Insufficient academic progress & personal circumstances Information for holders of student residence permits at Leiden University

Introduction

If you have been issued with a residence permit on the grounds of study at Leiden University you must make sufficient academic progress every year to retain your right to a student residence permits.

Requirements

Sufficient academic progress is defined as:

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

Procedures at Leiden University

- At the end of each academic year Leiden University will check the academic progress of all students who have a residence permit on the grounds of study.
- If your academic progress is found to be insufficient the Board of Examiners of your study programme will decide if there is a so-called valid reason for this fact.
- The Board of Examiners will communicate its findings to the central Student and Educational Affairs department (SEA).
- If there is no so-called valid reason SEA will notify the Dutch immigration department (IND) of your insufficient academic progress.
- The IND will then cancel your student residence permit and you must either leave the Netherlands or apply for a residence permit on other grounds.

Exceptional personal circumstances

If your studies have been hindered by personal circumstances, and you have reported this on time and through the proper channels (see below), the Board of Examiners must take this into consideration when deciding if there is a valid reason for your insufficient academic progress. If they decide that your personal circumstances are indeed a valid reason they will notify SEA of this fact. When doing so the Board of Examiners must state what ‘category’ of personal circumstances have hindered your studies. An overview of the categories available is given below. Please note that a student may make use of each category of personal circumstances on one occasion only during their studies at Leiden University.

- Disability
- Pregnancy
- Exceptional family circumstances
- Board duties - as specified and recognised in the ‘ruling on financial support for students’

**Reporting personal circumstances**

- As soon as personal circumstances threaten to hinder your academic progress you must contact your study advisor to discuss your progress and, if required, draw up an adapted study plan.
- You must submit a personal statement detailing the nature, seriousness and duration of the circumstances to SEA by 15 July at the very latest (preferably before 15 June).
  Your statement must be accompanied by documentary evidence, for example a doctor’s statement concerning the illness/disability. These documents must be sent to: Momicommittee@sea.leidenuniv.nl.
- A student counsellor will evaluate the legitimacy, expected duration and seriousness of your personal circumstances and issue a report on his/her findings to your study programme’s Board of Examiners.
- If the Board of Examiners concludes that your personal circumstances are a valid reason for your insufficient progress they will issue a statement to this effect to SEA.

*Important: The Board of Examiners can only take personal circumstances into consideration if these have been registered correctly and on time with SEA. Only then can any agreements drawn up with your study advisor be taken into consideration. A ‘student progress meeting’ must also have taken place between you and your study advisor, during which binding agreements have been made to minimise the delay to your studies.*

If a student’s academic progress has been hindered by exceptional circumstances beyond his/her control the Board of Examiners is entitled, without intervention from SEA, to assign the following valid reasons: ‘academic circumstances beyond the control of the student’ or ‘hardship clause’.

The Board of Examiners will send its decision to the student, with a copy to SEA. Objections to the decision can be addressed to the Examination Appeals Board, Postbus 9200, 2300 RA Leiden, within six weeks of the date of issuance of the decision.