



## Binding study advice and exceptional circumstances

Have you fallen behind in your studies due to exceptional circumstances and, as a result, risk being issued with negative binding study advice? If so, you can ask the board of examiners to take your circumstances into consideration when issuing its advice.

### How does it work?

- Request a statement of hindrance from the BSA committee by following the steps below.
- The BSA committee will evaluate how and when your study performance was affected by exceptional circumstances.
- The BSA committee will submit the statement of hindrance to the board of examiners. You will receive a copy by email.
- The board of examiners will decide whether you can be permitted to continue studying. The board will take your exceptional circumstances into account, but may still conclude that you should have performed better despite the circumstances. Therefore, there is still a possibility that you may have to stop your studies.
- In exceptional cases, the board of examiners may decide to postpone the issuance of binding study advice because they are not able to sufficiently assess your performance at present.
- You will receive the board of examiner's decision by email by 15 August at the latest.

### Request a statement of hindrance

#### 1. Obtain an expert statement

Ask your doctor, psychologist or another expert to issue a statement. In the case of family circumstances, you can also ask a [student counsellor](#) to issue a statement.

*Are you unable to obtain a statement from your doctor?*

Instead, ask your doctor to provide a printout of your medical dossier - [which you are always entitled to](#).

*Have you already submitted an expert statement to Fenestra or a student counsellor?*

In that case, you are generally not required to submit an expert statement with your request. If it later transpires that another expert statement is required, you will be notified as soon as possible by email.



## 2. Statement of hindrance request form

Complete the [statement of hindrance request form](#), making sure to upload the expert statement(s).

*The university handles all information concerning exceptional circumstances in accordance with the privacy regulations (GDPR). Your data will only be seen by members of the BSA committee and its secretariat.*

### Submit your request on time

Your request must be received by **15 July at the latest**. Be aware that obtaining an expert statement can sometimes be time consuming.

### Talk to your study adviser

Is your [study adviser](#) unaware of your circumstances? Make sure to discuss them with him/her as soon as possible.

### Questions

- If you have any questions about these procedures, contact the BSA committee.  
E-mail: [commissieBSA@sea.leidenuniv.nl](mailto:commissieBSA@sea.leidenuniv.nl)  
By telephone, via the Student Support Services secretariat: 071-527 8026
- Do you want to speak to a student counsellor? Make an appointment [via the website](#).
- For other questions, please contact your [study adviser](#).