



LEIDEN UNIVERSITY REGULATIONS ON POSTPONING GRADUATION

The Executive Board of Leiden University, having regard to article 7.11, third paragraph, of the Act in conjunction with article 9.2, second paragraph of the Act as well as article 9.5 of the Act, has decided to introduce the Leiden University Regulations on Postponing Graduation, reading as follows:

Article 1.

1. In these regulations the following definitions apply:
 - a. conferral: the date upon which the degree certificate is issued;
 - b. student: the person who is entitled to be awarded a degree according to the Act;
 - c. the Act: the Higher Education and Research Act

Article 2.

A student who is entitled to have a degree conferred can ask the Board of Examiners to postpone the event. A postponement request must be submitted using the 'graduation postponement request form'.

Article 3.

The Board of Examiners must be informed of the request referred to in the previous paragraph within five working days of the student receiving a 'confirmation of completion of studies' message via uSis.

Article 4.

The request must include the reasons for postponement and an indication of the date upon which the degree certificate can be issued as well as a statement of the period of enrolment for the programme in question.

Article 5.

The Board of Examiners shall accommodate the request if the student has been enrolled in the programme for which the request has been submitted for no longer than the duration of studies plus one year. The conferral date of the degree

certificate can be at the latest the aforementioned duration of studies plus one year. In exceptional circumstances the Board of Examiners may decide otherwise.

Article 6.

These regulations enter into force on 1 September 2013.

These regulations were adopted, following approval by the University Council on 17 December 2012, by order of the Executive Board on 18 December 2012.

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Explanation

Article 7.11, second paragraph of the Act stipulates that the Board of Examiners confers a degree certificate upon students once they have passed the final examination. However, students may wish to defer conferral of the certificate if, for example, they first wish to complete an extra course unit that can then be included on the degree certificate. The third paragraph of the aforementioned article of the Act provides for this possibility and asks the Executive Board to draw up rules governing this.

Article 7.11. Degree certificates and statements

3. Students upon whom a degree may be conferred can, in accordance with the rules drawn up by the Executive Board, ask the Board of Examiners to postpone this event.

It is noted that for these Regulations the term ‘conferral’ is understood to mean the date upon which the degree certificate is issued. This is to avoid confusion with the date upon which the degree is officially conferred upon the student, during the graduation ceremony. The date of the graduation ceremony is determined by the department or Board of Examiners in question. Therefore, these two events do not necessarily occur on the same date.

In principle, a request to postpone graduation will be examined if the student has been enrolled on the degree programme for which the request has been submitted for no longer than the duration of studies plus one year. The Board of Examiners may decide otherwise if it is of the opinion that legitimate interests prevent this; it is to be expected that this will only be in exceptional cases.

Students may submit a request once they receive a ‘confirmation of completion of studies’ message or as soon as they expect to be entitled to a degree.

Graduation is generally not postponed any longer than the current duration of studies of the degree programme in question plus one year. For a bachelor's degree with a study duration of 180 ECTS credits this means that in the event of a nominal study duration the degree certificate can be conferred no later than at the end of the fourth academic year of enrolment on this programme. Although this period is expected to suffice in almost all cases to allow students to complete an extra course unit, for example, the Board of Examiners may decide otherwise in exceptional cases.

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