**Overview of personal circumstances per period**

If you have not been able to meet the requirements for the BSA due to personal circumstances beyond your control, you may submit a request for a BSA deferment.

|  |  |
| --- | --- |
| **Name** |  |
| **Student number** |  |
| **Study programme** |  |
| **Did you have contact with your academic advisor during this academic year? If yes, with whom?** |  |
| **Would you like your academic advisor to provide the BSA committee with advice based on your previous contact?\***  |  |

\* *The advice will be documented afterwards in the DSD (digital student dossier) which can be found via your VU Dashboard. Please contact your academic advisor for further questions about this topic.*

Follow these steps:

1. Fill in the information above (i.e. “name”, “student number” and so on).
2. Fill in this Word form as completely as possible (see page 3 for an example).
3. Go to the [BSA page](https://vu.nl/en/student/study-progress/binding-recommendation-on-continuation-of-studies-bsa) and click on "Request for BSA Deferment" in the upper right corner.
4. Attach this completed Word form as an attachment. In this case, you can refer to this Word form as an attachment to the questions in the "Request for deferment BSA" application form.
5. Also attach **evidence of your personal circumstances**! Without evidence your request is not complete.

If you have any questions about this form or the "BSA postponement" procedure, please contact your [academic advisor](https://vu.nl/en/student/contact-student-guidance-and-support/academic-advisor).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Timeframe | What opportunities did you use or not use? Think of mandatory education, assignments, practicals, and exams. Please state the course code and name of the course! | Description of circumstances | Influence on academic performance | What steps have you taken? Think about getting in touch with the academic advisor, student counsellor, your GP, examination board, teacher, etc. |
| **Period 1** |  |  |  |  |
| **Period 2** |  |  |  |  |
| **Period 3** |  |  |  |  |
| **Period 4** |  |  |  |  |
| **Period 5** |  |  |  |  |
| **Period 6** |  |  |  |  |

***Example:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Timeframe | What opportunities did you use or not use? Think of mandatory education, assignments, practicals, and exams. Please state the course code and name of the course! | Description of circumstances | Influence on academic performance | What steps have you taken? Think about getting in touch with the academic advisor, student counsellor, your GP, examination board, teacher, etc. |
| **Period 1** | Everything: I have completed all the education for both period 1 courses. I have passed all assignments and exams. | -- | - | - |
| **Period 2** | Unable to take the exam for P2 course 1 (name and course code), but passed the tutorials and presentation. Unable to take the exam for P2 course 2 (name and course code) and missed the second practicum of P2 course, but completed other practicums and a replacement assignment for the missed one. Failed both exams in the resit due to missed course material. | On December 5th, I fell off my bike and suffered a concussion. I visited the doctor and was referred to the hospital. I was told to rest due to headaches and concentration problems. I suffered from these symptoms until the end of January. | Unable to take the first chance of both P2 exams due to difficulty concentrating and headaches, missed a practicum. | Contacted the teacher and study advisor and visited the doctor on December 5th and half-January. |
| **Period 3** | Everything | - | - | - |
| **Period 4** | Everything | - | - | - |
| **Period 5** | Missed many tutorials. I took one course (name and course code), dropped the other halfway, attempted and failed only the exam for (course name and code). | Diagnosed with Pfeiffer in May, began with a throat infection and subsequently suffered severe fatigue. I still experience a lot of fatigue and need a lot of rest. | Diagnosed with Pfeiffer in May, began with a throat infection and subsequently suffered severe fatigue. I still experience a lot of fatigue and need a lot of rest. | Diagnosed with Pfeiffer in May, began with a throat infection and subsequently suffered severe fatigue. I still experience a lot of fatigue and need a lot of rest. |
| **Period 6** | Everything  | Still suffering from Pfeiffer. | Studying is still very difficult. Unable to retain the study material due to extreme fatigue. | No additional steps taken compared to period 5. |