



## Academic progress requirements and procedures for student residence permit holders

If you have been issued with a residence permit on the grounds of study, you must make sufficient academic progress every year to retain your right to a student residence permit. Leiden University is required to check the academic progress of all its student residence permit holders each year.

### What is sufficient academic progress?

Sufficient academic progress is defined as:

- For degree programmes: you must obtain at least half the required number of study credits (EC) per academic year.
- For pre-Master and preparatory year programmes: you must complete the entire programme within 1 year (or 1 semester for short pre-Master programmes).

### Consequences of insufficient academic progress

If you are found to have made insufficient academic progress without a valid reason (see page 2) by the end of the academic year, Leiden University is obliged to notify the IND. The IND will then cancel your student residence permit and you will be obliged to leave the country or arrange legal residency on other grounds.

### Procedures for checking academic progress

Each academic year, Leiden University checks the academic progress of all student residence permit holders on the grounds of the data in uSis. If you have made insufficient academic progress, you will be notified by email in May.

### Notified of insufficient progress but believe this is incorrect?

- **uSis data incorrect?**

If you think you have made sufficient progress but your uSis data is incorrect, contact your [Education Administration Department](#) before 1 July to have this corrected. If you are an LLM Advanced Studies student, instead contact your programme coordinator.

- **Credits pending?**

If you think you will have sufficient credits by 31 August, but you are waiting for credits to be entered into uSis, **no action is required**. If in doubt, speak to your study adviser or programme coordinator.



### **Notified of insufficient progress but believe you have a valid reason?**

Have your studies been hindered by exceptional circumstances? If you report this on time and in the correct way, the university will evaluate whether your circumstances constitute a valid reason for insufficient progress. If this is found to be the case, Leiden University will *not* notify the IND.

### **What are exceptional circumstances?**

The following can be classed as exceptional circumstances:

#### Category 1: personal circumstances

- (Chronic) illness
- Disability
- Pregnancy and childbirth
- Exceptional family circumstances (such as the loss of a relative)

#### Category 2: educational circumstances

- Educational circumstances beyond your control (your study adviser can tell you whether this applies to your situation)

*Note: each circumstance listed above may only be cited once as a reason for insufficient academic progress during your studies at Leiden University.*

### **When and how to report your exceptional circumstances**

Take the following steps before 1 July\*:

*For students hindered by personal circumstances (category 1):*

- Submit a [statement of hindrance request form](#) to the Student Support Services, in which you explain the nature, duration and seriousness of your circumstances and the extent to which they have hindered your studies.
- In the case of exceptional family circumstances, also make an appointment with a [student counsellor](#) to talk about your situation.

*For students hindered by educational circumstances (category 2):*

- Report the hindrance to your study programme's board of examiners. Your [study adviser or coordinator](#) can tell you how.

*\*If your circumstances prevent you from meeting the 1 July deadline, hindrance forms and reports submitted by 15 July will also be considered.*

### **What happens next?**

- Personal circumstances only: the Student Support Services will evaluate your request form and draw up a statement of hindrance, which they will forward to your study programme's board of examiners.
- All circumstances: the board of examiners will decide whether your exceptional circumstances constitute a valid reason for insufficient academic progress. You will receive a copy of their decision by email. If you have not received a copy of the decision before 1 September, send a mail to [visa@sea.leidenuniv.nl](mailto:visa@sea.leidenuniv.nl).



- If you are found to have a valid reason, the university will not report your insufficient academic progress to the IND. However, you must make an appointment with your [study advisor or coordinator](#) to draw up an adapted study plan, if you have not already done so.
- If you are *not* found to have a valid reason, Leiden University will notify the IND as described on page 1.