**LEIDEN UNIVERSITY REGULATION ON THE BINDING STUDY ADVICE**

The Executive Board of Leiden University, having regard to article 7.8b of the Higher Education and Academic Research Act in conjunction with article 9.2 second paragraph of this act as well as article 9.5 of the cited act, has decided to promulgate the Leiden University Regulation on the Binding study advice, reading as follows:

**Article 1. The programme**

1.1 The propaedeutic phase is understood to mean the first period of a bachelor’s degree programme, with a study load of 60 credits. The curriculum of the propaedeutic phase of all bachelor’s degree programmes is a representative selection from the programme, which therefore lays the foundations for interwoven teaching and research. This manifests itself in the links between:
- expert knowledge and skills,
- other skills that support this,
- forms of teaching and testing that facilitate this.

1.2 The whole of 1.1 is denoted by the term ‘academic signature of the propaedeutic phase’.

1.3 The bachelor’s degree programme provides good and motivated students with individual opportunities to follow extra courses.

**Article 2. The tutoring plan and the study recommendation**

2.1 Each bachelor’s degree programme has a tutoring plan that is established by the Faculty Board. This plan regulates as a minimum the following in the propaedeutic phase:

2.1.1 the introductory meeting that is held before the end of September - to be extended to the end of October in special circumstances. This meeting is held privately with each student who enrolls or is enrolled for the first time in the propaedeutic phase;

2.1.2 the mentorship of first-year students. Professors designated to this are responsible for structuring the study environment, they provide support in learning to study and they represent the first port of call for first-year students who are following a bachelor’s degree programme. Where possible, a student mentorship is also organised within a bachelor’s degree programme to facilitate a number of things including the rapid social integration of first-year students;

2.1.3 providing - at the student’s request - those students whose academic progress is hindered by personal circumstances, as provided for in article 3.2, with a study plan that is adjusted to these circumstances;

2.1.4 an early test for first-year students in the period between the beginning of October and mid-November and a number of exams before mid-January;

2.1.5 the first study recommendation, which is issued in writing to all students enrolled for the first time in the propaedeutic phase of the Bachelor’s degree. This recommendation is issued to full-time students on 31 January in the first year of enrolment at the latest and to part-time students in the first year of enrolment after the regular teaching and exams have finished but before the last round of resits in the year concerned;

2.1.6 the second recommendation, which is issued in writing to each student. This second recommendation is issued to full-time students in the first year of enrolment and to part-time students in the second year of enrolment after the regular teaching and exams have finished but before the last round of resits in the year concerned;

2.1.7 the final recommendation, as provided for in article 7.8b, third paragraph of the WHW, which is issued in writing on 31 August of the first year of study at the latest to each full-time student enrolled in the propaedeutic phase of the bachelor’s degree programme, and on 31 August of the second year of study at the latest to each part-time student enrolled in the propaedeutic phase of the bachelor’s degree programme;
2.1.8 the recommendation that is issued to each full-time student on 31 January at the latest of the second year of that student’s enrolment in the propaedeutic phase of a bachelor’s degree and to each part-time student on 31 January at the latest of the third year of enrolment in the propaedeutic phase of a bachelor’s degree programme;
2.1.9 the deferred final recommendation (issued if the recommendation provided for in 2.1.7 is neither negative nor positive, or negative but does not refuse the student permission to continue the programme) that is issued to each full-time student on 31 August at the latest of the second year of the student’s enrolment in the propaedeutic phase of a bachelor’s degree programme and to each part-time student on 31 August at the latest of the third year of enrolment in the propaedeutic phase of a bachelor’s degree programme;
2.1.10 inviting full-time students to a meeting before 31 January and part-time students to a meeting before the end of the academic year if the recommendation provided for in article 2.1.5 is negative;
2.1.11 inviting students to a meeting in order to issue the study recommendation provided for in article 2.1.7, if the recommendation provided for in article 2.1.6 is negative;
2.1.12 inviting students to a meeting if the recommendation provided for in article 2.1.8 is negative;
2.1.11 inviting students to a meeting to issue the study recommendation provided for in article 2.1.9 if this recommendation will be negative.

2.1 The tutoring plan is covered in the prospectus of the bachelor’s degree programme concerned or communicated in writing to students in another way.

Article 3. Keeping a file
3.1 The Board of Examiners of each bachelor’s degree programme keeps a file on each student enrolled in the propaedeutic phase of the bachelor’s degree programme. This file includes: a short written account of all formal contact with the student during the bachelor’s degree programme including as a minimum the introductory meeting and the study recommendation meetings.
3.2 Students must report in a timely fashion to the study adviser of the degree programme any personal circumstances that could form reason to waive relating the study recommendation with refusing permission to continue the programme, as provided for in article 7.8b, first paragraph, of the WHW.
3.3 The personal circumstances of the student, as provided for in article 7.8b, third paragraph of the WHW, will be specified in the file as well as, if applicable, the study plan, which has drawn been drawn up together with the student and, if appropriate, adapted to the personal circumstances of the student.
3.4 Each student has the right to examine his file, as provided for under 3.1, and, if he wishes, to add any objections to the contents of the file.

Article 4. The study recommendation
4.1 The study recommendations are issued by the Board of Examiners of the degree programme on behalf of the Faculty Board or the Executive Board of the Faculty to which the degree programme belongs.
4.2.1 The recommendation, as provided for in article 2.1.7, is positive if the propaedeutic phase of the bachelor’s degree programme concerned has been completed at the time at which the recommendation is issued.
4.2.2 The recommendation, as provided for in article 2.1.7, is negative and refuses the student permission to continue the programme if, at the time at which the recommendation is issued, fewer than 40 credits of the propaedeutic phase of the bachelor’s degree programme concerned have been attained.
4.2.3 The recommendation, as provided for in article 2.1.7, is negative and refuses the student permission to continue the programme if he has attained 40 or more credits but has not met the additional requirements set for the bachelor’s degree programme concerned, as recorded in the tutoring plan and the Teaching and Examination Regulations.
4.2.4 The deferred recommendation, as provided for in article 2.1.9, is issued if the recommendation provided for in article 2.1.7 is neither positive nor negative, or is negative but does not refuse the student permission to continue the programme.
4.3.1. The deferred recommendation provided for in 2.1.9 is positive if, at the time at which the recommendation is issued, the propaedeutic phase of the bachelor’s degree programme concerned has been completed.
4.3.2 The deferred recommendation provided for in 2.1.9 is negative and refuses the student permission to continue the programme if the student is enrolled in a full-time bachelor’s degree programme and has not completed the propaedeutic phase of the bachelor’s degree programme concerned at the end of the second year of enrolment.
4.3.2 The deferred recommendation provided for in 2.1.9 is negative and refuses the student permission to continue the programme if the student is enrolled in a part-time bachelor’s degree programme and has not completed the propaedeutic phase of the bachelor’s degree programme concerned at the end of the third year of enrolment.

4.4 The student is refused permission to continue the programme in the four academic years following the academic year in which the recommendation is issued, unless the student involved requests to be enrolled in the programme concerned at a date later than the end of the academic year and makes a reasonable case to the satisfaction of the Board of Examiners that he will successfully be able to continue the programme concerned.

4.5 If, after four or more academic years, a student who has been refused permission to continue the programme enrolls again in the propaedeutic phase of the bachelor’s degree programme concerned, this enrolment will be regarded as his first enrolment.

4.6 The student is also refused permission to enrol in any bachelor’s degree programme that shares the propaedeutic phase with the bachelor’s degree programme concerned.

4.7 If a recommendation is linked to a refusal to allow the student to continue the programme, the student will be made aware of other possible programmes.

4.8 The recommendation, as provided for in article 2.1.7 and 2.1.9, will not be linked to a refusal to permit the student to continue the programme if the personal circumstances of the student, as stated in article 4.9, which are recorded in the file provided for in 3.2., have been the reason why the student has not attained the norm of 40 credits, as recorded in article 2.1.7, or the propaedeutic phase has not been completed in the time specified in articles 4.3.2 and 4.3.3. If a personal study plan, as provided for in article 3.3, is present, the marks attained by the student will be compared with the personal study plan in order to determine whether in this case the recommendation will entail refusing the student permission to continue the programme.

4.9 In the WHW implementation decree, implementation is given to paragraph 3 of article 7.8b. The decree states which personal circumstances must be considered when issuing the recommendation provided for in article 2.1.7 and 2.1.9, namely:
- illness/disability;
- special family circumstances;
- pregnancy;
- membership of a board.

The student must present the case to the Executive Board who will assess whether there actually are personal circumstances in the sense of this regulation and to what extent these circumstances influence the student’s marks. ‘Student and Educational Affairs’ (SEA) will evaluate on behalf of the Executive Board whether there are personal circumstances.

To facilitate this, the student needs to send a personal statement about the seriousness, duration and nature of the circumstances, together with supporting documents, to: the Executive Board, Leiden University, SEA/BSA, PO Box 9500, 2300 RA Leiden.

In the case of disability or illness, the supporting documents consist of a report from a doctor or a registered paramedic according to the Individual Healthcare Professions ACT that indicates the seriousness and duration of the circumstances concerned.

**Article 5. Other provisions**

5.1 No recommendation as provided for in article 2.1.7 will be issued to a student from whom a written request to cancel his enrolment has been received before 31 January of his first year of enrolment in the propaedeutic phase of a bachelor’s degree programme and whose enrolment is cancelled before or as of 1 February, and who will not enrol again for the same programme in that same academic year. If the student concerned re-enrols in the propaedeutic phase of the bachelor’s degree programme concerned, this enrolment will be regarded as his first enrolment.

5.2 A student who changes his enrolment from full-time to part-time before 1 February of the first year of enrolment in the propaedeutic phase is considered a part-time student for the implementation of this regulation.
A student who changes his enrolment from full-time to part-time after 1 February of the first year of enrolment in the propaedeutic phase is considered a full-time student for the implementation of this regulation.

5.3 A student who changes his enrolment from part-time to full-time at any time of enrolment in the propaedeutic phase is considered a full-time student for the implementation of this regulation.

5.4 The Board of Examiners of a bachelor’s degree programme can disregard article 4 or deviate from it in as far as application, having regard to the interests that this regulation intends to protect, would result in extreme unfairness.

Article 6. Official title and final articles
6.1. This regulation is cited as: Leiden University Regulation on the Binding Study Recommendation
6.2. This regulation enters into force on the day after it is enacted by the Executive Board.
6.3 For the bachelor’s degree programmes that are offered together with another institution of higher education, different norms may be employed. These must be documented in the Teaching and Examination Regulations of the degree programme

Enacted by the Executive Board on 23 June 2005. The regulation was modified on 25 July 2011.
Procedure concerning personal circumstances of the student within the scope of the binding study advice (in connection with the "Financial Support for Students 2000" Regulation).

1. Introduction
The WHW implementation decree specifies implementation of paragraph 3 of article 7.8b. The decree indicates which personal circumstances should be taken into consideration when issuing a recommendation at the end of the year. These are:
- illness/disability;
- special family circumstances;
- pregnancy;
- membership of a board.

The student must present his case to the Executive Board who will assess whether there are personal circumstances in the sense of this regulation and to what extent these circumstances influence the student's results. SEA evaluates whether there are personal circumstances on behalf of the Executive Board. The basic procedure is as follows:
- The student notifies the study advisor that his studies are hindered by personal/special circumstances.
- The study advisor and student draw up a study plan together that reflect the circumstances. The study plan is added to the student's BSA file.
- The student sends a personal statement about the seriousness, duration and nature of the circumstances together with supporting documents to the Executive Board, Leiden University, SEA/BSA, PO Box 9500, 2300 RA Leiden.
- SEA evaluates the validity, expected duration and seriousness of the personal circumstances. A report of this will be made to the Board of Examiners (through the study adviser).
- In its study recommendation, the Board of Examiners takes into consideration the consequences of the personal circumstances - in as much as these are recognised by SEA - for the student's progress on the programme, and evaluates the student's results in the light of the modified study plan.

2. Procedure per category of personal circumstance within the framework of the BSA

2.1. Illness
If a student is hindered in the progress of his studies by illness he must report this immediately to a representative of the degree programme. The student must consult the study adviser about possible modifications to the study programme to ensure he is hindered as little as possible in the progress of his studies. This modified study plan is added to the student's BSA file. If a study delay arises due to illness, the student must contact SEA. For this, the student sends, as quickly as possible but certainly before August, a personal statement about the seriousness, duration and nature of the circumstances to: Leiden University, SEA/BSA, PO Box 9500, 2300 RA Leiden.
SEA evaluates the validity, duration and seriousness of the personal circumstances. The student must include a report from a doctor or psychologist. The report must indicate to what extent the illness hinders the student in the progress of his studies, and must provide an estimation of the duration of the illness. The department or SEA will inform the student of the possibility of contacting the VGM department (Safety, Health and Environment) in order to obtain an expert report. SEA drafts a report for the Board of Examiners based on the reports of the expert and the student and a possible written report of the study adviser. In its report, SEA states the period involved and to what extent the student’s study progress is hindered by personal circumstances. In its study recommendation the Board of Examiners takes into consideration the consequences, as described in the report, of the personal circumstances for the progress of the student’s studies and evaluates the student’s results in the light of the modified study plan.

2.2. Functional disability

A student with a possible study delay due to a permanent functional disorder must consult the study adviser about possible modifications to the study programme so that the programme can be followed with as little delay as possible. If, as a result of the disability, a delay does arise or threatens to arise, the student must immediately contact the student counsellor. The student must possess a medical report that indicates the extent to which the student’s performance is hindered. The study adviser or the student counsellor informs the student of the possibility of contacting the VGM department in order to obtain the report concerned. The details and results of a possible meeting between the student counsellor and the student form the basis of a report by SEA for the Board of Examiners. In this report, SEA must at least state the extent to which the student’s studies are influenced by the personal circumstances. The modified study plan is added to the BSA file of the student. In its study recommendation, the Board of Examiners takes into consideration the consequences, described in the report, of the personal circumstances for the student’s study progress, and evaluates the results attained in the light of the modified study plan.

2.3. Pregnancy/childbirth

In the event of pregnancy, a student is considered more or less unable to proceed in her studies. The student can consult the study adviser about possible modifications to the study programme so that her studies can be continued with as little delay as possible. This study plan is added to the student’s BSA file. Before August, the student must send a personal report together with supporting documents to: Leiden University, SEA/BSA, PO Box 9500, 2300 RA Leiden. SEA writes a report for the Board of Examiners. If the baby is born during the academic year or no more than two months before or two months after it, the Board of Examiners must take these personal circumstances into account when issuing the study recommendation. In its study recommendation the Board of Examiners takes into consideration the consequences, described in the report, of the personal circumstances for the student’s study progress and evaluates the results attained in the light of the modified study plan. If the study delay amounts to more than the four months mentioned, there must be another reason than pregnancy/childbirth for the period of time that exceeds these four months, for example, illness or special family circumstances.
2.4. Special family circumstances
If serious family circumstances mean that it is not possible for the student to concentrate sufficiently on his studies or that the student cannot spend sufficient time on his studies, the student can consult the study adviser about possible modifications to the study programme so that the progress of his studies is hindered as little as possible by these circumstances. The study plan is added to the student’s BSA file. If a study delay does arise, however, as a result of these circumstances the student must send a report describing the nature, duration and seriousness of the circumstances together with a supporting report from a student counsellor to: Leiden University, SEA/BSA, PO Box 9500, 2300 RA Leiden. SEA writes a report for the Board of Examiners. In this report, SEA states at the least the period and the extent to which the results will be negatively influenced by these personal circumstances. In its study recommendation, the Board of Examiners takes into consideration the consequences, described in the report, of the personal circumstances for the study progress and evaluates the results attained in the light of the modified study plan.

2.5. Membership of a board
A student who wishes to become a member of the board of a study or student association or of a university administrative body can consult the study adviser about possible modifications to his study programme. The study plan is added to the student’s BSA file. If, after this consultation, it appears that a study delay is likely to arise as a result of the duties mentioned, the student must contact SEA. If possible, this must take place before the administrative duties commence. SEA writes a report for the Board of Examiners. In this report, SEA states whether the duties concerned are recognised within the framework of this regulation and the extent to which the duties referred to hinder the student in his studies. SEA will observe the WHW, and will take advice on this if necessary. In its study recommendation, the Board of Examiners takes into consideration the consequences, described in the report, of the personal circumstances for the study progress and evaluates the results attained in the light of the modified study plan.

3. Other provisions
3.1. Negative Study Recommendation
If the Board of Examiners is informed of recognised personal circumstances and still issues a negative recommendation, the recommendation will state the extent to which the personal circumstances have been taken into account.

3.2. Stopping the programme
- Students who have submitted a request to cancel enrolment after 1 February of the first year of enrolment in the programme concerned and do not supply a plausible reason for this must receive a negative recommendation if they have not met the norm.
- Student who have submitted a request to cancel enrolment before 1 February (and, as a result of this, whose enrolment in the degree programme concerned is cancelled as of 1 February at the latest) are not issued with a study recommendation or binding study recommendation for that academic year. In the case of enrolment in the following academic year, this enrolment will be considered as the first enrolment within the scope of this regulation.
3.3. Interruption of studies
If a student's studies are interrupted after 1 February of the first year of enrolment in the degree programme concerned as a result of any of the personal circumstances, the final recommendation is determined if possible by the most recently issued study recommendation before the circumstances commenced. If this recommendation was not negative and the student can demonstrate in consultation with SEA that his studies were interrupted due to the circumstances concerned, the recommendation at the end of the academic year in question may not be binding. For example, if a student becomes ill in April and his studies are interrupted whilst his results up to March show that he is capable of following the degree programme there are then sufficient grounds not to issue this student with a binding recommendation. If his results were below the norm for the period until he became ill, the student must then receive a negative recommendation.

3.4. Personal circumstances in the next academic year
- If a student receives a negative final recommendation for the programme concerned in the first year of enrolment, but personal circumstances, as provided for in this procedure, have led the Board of Examiners to decide not to make this recommendation binding, the student falls under this regulation as usual for the second year of enrolment in the programme concerned, and is expected to complete the propaedeutic phase at the end of the second year of enrolment, unless the study plan in the BSA file states otherwise.
- If a student receives a negative final recommendation in the second year of enrolment, but personal circumstances, as provided for in this procedure, have led the Board of Examiners to decide not to make this recommendation binding, the student no longer falls under this regulation in the third year of enrolment.

3.5 Hardship clause
The Board of Examiners can also apply a hardship clause: if a student's results do not meet the norm, the Board can decide, on the grounds of 'extreme unfairness', not to issue a study recommendation refusing permission to continue the programme. In other words, if, on the basis of the student's results as well the attitude and motivation he has demonstrated towards the programme, the Board of Examiners is convinced of the student's ability to follow the programme to a successful completion, the Board can decide not to issue a binding negative recommendation.
- If a student receives a negative final recommendation for the programme concerned in the first year of enrolment but the Board of Examiners has applied the hardship clause and thus decided not to make this recommendation binding, the student falls under this regulation as normal for the second year of enrolment in the programme concerned and is expected to complete the propaedeutic phase at the end of the second year of enrolment.
- If a student receives a negative final recommendation for the programme concerned in the second year of enrolment but the Board of Examiners has applied the hardship clause and thus decided not to make this recommendation binding, the student no longer falls under this regulation for the third year of enrolment in the programme concerned.
EXPLANATION
The regulation in question applies to all bachelor's degree programmes at Leiden University and both the full-time and part-time varieties.
In the propaedeutic phase, a student is given an extensive introduction to the bachelor’s degree programme. An introductory meeting and mentoring/tutoring familiarises the first-year student with his new study environment.
The full-time student receives a study recommendation three times in the first year: a recommendation before or on 31 January, a recommendation immediately after the last teaching period and associated regular examinations have ended and a recommendation on 31 August at the latest. After the first recommendation, the student is invited to attend a meeting before 31 January if the recommendation issued to him is negative. After the second recommendation, the student is invited to attend a meeting if this recommendation is negative. This meeting takes place before the final recommendation is issued. The final recommendation of 31 August at the latest is binding if this recommendation is negative. The recommendation is negative if the student has obtained fewer than 40 ECTS credits in the first academic year or has obtained more than 40 ECTS credits but has not met the additional requirements as stated in the examination regulation or prospectus.
A part-time student receives one study recommendation in the first academic year. The student is also invited to attend a meeting if the recommendation is negative. At the end of the second academic year, a part-time student receives – immediately after the last teaching period with associated regular examinations has ended – a second recommendation with an invitation to attend a meeting if it is likely that the final recommendation for that year will be negative. The final recommendation is issued on 31 August at the latest and is negative if the part-time student has obtained fewer than 40 ECTS credits in the first two academic years or has obtained more than 40 ECTS credits but has not met the additional requirements as stated in the examination regulation or prospectus.
The Board of Examiners can refrain from refusing permission to continue the programme as a result of a negative recommendation if the student has not met the norm due to personal circumstances. These personal circumstances are taken to mean illness, disability, special family circumstances, pregnancy, certain board duties and an unfeasible degree programme. The student must have reported the circumstances concerned to the study adviser (or his substitute) and have drawn up with the study adviser a modified study plan reflecting the circumstances. Furthermore, the SEA must determine whether there really are personal circumstances as provided for in this regulation and in which period and to what extent the student was not able to perform in his studies due to personal circumstances. The Board of Examiners can derive a new norm from the modified programme and refrain from issuing a recommendation refusing the student permission to continue the programme if, in the eyes of the Board of Examiners, the student does meet the changed norm.
At the end of the second year, full-time students receive a negative study recommendation if they have not managed to complete the propaedeutic phase within the first two years. This recommendation is binding. Part-time students must complete the propaedeutic phase within the first three academic years. In these cases, the Board of Examiners can refrain from issuing a recommendation refusing the student permission to continue the programme if there are personal circumstances, if these circumstances have been reported in a timely fashion, if a modified study programme has been drawn up and if the performance of the student within this modified programme makes it likely that the student will be able to complete his bachelor’s degree programme within a reasonable period of time.
The procedure surrounding personal circumstances is recorded in a more detailed guideline created by the Executive Board.
A student who has received a binding negative recommendation may not enrol in this bachelor’s degree programme or in those bachelor’s degree programmes that share the same propaedeutic phase, within a period of four academic years.
A student who has made it known in writing before 1 February in the first year of enrolment that he wishes to cancel his enrolment and whose enrolment actually is cancelled before or as of 1 February does not receive a second and third recommendation in that academic year. A new enrolment of this student is considered as his first enrolment for this purpose of regulation.

If a full-time student cancels his enrolment as a full-time student before 1 February – of the first year of enrolment – and enrols as a part-time student, this student is considered for this regulation as a part-time student. If he changes his enrolment from full-time to part-time after 1 February, he is considered a full-time student for this regulation. A part-time student who changes his enrolment from part-time into full-time is considered for this regulation from the time of this change a full-time student.

Students who were enrolled before 1 September 2005 as full-time students in a bachelor’s degree programme and who at the end of their first year of enrolment were allowed to continue the programme – other than in the case of a non-binding negative recommendation due to personal circumstances – do not fall under this regulation when enrolled in that bachelor’s degree.

If, in special cases, the use of this regulation is unintentionally unfair to a student and has an undesirable effect on a bachelor’s degree programme, the Board of Examiners of the bachelor’s degree programme can decide to deviate from article 4 of this regulation. For example, special circumstances are conceivable that do not actually count as personal circumstances but which a Board of Examiners may wish to take into consideration for students who are performing well. If a Board of Examiners is of the opinion that a student has not been able to meet the set requirements due to circumstances for which he is not to blame but has proven his ability in the bachelor’s degree programme, a Board of Examiners can decide not to refuse the student permission to continue the programme as a result of a negative recommendation.

During the appeal procedure, permission is granted to continue with the programme. In this period, the student can also take examinations but these will not be marked until after the appeal. Only if a decision by the Examination Appeals Board means that the student is still able to continue his studies will the examinations be marked and the results published.