



REGULATIONS ON STUDY PROGRESS FOR STUDENTS WITH A RESIDENCE PERMIT FOR STUDY PURPOSES

The Executive Board, in view of Article 3.87a, paragraph one, preamble and under b, of the Aliens Decree 2000, in conjunction with Article 1 of the Regulations on the Standardisation of Study Progress for Residence Permits for Study Purposes, as well as Articles 6.5 and 6.6 of the Code of Conduct for International Students in Higher Education,

considering that the Executive Board is obliged to monitor the progress of students with a residence permit for study purposes – with the exception of exchange students – and, in the event of insufficient study progress, determine the cause thereof,

has decided

to establish Regulations on Study Progress for Students with a Residence Permit for Study Purposes that read as follows:

Article 1. Definitions

Board of Examiners: The Board of Examiners of the study programme in which the student is enrolled. If the student is enrolled in a teacher-training module, this is the ICLON Board of Examiners. If the student is enrolled in a pre-master's programme, or some other form of preparatory education, this is the Board of Examiners of the study programme where the student is taking the pre-master's components.

Statement of hindrance: A statement specifying the period during which and the extent to which a student has experienced hindrance in study activities due to personal circumstances. The statement of hindrance is drawn up by the student counsellors from Student Support Services, and serves as a recommendation to the Board of Examiners.

Study progress: Meeting the study progress norm as referred to in Article 1 of the [Regulations for the Standardisation of Study Progress for Residence Permits for Study Purposes](#) and in Article 6.5 of the [Code of Conduct for International Students in Higher Education 2024](#). Sufficient study progress means that 50% (or more) of the nominal study load for the relevant academic year (or part of the academic year) has been successfully completed. The pre-master's and teacher-training module must be successfully completed in their entirety.

Personal circumstances: Circumstances as referred to in Article 7.51, paragraph two, of the WHW as well as in Article 2.1, paragraph 1, of the WHW Implementation Decree as a result of which the student has made insufficient study progress.

Student: A student with a resident permit for study purposes, with the exception of exchange students, who is enrolled in a bachelor's or master's programme, a teacher-training module, a pre-master's programme or some other form of preparatory education at Leiden University.

Student Support Services: The department of the Student and Educational Affairs (SEA) expertise centre that is responsible for assessing student requests regarding personal circumstances and can issue a statement of hindrance.



Student Information and Administration (SIA): The department of the Student and Educational Affairs (SEA) expertise centre that registers a student's study progress and excusable circumstances, provides information about study progress monitoring to those concerned, and is responsible for communicating the withdrawal of the student to the IND.

Sponsor: as a recognised sponsor Leiden University is affiliated with the Code of Conduct for International Students in Higher Education and as such is obliged to comply with this code, as prescribed in Article 1.20 of the Aliens Decree 2000.

Reference period: The period during which a student has a residence permit for study purposes at one and the same educational institution.

Exchange student: An international student who, as part of an exchange programme, is going to take, is taking, or has taken courses for a period of at least three months and up to a maximum of 12 months at an educational institution based in the Netherlands and is not enrolled as a regular student at the educational institution in question and has not graduated from it.

Residence permit: A regular temporary residence permit granted under a restriction related to study purposes.

WHW: Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*)

Article 2. Mandate

2.1 The Executive Board, in its capacity as recognised sponsor, mandates to the Board of Examiners the authority to determine the study progress of students with a residence permit for study purposes.

2.2 'Determining study progress' implies the authority to determine whether - and to what extent - a student's insufficient study progress is caused by personal circumstances as referred to in Article 1.

2.3 The decision regarding study progress is made by the Board of Examiners on behalf of the Executive Board.

Article 3. Task of the Board of Examiners

3.1 At the end of each academic year, or at the end of the pre-master's period or teacher-training module, the Board of Examiners determines study progress and decides which students have made insufficient study progress.

3.2 In the event of insufficient study progress, the Board of Examiners determines whether, and to what extent, the insufficient study progress is caused by personal circumstances as referred to in Article 1. The Board of Examiners considers the statement of hindrance from the Student Support Services in reaching their decision.

3.3 The Board of Examiners informs the student of their decision regarding insufficient study progress and the weighing of personal circumstances. The SIA department receives a copy of the decision.



Article 4. Appeal based on personal and other circumstances

4.1 If a student claims that the insufficient study progress was caused by personal circumstances, as referred to in Article 1, they must report this in a timely fashion.

4.2 If a student claims that the study delay was caused by board membership, personal circumstances such as a (chronic) illness, disability (functional impairment), exceptional family circumstances, pregnancy or childbirth, they must report this to the Student Support Services department in a timely fashion.

4.3 If a student claims that their study delay was caused by educational circumstances beyond control of the student or other circumstances (hardship), they must report this to the Board of Examiners in a timely fashion. The study adviser can advise the Board of Examiners on this matter.

4.4 Student Support Services assesses on behalf of the Executive Board whether there are circumstances as referred to in Article 1 in conjunction with Article 4.2, and assesses the extent to which these circumstances have influenced the student's performance during the academic year.

4.5 In response to the request as referred to in Article 4.4, Student Support Services issues a statement of hindrance and sends it to the relevant Board of Examiners and the student. The statement of hindrance states the period during which and the extent to which the student's study progress has been hindered by personal circumstances.

Article 5 Decision of the Board of Examiners

5.1 The Board of Examiners informs the student and the SIA department no later than on 31 August of their decision regarding insufficient study progress as referred in Article 3.3.

5.2 One and the same personal circumstance may only be applied once per reference period. The circumstances are registered per student in uSis by the SIA department.

Article 6 Administrative appeal and appeal

6.1 A student may lodge an administrative appeal with the Examination Appeals Board against the decision referred to in Article 3.3.

6.2 If necessary, a student may lodge an appeal with the Administrative Jurisdiction Division of the Council of State in The Hague against the decision of the Examination Appeals Board.

Article 7 Citation title and entry into force

These regulations may be cited as: Regulations on Study Progress for Students with a Residence Permit for Study Purposes.

These regulations have been adopted by the Executive Board and enter into force on 4 March 2025.



Explanation

Introduction

Leiden University (Executive Board) acts as a recognised sponsor for international students with a residence permit for study purposes (Article 1.13 of the Aliens Decree 2000). Students for whom Leiden University acts as a sponsor can be granted a temporary residence permit by the Immigration and Naturalisation Service (Immigratie- en Naturalisatiedienst, hereafter IND) with the purpose of 'study' (Article 14 of the Aliens Act 2000 and the Article 3.4, paragraph one, under m of the Aliens Decree).

The University stops acting as a sponsor for students with a residence permit for study purposes if these students do not meet the study progress standard and there are no - or insufficient - excusable circumstances.

Via a reference in Article 1 of the Regulations on the Standardisation of Study Progress for Residence Permits for Study Purposes, the study progress standard is laid down in the Code of Conduct for International Students in Higher Education and reads as follows:

- Students enrolled in a bachelor's or master's programme must have successfully completed at least 50% of the nominal study load for the academic year (or part of the academic year) for which they are enrolled. Students who start in September must complete at least 30 EC in that academic year, while students who start in February must complete at least 15 EC in that academic year.
- Students enrolled in preparatory education, a teacher-training module or a pre-master's programme must successfully complete the entire programme within the period prescribed in the admission decision.

Article 7.51, paragraph 2, of WHW and Article 2.1 of the Implementation Decree of WHW list the excusable circumstances which a bachelor's or master's student who has not met the study progress standard can cite. These are:

- (Chronic) illness, handicap, pregnancy, and childbirth
- Exceptional family circumstances
- Board membership
- Educational circumstances beyond control of the student
- Other special circumstances as determined by Leiden University that affect the student
- Other circumstances that would, if disregarded, lead to an unfair outcome (hardship clause)

The Code of Conduct for International Students in Higher Education stipulates that one and the same personal circumstance or category of personal circumstance can only be applied once per reference period.

Note: The study progress standard does not apply to exchange students.



Procedure

All students with personal circumstances as referred to in Article 1 complete a form in which they request a statement of hindrance from the Student Support Services department. This is a digital form: [Statement of hindrance request \(formdesk.com\)](#).

Students who have accrued a study delay due to family circumstances, or other non-medical personal circumstances, make an appointment with a student counsellor. In such cases, the student counsellor will provide advice. Furthermore, depending on the situation, a statement of hindrance can also be issued for board membership. These requests are also handled by Student Support Services department.

In case of a disability or medical condition, the student does not need to make an appointment with a student counsellor after submitting the statement of hindrance request form. Student Support Services will, if possible, draw up a statement of hindrance based on the medical documents provided.

Students who cite board membership, (chronic) illness, disability, pregnancy, childbirth, or exceptional family circumstances submit a statement of hindrance request to Student Support Services.

Students who cite educational circumstances beyond their control or other circumstances must submit their request to the Board of Examiners.

Students must support their request with documents that demonstrate the special circumstances in question.

Student Support Services responds to the request in writing, stating the extent to which the student was hindered and during which period of the year. The Board of Examiners is informed of this, as is the student.

The study adviser can advise the Board of Examiners in case of educational circumstances beyond control of the student or other circumstances.

If the Board of Examiners intends to issue a negative decision because the standard for study progress has not been met or because the personal circumstances cited by the student are insufficiently excusable, the Board of Examiners will give the student the opportunity to be heard prior to the Board reaching a decision (Article 4.7 of the General Administrative Act (*Algemene Wet Bestuursrecht*)).

With these Regulations on Study Progress for Students with a Residence Permit for Study Purposes, the Executive Board mandates the Board of Examiners to decide:

- Whether the student's study progress is insufficient and, if necessary,
- Whether the personal circumstances cited by the student provide sufficient reason for not meeting the study progress norm.

The student can lodge an appeal with the Examination Appeals Board against the decision of the Board of Examiners. If the student has lodged an appeal, the Student Information and Administration department may decide to uphold deregistration with IND until the Examination Appeals Board



announces its decision. Deregistration means that Leiden University no longer acts as a sponsor for the student in question.

The student can appeal against the decision of the Examination Appeals Board to the Administrative Jurisdiction Division of the Council of State in The Hague.

Students who receive a negative binding study advice decision from the Board of Examiners as well as a study progress decision must lodge a separate appeal against this decision.

Students who have made insufficient study progress will be deregistered by the university with the IND within four weeks, unless exceptional circumstances as referred to in the WHW apply. Unless the student finds a different sponsor, the IND will in principle revoke the residence permit, after which the student must leave the country within 28 days.

Obligations of the university

Leiden University acts as a recognised sponsor. This status comes with the obligation to sign the Code of Conduct for International Students in Higher Education and to comply with the provisions contained therein. The university has the following obligations towards the IND as a sponsor in the context of the study progress of students with a residence permit for study purposes:

- Duty of care: This means that the university must provide the student with correct information about, among other things, study progress monitoring.
- Duty to inform: This means that the university is obliged to inform the IND within four weeks of any circumstances that may affect the student's right of residence, including insufficient study progress.
- Obligation to keep records: This relates to the recording of study progress and excusable reasons for insufficient study progress. This information needs to be archived up to five years after the withdrawal of the student has been reported to the IND.