



Postponing Graduation

Leiden University College stimulates academic excellence and expects its students to graduate within the allocated time of 3 years of full-time study. The College also recognizes that, in special circumstances, it may be impossible or undesirable for students to graduate on time. For students who meet the graduation criteria (at the end of semester 6), but wish to postpone their graduation, it is important to follow the official procedure (Course and Examination Regulations [OER] art. 4.10 and Leiden University Rules and Regulations).

- **Students should take into account that postponing their graduation until after the 7th semester will render them ineligible for receiving a distinction (honours title) on their diploma (OER art. 4.12.2).**
- **After completion of the course(s) or internship the obtained credits can only be listed in the extracurricular component of your study programme.**
- **The Board of Examiners has no influence on the enrolment procedure of the extracurricular courses, external minor, exchange semester or additional LUC courses.**

Procedure

- Winter graduands deadline to request postponement graduation: 24 December
- Summer graduands deadline to request postponement graduation: 14 June

The request must include the reasons for postponement (accompanied by documents that can serve as evidence for the specified reason), an indication of the date upon which the degree certificate can be issued and a justified extended study plan, signed by the Study Advisors (OER art. 4.10.6).

The Board of Examiners may approve the request to postpone the graduation event as long as the enrolment period for the programme of four years has not been exceeded (OER art. 4.10.4).

The Board of Examiners aims to reach a decision within 15 working days from the moment the request, including all necessary supporting documents, has been received and will inform the student accordingly. The Board of Examiners will also inform the Course Administration and the Study Advisors about the decision.

Reasons for postponement

Depending on the reasons for postponement students are required to attach different types of documentation:

- Approval from the Study Advisors for additional LUC courses;
- BoE request form 'External course or minor' for external education;
- Approval from the Internship Coordinator for internships;
- Approval from the International Office for exchange.

The documentation is meant as a check to see whether the student's plans are feasible.

Re-enrolment/graduation

It is the responsibility of students themselves to ensure that they are enrolled via Studielink for the proper duration of their extended studies. Unless graduating during the summer, students are not automatically unenrolled from university and they should actively do so. (See the web-page '[De-registering as a student](#)' for more information.) Similarly, students that extend their studies over the summer period, would have to ensure that they re-enrol themselves via Studielink.

Please submit the completed form including all necessary supporting materials to:

BoE@luc.leidenuniv.nl



A. Personal information

Last name: Student ID:

First name(s): First enrolled at LUC:

Email: Major:

B. Study plan

List below the main activity you plan to undertake while your studies are extended:

Main study activity during extension	Check
LUC courses	The study advisor has checked my study plan
External courses	I have attached request form 2 'External course or minor'
Internship	The internship coordinator approves of my internship plans
Exchange	The international office approves of my exchange plans

Expected graduation date:

I have attached an extended study plan, signed by the Study Advisors

C. Motivation or additional remarks

Briefly describe the reason(s) for requesting the postponement of your graduation. Explain what your reasons are for undertaking the study activity you marked in section 'B':

D. Approval Study Advisor

Student confirming that has attached proof / statement of personal circumstances:

E. Academic standing

To be filled out by the Study Advisor. Further comments / recommendation:

Name:

Signature:

Date: