmes and does not earn 45 ECTS credit points 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*

A student who registers for multiple degree programmes will receive interim study progress overviews for each degree programme, an interim preliminary advice, and a definitive study advice (BSA).

### *Study progress supervision*

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

### *Registering for 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 full-time*

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

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

Students who register between 1 September and 1 February must pass the regular BSA threshold: at least 20 ECTS credit points must have been earned in the first year of registration.

### *Contact with the study advisor*

A student who registers after 1 September is requested to make an appointment with the study advisor to discuss the options and expected problems in meeting the BSA threshold.

### *Registration after 1 February*

#### *New degree programme*

Students who register on or after 1 February must earn at least 20 ECTS credit points in the second semester of the first academic year. For the programmes at the UCG en UCF (BSc Global Responsibility and Leadership) the norm is 30 ECTS for students who register on or after 1 February.

#### *Part-time degree programme*

Students who register for a new part-time degree programme after 1 February must earn at least 10 ECTS credit points in the second semester of the first academic year. If the student transfers from full-time to part-time in the same degree programme, see the section on transferring from a full-time to a part-time of degree programme.

## **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 at the University 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. Just like a regular first-year student, the student must meet the conditions of the BSA again in the year the student reregisters.

**NB:** *If the student wants to transfer between degree programmes in the same academic year, see the section on ‘Transferring between degree programmes within the University of Groningen’ below.*

A student can only use the 1 March arrangement once for each degree programme. Students who deregister for the same degree programme for the second time before or by 1 March will still receive a BSA at the end of the academic year.

It is important that this concerns the date on which the student is deregistered and not the date on which the student submits the request. 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 (*Dienst Uitvoering Onderwijs*, DUO)**

The DUO has a ‘1 February regulation’. According to this legal regulation, students will receive their student travel product and any additional grant as a gift if they stop student financing before 1 February.<sup>1</sup> This is not the case if a student deregisters by 1 March and also stops the student travel product and any supplementary grant. 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 1 February.

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

### **Transferring between degree programmes within the University of Groningen**

When transferring between degree programmes within the academic year, a student must register for the second degree programme by 1 February. The 1 March rule set out above should be taken into account to avoid receiving negative study advice.

**Please note:** Interim transfer, or registration by 1 February, is not possible in every faculty. A student who wants to transfer should always contact the study advisor of the degree programme to which the student wants to transfer to verify whether a transfer is possible and, if so, whether a matching obligation must be met. As a rule, it is possible to

---

<sup>1</sup> Article 5.10 Student Finance Act 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>

transfer between degree programmes within a cluster<sup>2</sup> provided it does not concern degree programmes with a fixed quota.

#### *Transferring between degree programmes before 1 February*

If a student deregisters from a degree programme at the University of Groningen between 1 September and 1 March and registers for another degree programme at the University of Groningen between 1 October and 1 January that does not fall within the same cluster, the following applies: the student will not receive study advice for the degree programme from which the student has deregistered, the threshold for the new degree programme is the regular threshold of 45 ECTS credit points.

#### *Transferring between degree programmes no later than 1 February*

When a student deregisters between 1 September and 1 March from a degree programme at the University of Groningen and registers for another degree programme at the University of Groningen on 1 February or later that does not fall within the same cluster, the student will not receive study advice for the degree programme for which the student has deregistered. The threshold for the new degree programme is the regular threshold of 20 ECTS credit points.

#### *Transferring between degree programmes after 1 February*

When a student submits a deregistration request by or after 1 March for a degree programme at the University of Groningen and registers for another degree programme at the University of Groningen that does not fall within the same cluster from 1 February or later, the student will receive study advice for the degree programme for which the student has deregistered.

The threshold for the new degree programme is the regular threshold of 20 ECTS credit points.

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.

If the student receives a positive advice based on registration for one of the degree programmes with a BSA threshold lower than 45 ECTS credit points (for registration as a part-time student and/or registration after 1 February), the student has not met the applicable BSA threshold for the other degree programme outside the cluster.

If the student subsequently obtains fewer than 45 ECTS credit points for the degree programme with the regular BSA threshold, the student will receive a negative BSA for this degree programme. Positive advice is valid for the same degree programme, for example when transferring from full-time to part-time study, or for a degree programme within the same cluster.

#### *Transferring between clustered degree programmes*

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

<sup>2</sup> See attachment: cluster classification of faculties.

### *Transferring from full-time to part-time degree programme*

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

## **Personal circumstances**

If there are personal circumstances, the the standard BSA policy may be adapted for the assessment of suitability for the degree programme. Personal circumstances and associated consequences for the BSA threshold are described below.

## **Types of personal circumstances**

### *Personal circumstances*

To determine personal circumstances for the BSA, the circumstances referred to in Article 2.1 of the WHW Implementation Decree 2008 are used as well as the circumstances as recorded in the Student Support Fund Regulations. Personal circumstances are:

- a) illness
- b) functional impairment
- c) pregnancy
- d) extraordinary family circumstances
- e) board membership or participation

Unlike the Support Fund Regulations, the assessment of whether circumstances influence the BSA is carried out decentrally. This has been mandated by the Board of the University to the Faculty Board, which can mandate it to the Faculty BSA Committee.

### *Other personal circumstances*

The assessment of an individual student's 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.

The acknowledgement of other personal circumstances is the same as in the Student Support Fund Regulations ~~Graduation Fund Scheme~~. This could include elite sports or providing informal care.

## **Personal circumstances scheme**

Taking personal circumstances into account means that the BSA system is adapted to the student's circumstances. When such circumstances arise, it is examined whether these circumstances are such that they reasonably cause the student to suffer a substantial study delay (with a lower limit of 10 ECTS credit points) and thus prevent the student from meeting the regular BSA threshold.

If no assessment can be made in the first year of the student's suitability for the programme due to personal circumstances, and no Binding Study Advice can be issued, the advice can be postponed (postponed BSA). This is only possible due to personal circumstances.

The other option is a reduction in the threshold (fewer than 45 ECTS credit points) in the first year of registration. For example, when the student has demonstrated good suitability for the degree programme before or after the circumstances arose. Then a positive 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.

Both postponing advice and lowering the BSA threshold must always be reported to and ratified by the Faculty Board or the BSA Committee.

If a student's advice is postponed due to personal circumstances, with or without adapting the threshold, the student will receive a definitive study advice at the end of the second year of study, on the understanding that only a negative binding study advice can be issued taking personal circumstances into account. The advice can be issued as long as the first-year requirements of the degree 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. In this context, the faculties must set up a Faculty Committee that advises the Faculty Board on the personal circumstances of the student and the consequences for their study results.

The student must report the personal circumstance to the study advisor (or, if necessary, the student dean) as soon as possible and is responsible for informing the study advisor in case of problems with study progress. The regulations governing this are the same as the Student Support Fund Regulations. If the student has reported their personal circumstances, the study advisor (or student dean) will inform the student about the necessary documentation or other documents/statements that are required to succeed in an appeal based on personal circumstances in the context of the BSA. In addition, agreements can be made with the student regarding study progress within the framework of the (possibly adjusted) BSA standard.

#### *Personal circumstances protocol*

The way in which personal circumstances are dealt with is laid down in a protocol of the Board of the University. This protocol is included in this Manual as an appendix.

### **Objection and appeal**

Before a binding study advice is issued, the Faculty Board has informed the student of this by means of an 'Intention to provide Binding Study Advice'. After this intention, the student is invited to be heard by the Faculty Board or a committee set up for this purpose on behalf of the Faculty Board.

#### *Appeal*

If the student does not agree with the final decision of the Faculty Board, the student can appeal to the Appeals Board for Examinations (CBE).

This appeal against the BSA decision can be lodged with the Central Portal for the Legal Protection of Student Rights (CLRS) within six weeks of the sending of the decision by submitting a notice of appeal. This can be done digitally via a web form [Central Portal for](#)

the Legal Protection of Student Rights (CLRS), or in writing: PO Box 72, 9700 AB Groningen, The Netherlands.

The CBE will first request the Faculty to organize a settlement meeting between the student and the Faculty Board c.q. (or) BSA committee. If no settlement is reached, the appeal procedure will continue if the student chooses to do so.

#### *Summary when a negative binding study advice is given*

- 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).
- Student can appeal against the decision of the Faculty Board by submitting a notice of appeal to the CLRS within six weeks of the date.

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

#### *Marking period*

The course's OER (Course Regulations) stipulates how results are determined and the review period for course components. In principle, the examination results of written exams must have been checked within ten working days of the examination and then sent to the Student Administration Office.

#### *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 sends the student a study progress overview by email at the end of each period. An up-to-date overview of the study results is available to students at all times in Progress.

#### *Preliminary study advice*

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

#### *Negative advice notification*

Students will be sent a binding study advice at the end of the second semester. If this is a negative advice, the student will first receive a negative advice notification. The Faculty then enables the student to be heard.

#### *Binding study advice*

The Faculty Board will provide the student with written binding study advice no later than the last Friday in July.

#### *Study advice before this date*

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

Faculties can hear students who can no longer obtain 45 ECTS credit points in the course of Block 3 or 4 and have not invoked personal circumstances earlier and issue them a binding study advice.

#### *Registration deadline for new degree programme*

Students who receive or are going to receive a negative binding study advice and want to register for another degree programme at the University of Groningen for the new academic year, will have to register for this new degree programme no later than 31 July.

### **Information for staff members and students**

*Protocols, planning, flowcharts and regulations BSA:*

<https://student.portal.rug.nl/infonet/studenten/begeleiding-carriere-advies/bindend-studie-advies/?lang=nl>

*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 education:*

<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 BSA information:*

Questions from students: <http://www.rug.nl/hoezithet>

### **Student Service Centre**

*Student counsellor, student psychologist and workshops and degree programmes:*

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

### **University of Groningen Student Support Fund**

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

## Appendix 1: Established clusters of related degree programmes

### Faculty of Law

#### Clustering

All bachelor degree programmes from the Faculty of Law belong to 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 Science and Engineering

#### Clustered with

CROHO code	Name of degree programme	CROHO code	Name of degree programme
56286	B Life Science and Technology	56960	B Chemical Technology
		56857	B Chemistry
56860	B Biology	56157	B Pharmacy
56157	B Pharmacy	56860	B Biology
56980	B Mathematics	56965	B Applied Mathematics
		50206	B Physics
		56962	B Applied Physics
		50205	B Astronomy
56965	B Applied Mathematics	56980	B Mathematics
		50206	B Physics
		56962	B Applied Physics
		50205	B Astronomy
50206	B Physics	56962	B Applied Physics
		50205	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 and Technology
56960	B Chemical Technology	56857	B Chemistry
		56286	B Life Science and Technology

## Appendix 2: Personal circumstances protocol

### *Basic procedure*

Article 7.8b.3 of the WHW lists personal circumstances that must be taken into account when assessing the student's suitability for the degree programme. The personal circumstances are listed in Article 2.1 of the WHW 2008 implementation decree.

- illness
- functional impairment
- extraordinary family circumstances
- pregnancy and maternity leave
- board membership and participation

Aspects other than the extraordinary circumstances discussed above can also be considered if rejection would otherwise result in a situation of unfairness of an overriding nature. This is 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 there are personal circumstances and whether the BSA system needs to be adapted. The Faculty Board can set up a Faculty Committee to provide advice on this matter. The procedure set out below is designed to supplement and elaborate on the text included in the BSA Manual. The procedure is intended to clarify exactly what is expected from study advisors.

The basic procedure is for **all** circumstances as follows, whereby the Faculty Board, through the BSA Committee, decides on a possible adaptation of the BSA system on the advice of the study advisor.

\* The student must immediately report to the study advisor if it appears that the personal circumstance will last a month or longer and the study delay is 5 ECTS credit points or more. A student should also report in case of any doubt, even if no study delay has yet occurred, because a resit can still be taken, for example.

\* If necessary, the study advisor and student make agreements together for the best possible study progress. If circumstances change during the course of the year, the student must again report to the study advisor so that other arrangements can be made if necessary.

\* The student provides a personal statement about the nature, severity and – where specified – the duration of the circumstances to the study advisor. The student also sends a supporting document/expert statement, as indicated below. If necessary, the study advisor can indicate which documentation and/or statements are necessary.

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 provides the Faculty Board with an informative overview of the students who have reported personal circumstances and with whom, where necessary, agreements have been made for their study progress. On this basis, the Faculty, through the BSA Committee, can decide to adapt the threshold or postpone the advice.

\* In its study advice at the end of the year, the Faculty Board takes into account the consequences of the special circumstances for study progress and the advice of the BSA Committee or study advisor.

## **Procedure per category of personal circumstance in the context of the BSA**

### *Illness*

The student must immediately report to the study advisor if there is an illness that hinders study progress. The student also provides statements and supporting documents (see above). If there is a risk of the delay increasing 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 Student Support 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 keep these in a safe place.

Even in case of doubt, a student must report to the study advisor and, depending on the extent of the delay, also to the student counsellor.

### *Functional impairment*

A student who needs adaptations in the educational environment due to a chronic disability or a learning disability and wishes to submit a request for this, must make an appointment with a student counsellor before the start of the academic year or, if the chronic disability or learning disorder is diagnosed during enrollment at the UG, as soon as possible after the diagnosis. 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 are sufficiently supported by statements from experts. Based on this, the student counsellor can draw up a statement for the degree programme or its Board of Examiners, indicating which adaptations are desirable and/or necessary.

In addition, the student counsellor will inform the student about the BSA and the Student Support Fund.

If it is clear before the start of the study that the student will not be able to achieve a nominal study pace, the student counsellor will immediately refer them 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 Student Support Fund.

### *Pregnancy/maternity leave*

The student must report to the study advisor as soon as possible if they are pregnant. In principle, a student is considered to have little or no ability to make any study progress in the four months around the birth. The study advisor always refers to the student counsellor in the event of pregnancy because the student can decide with the student counsellor whether to temporarily interrupt the degree programme or continue the degree programme and claim four months' support from the Student Support Fund.

*Extraordinary family circumstances*

The student must immediately report to the study advisor if there are special family circumstances that are hindering their studies and, if there is a risk of a delay of 15 ECTS credit points or more, also to the student counsellor in connection with any possible financial compensation. A student must report even in cases of doubt.

### Appendix 3: Confirmation of medical circumstances form

*Confirmation of medical circumstances form (illness, disability)*

#### Explanation for the student

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 you are unable to meet the 'BSA threshold' due to personal circumstances, you can report study delay due to personal circumstances through your study advisor. Your faculty's BSA Committee will decide whether you have been unable to meet the BSA standard due to the personal circumstances you have presented (causal link).

BSA committees only deal with requests accompanied by documentary proof of the circumstance in question. If your study delay is caused by a *temporary or chronic special medical circumstance*, we ask you to have this form completed by the treating doctor or non-medical specialist (psychologist, physiotherapist) and to attach it as evidence to your application.

Please note: If the delay is caused by a learning disorder such as dyslexia, a dyslexia statement signed by a special educational needs specialist will be sufficient.

#### Explanation for the doctor/non-medical specialist

This form is not a medical certificate.

You do not have to make substantive statements about the nature and/or treatment of the student/patient's symptoms. We are also not asking 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. This is up to the Faculty Committee to decide.

We just ask you to indicate below **that** there is or has been a 'medical circumstance' for the student.

---

#### Details to be filled in by the student:

Surname, first name:

.....

Date of birth:

.....

Student number:

.....

#### Information to be filled in by the doctor/non-medical specialist:

The undersigned, surname and initials:

.....  
.....

Address:

.....  
.....

BIG registration number:

.....

- The student had a medical circumstance in the period of

.....until

.....

- The student has had a functional impairment or chronic disease since

.....

Date:

Signature:

Stamp:

## **Appendix 4: BSA in the event of 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 minimum BSA threshold is 45 ECTS credit points. Any personal circumstances must also be taken into account when assessing suitability for the degree programme. Taking personal circumstances into account means that the BSA is adapted to the student's circumstances. These circumstances may differ as they may be personal circumstances that limit the student's ability to meet the threshold of 45 ECTS credit points or temporary personal circumstances that have prevented the student from meeting the threshold.

An example of the first type of circumstance is a chronic functional impairment. The expectation is that the student will structurally obtain fewer credits than a student without a disability. 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 taking their disability into account. 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.

In the second case there is a temporary circumstance. This could be illness or the death of a parent. This circumstance may have prevented the student from achieving the threshold of 45 ECTS credit points and as a result no assessment can be made of the student's suitability for the degree programme. The idea is that virtually no teaching has been followed. Here, it is more likely that the study advice will be postponed.

However, lowering the BSA threshold in the first year of registration 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.

If it is decided to postpone the advice, study advice must be given in the second year of registration. If the student fails to satisfy the 45 ECTS credit points threshold again in the second year of registration, 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 can be issued as long as the first-year requirements of the degree programme have not yet been completed.

Moving the BSA threshold to the next academic year must always be reported to and confirmed by the Faculty Board or the BSA Committee.

