

Student Charter 2023 - 2024

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Relevant regulations

All relevant regulations can be found on the VU website (search term: 'student regulations') or via Education →more-over→ Important Regulations.

Intended arrangements in each case are:

1. Regulation Application and Enrollment 2023-2024
2. Regulations Selection and Placement 2023-2024
3. Functional Disability Policy Plan (2014).
4. Foreign Language Code of Conduct (2008).
5. Regulations Issuance of Certificates and Certificates.
6. Student Participation Regulations (2017) and Further Regulations on Participation (2021).
7. Regulations ICT facilities for students
8. Objection procedure (VUweb only) (2022)
9. Rules of Procedure Board of Examination Appeals (2022)
10. Ombudsman students (2022)
11. Profiling fund
12. Students' Facilities Scheme 2020)
13. Scientific integrity complaint scheme (2022)
14. VU Examination Regulations (2022)
15. Regulation signing up for courses and exams (2020)
16. Regulations Processing Personal Data Students VU Amsterdam (2022).
17. Regulation of undesirable behavior (2020)

1. General Provisions

1.1 Definitions

For the purposes of this Student Charter, the following definitions shall apply:

- Academic year means the period of time beginning September 1 of a year and ending August 31 of the following calendar year.
- Education and Examination Regulations (TER): a regulation that provides adequate and clear information about a program or group of programs.

Abbreviations, common within the VU

BSA	Binding study advice
BoD	Executive Board
Cobex	Board of Examinations Appeals
DUODienst	Uitvoering Onderwijs, part of the Ministry of OCW that takes care of student financing, among other things
EC	European Credit, or study credit (sometimes also: ECTS)
FB	Faculty Board
FSR	Faculty Student Council
FGV	Faculty joint meeting of the FSR and ODC
GVJoint	Meeting of Business Council and University Student Council or, within a faculty, the Joint Meeting of the Subcommittee and the Faculty Student Council.
HBO	Higher vocational education
NVAO	Dutch-Flemish Accreditation Organization
ODC	Subcommittee (sub-OR within a faculty or department).
OCW	Ministry of Education, Culture and Science
OER	Education and Examination Regulations (available on the faculty website)
OLC	Education Committee
OR	Works Council
SB	Supervisory Board
SOZ	Office of Student & Educational Affairs
USR	University Student Council
VU	Free University of Amsterdam
VU.com	Website of the VU.
VWO	Preparatory Scientific Education
HRA	Higher Education and Scientific Research Act
WO	Scientific education
WSF 2000	Law on study financing 2000

1.2 Adoption and publication

Each institution of higher education adopts a Student Charter. This follows from article 7.59 WHW. The provisions of the Student Charter are only legally valid if and insofar as they do not conflict with the provisions under the law.

The Student Charter consists of two parts:

- a. the university portion now before us is intended for all students.
- b. the program-specific part, is intended for students of a particular program, usually referred to as the study guide. Included in it are the education and examination regulations, as well as the description of the study structure and facilities, further attention is paid to additional procedures to protect the student, including the faculty complaints office.

The Student Charter is offered to all students (re)enrolling at VU via a link in a message to the student's VU e-mail address. Each year, the CvB ensures that a review is conducted to determine whether, and to what extent, the Charter still needs to be amended to reflect changed laws and regulations and announces significant changes to the Charter at the beginning of the academic year. Any significant interim changes are announced by the Executive Board to students on the VU website. Teachers and third parties may consult the Student Charter via the VU website.

The Executive Board (BoG) adopts the Student Charter after approval by the University Student Council (USR) regarding its timeliness and completeness.

1.3 Content and validity

The Student Charter describes the rights and obligations of students on the one hand and of the VU on the other, arising from legal and university regulations.

Everyone who belongs to the VU University community is expected to know the contents of the Student Charter.

If the Student Charter conflicts or contradicts legal rules, the legal rules take precedence.

This Student Charter applies to the 2023-2024 academic year.

Should you not find sufficient answers to your questions in this statute, please contact

- the student advisor (for program-specific questions)
- the central student desk (for questions related to university matters).

The provisions of the Student Charter apply to students enrolled in a premaster program only if specifically stated in the Student Charter under the relevant provision.

Students at Amsterdam University College (AUC) are subject to their own Student Charter (Student Handbook AUC). See the AUC website for this. Students of the Language and Switching Course have their own Student Charter. For that, see <https://vu.nl/nl/onderwijs/professionals/cursussen-opleidingen/taalschakeltraject-amsterdam/inhoud>.

2. Admission to the program

2.1 Admission

If you are registering for a bachelor's or master's program for the first time, you must meet the statutory admission requirements in good time. For the deadline by which you must apply, see the Application and Enrollment Regulations (vu.nl/education/more-over/important-regulations).

2.1.1 Bachelor's degree

To be admitted to an undergraduate program, in many cases a specific VWO profile is required. Interested students with an inadequate profile may be admitted to a bachelor's program if they still meet the missing requirement(s) for admission before the academic year begins.

A college propaedeutic certificate does not in all cases give direct admission to a university bachelor's program.

For more specific information, consult the program's Education and Examination Regulations (the OER).

Foreign prior education

If you have a non-Dutch prior education, the following is important. If you have completed your pre-university education in the country in which you graduated and that belongs to the European region in which you also have university admission, you will also be admitted to the VU, unless the CvB determines that there is a significant difference in the requirements for university admission in the country of origin and the Dutch requirements. Note that the VU must then also assess whether you meet all other admission requirements. Moreover, as a student with a foreign prior education, you must demonstrate sufficient knowledge of the Dutch or English language, depending on the language of instruction of the program, in order to be able to successfully follow the education and take exams or examinations in Dutch or English.

Further conditions for admission may be listed in the OER under further prerequisite requirements.

2.1.2 Master's program

If you hold a bachelor's degree earned at VU, you can apply and register by August 31. However, it is advisable to do this (much) earlier, so that deficiencies can still be remedied in time.

The application deadline for a master's program for those who have earned a bachelor's degree outside the VU is May 31. Note: the program may have set a different date. Please consult the Education and Examination Regulations of the program. If the VU must arrange a visa for the foreign prospective student as well as accommodation in Amsterdam, the deadline is March 31. For students with a foreign prior education, what has been said about this under Bachelor's program applies further with the understanding that the student must of course meet the admission requirements for the Master's program and language requirements regarding the language of instruction.

2.1.3 Language requirement English-language training

For admission to a program offered in English, the prospective student must demonstrate an excellent command of English. This can be done by taking a test, where at least the scores listed in the relevant OER apply.

2.2 Teacher Training

Teacher training is offered by the Faculty of Behavioral and Movement Sciences. See VU website: <https://www.vu.nl/lerarenopleiding>.

Bachelor

If you are interested in the teaching profession, you can take an [educational minor](#) in your field of study during the third year of some bachelor's programs. The combination of a WO bachelor's and educational minor gives you the authority to teach in the lower grades of havo, vwo and the theoretical curriculum of vmbo. After completing a number of Bachelor's programs, it is also possible to obtain this certification in the form of the educational module. For more specific information on admission, consult the Education and Examination Regulations of the educational minor on the website.

Registration must be done by May 1, using the registration form on the website.

Master

In order to be admitted to the one-year master's program in VHO teacher education, you must have completed a master's program in the relevant subject or have demonstrably sufficient subject knowledge coupled with a related master's program. The latter is assessed by the admissions committee. You can also opt for an integrated two-year master's directly after your bachelor's degree. VU also offers a one-year master's program in primary education teacher education (EMPO). For more specific information on admission, consult the OER of the various teacher training programs and the website.

Application must be made no later than May 1, through Studielink and VUweb.

2.3 Numerus fixus

Bachelor

If the capacity of an undergraduate program is insufficient to enroll all students who apply for it, the number of students admitted may be limited by the Minister. For such programs, you will only be admitted with a proof of admission ('placement certificate') from DUO.

To be considered for a placement certificate, you must apply by Jan. 15. The VU determines the selection procedure and announces it through the VU website. Part of the selection procedure may include an average grade from the final exam, voluntary activities within the framework of the program to be followed or taking tests. On April 15, you will hear what grade number e has been assigned based on the selection and whether you will be offered a placement certificate. If you have met the admission requirements of the program (generally passed your final exams) by July 15 at the latest, you can enroll in the program with the placement certificate.

See the Selection and Placement Regulations (vu.nl/education/more-over/important-regulations) and also the website of the relevant faculty.

Master

At the request of the faculty board, the Executive Board may determine that a limited number of students are admitted to the master's program. See the OER of the program for this purpose.

3. Enrollment and tuition/examination fees

3.1 Application and enrollment

You will only be enrolled *after* registering or re-enrolling via www.vu.studielink.nl, if you have met the admission requirements and after you have paid the tuition fee (see 3.4 above) (see also Regeling Aanmelding en Inschrijving vu.nl/onderwijs/meer-over/belangrijk-regelingen). You will be enrolled in the program as of 1 September of the academic year for which you have applied or re-enrolled.

Registration for the first year of a bachelor program starting in September must be done before May 1. You will then be required to participate in study choice activities ('matching'). For what to expect, see the matching website of your program. The application deadline for the second and higher bachelor year is August 31.

For master's programs, you must apply before June 1, unless you earned your bachelor's degree at VU. In that case, you can still apply until August 31. Enrollment follows after application and in all cases must be completed before September 1. Enrollment later in the academic year is not possible. Only in very special cases can the hardship clause be invoked to allow enrollment after September 1. For a few master programs it is also possible to start the program on February 1. Please refer to the Regulations on Application and Enrollment.

Enrollment is possible as a student and as an external student. Rights and obligations differ per form of enrollment. A student acquires all rights (and obligations), an external student can only take exams, but may not, for example, participate in education or write a thesis.

A student or external student receives from the Office of Student and Educational Affairs (SOZ) a certificate from VU that allows him to exercise his rights (tuition card).

3.2 General rights and obligations for student or extraneus

In addition to the general rights and duties described below, specific rights and duties are set forth in other articles of this statute.

Law students

In any case, enrollment as a student entitles you to:

- a. participation in education within the program and, in principle, throughout the VU, unless previous education requirements prevent this or the CvB has placed a restriction on this for organizational or capacity reasons. The method of registering for examinations is laid down in the regulations on registering for courses and examinations. If there is a restriction on participation (such as entry requirements for the education or examination) this is laid down in the OER of the program.
- b. taking exams and examinations of the program in which you are enrolled (see the OER of the program in question). You can only register for courses that fall within your program and for courses that are offered [extracurricularly](#). For participation and inclusion of courses from other programs in your curriculum, you must first [request permission](#) through the examination board. If you only wish to take courses (for which no entrance requirements apply) from other courses and not include them in your curriculum, a [request to the education office](#) of the faculty is sufficient. See VUweb <https://vu.nl/nl/student/vakken/intekenen-afmelden-voor-onderwijs-en-tentamens>.
- c. access to VU buildings, unless the CvB deems that the nature of the occupation, the interests of teaching or research preclude it;
- d. use of educational facilities such as libraries, laboratories and computer facilities,

- e. use of student services provided by SOZ/CSB, including consulting the student deans, student psychologists, and attending trainings and workshops;
- f. study support, especially for students with dyslexia, disabilities or chronic illnesses;
- g. facilities for students with a support need related to a functional disability (such as dyslexia), chronic illness and for top athletes, top cultural talents and members of co-determination bodies, insofar as this is possible within the program (see the OER of the program in question, and also the VU policy plan 'Functional disability' (see on the website under: studying with a functional disability), and the Facilities Regulation (see on the website under: Top athletes and other talents);
- h. the opportunity to complete the program within a reasonable time at the same or another institution if the Secretary of State or the institution decides to terminate a program;
- i. active and passive voting rights for the USR and FSR.

Student duties

Enrollment as a student confers at least the following duties:

- a. At least once a week, take note of messages sent by VU to the student via the e-mail account provided to the student by VU. If the student fails to do so, the consequences are at the student's risk;
- b. exhibit proper conduct in VU buildings and grounds, in accordance with the CvB's rules of conduct (see Chapter 10);
- c. Follow rules established by or on behalf of the BoM to promote safe and healthy working conditions;
- d. take note of rules and regulations contained in the Student Charter and its appendices, as well as compliance with the obligations that follow from them;
- e. attendance at teaching when required by the program, as indicated in the study guide (for example, participation in practicals);
- f. reporting to the study advisor within three months any circumstances that may lead to a claim on the Study Fund, such as illness and special family circumstances, which may cause study delay. These circumstances also include disability and a chronic illness (see the Regulations Governing the Student Progress Fund). On timely notification depends a possible allocation from the Profileringsfonds, as well as a possible extension of the period of validity of study results, which have a limited validity;
- g. communicating to the examination board study results obtained elsewhere, if they were obtained for subjects within the curriculum for the student concerned;
- h. timely registration for courses and exams.

Rights extraneous

Enrollment as an external student entitles:

- a. Taking exams and examinations within the program;

access to the institution's facilities and collections (such as the library), unless the CvB deems that the nature or interest of education or research precludes it.

Obligations of external students

In any case, enrollment as an external student confers the following duties:

- a. Taking note at least once a week of messages sent by VU to the external student via the e-mail account provided to the external student by VU. If the external student fails to do so, the consequences will be at the external student's risk;
- b. take timely note of messages sent by VU to the external student via the e-mail account provided to the external student by VU. If the external student fails to do so, the consequences will be at the external student's risk;
- c. exhibit proper conduct in VU buildings and grounds, in accordance with the CvB's rules of conduct (see Chapter 10);
- d. Follow rules established by or on behalf of the BoM to promote safe and healthy working conditions;
- e. perusal of rules and regulations contained in the Student Charter and its appendices, as well as compliance with the obligations that follow;
- f. timely registration for exams.

3.3 Termination of enrollment

By student

Enrollment in a program is for the entire academic year. Interim termination of enrollment is permitted as of the first of the month following written notification by the student to the university (through the Central Student Administration). Please note that re-enrollment in the same academic year is then no longer possible.

When deregistering for the study during the academic year or after graduation during the academic year, the student who has paid the statutory or institutional tuition fees is entitled to a refund of a proportionate part of the tuition fees. However, this does not apply to the months of July and August. See articles 14 and 15 Regulations on Application and Enrollment 2023-2024 (see on the website under: Important Regulations).

Termination of enrollment is not possible if you have received proof of paid tuition (bbc) (for purposes of enrollment at another university) unless the bbc is returned.

Please note that the course and examination fees paid by the premaster student and the external student, respectively, will not be refunded if they terminate their enrollment mid-term.

By the BoM

The CvB will terminate the student's enrollment in the following cases:

- a. when collection of the tuition due proves impossible (for example, due to insufficient balance on the account for which an irrevocable authorization has been given). Enrollment will be terminated with retroactive effect to September 1 if no payment has been received at all. In other cases, termination takes place as of the second month following the reminder. Even after termination of the enrollment, the BoE may collect the wrongfully unpaid amount through a bailiff, the costs for this procedure included.

- b. on the advice of the examination board or the faculty board, after careful consideration of the interests of the student and of the VU, if the student has shown by his conduct or utterances that he is unfit to practice one or more professions to which the program or preparation for that professional practice trained him.
- c. on the advice of the examination board and through the intervention of the faculty board, if the student involved has committed very serious fraud.
- d. at the request of the faculty board, if the student has misbehaved to a very serious degree toward VU employees or students.
- e. at the request of the faculty board if the student has acted or threatens to act in violation of the house rules referred to in Chapter 10 to a very serious degree. A serious violation exists if the student acts in violation of the Dutch legal order.
- f. when it appears that the prospective student has submitted supporting documents that, after verification with the issuing institution, were not issued by that institution.

In case a, re-enrollment in the new academic year is only possible if the person concerned has paid all outstanding amounts and any damages. In other cases, the CvB may decide that no re-enrollment is possible.

3.4 Tuition and other contributions

Tuition is due for enrollment as a student. Tuition fees can be paid in one lump sum or in instalments. Proof of paid tuition (proof that the statutory tuition fee for the same academic year has already been paid at another Dutch institution of higher education) is also sufficient for enrollment. The tuition fee can be either the statutory tuition fee or the institutional tuition fee. The level of statutory tuition fees for Dutch and EEA students is determined and announced annually by OCW. The institutional tuition fees are set annually by the Executive Board and published in the Application and Enrollment Regulations.

Examination fees are due for enrollment as an external student.

Other financial contributions to be enrolled may not be charged by the university, but learning materials, such as books, a laptop, and for activities such as participating in non-compulsory excursions, etc., the student or extraneus must pay themselves. For excursions that are part of the program's curriculum, the student pays a small portion himself. In very special cases, the program offers a substitute activity for students who cannot afford the co-payment.

At the start of the study, the program will provide insight into the additional costs the student must consider.

Payment of statutory tuition is reserved for students who meet the following conditions:

- a. meet the nationality requirement (national of an EEA country, Suriname, Switzerland or Turkey (in certain circumstances) or close relative of an EEA citizen (see further the Application and Enrollment Regulations);
- b. did not obtain a bachelor's or master's degree or equivalent in the Netherlands after 1991.

If the student does not meet the requirements for the statutory tuition fee, he will pay the institutional tuition fee.

Notice:

the institutional tuition fee does not apply to students taking a program in the domain of health care or education as a second program (the first program must not belong to one of those domains). Whether a program belongs to one of those domains is determined by the registration of the CROHO number for the program.

Students for whom tuition is paid by the Foundation for Refugee Students UAF (UAF) always pay a tuition fee equal to the statutory tuition fee.

Premaster students pay a fee. This is derived from the statutory tuition fee. The amount of the fee and the rules that apply to it are regulated in the Regulation on Application and Enrollment and in the HRA.

Extraneus

An external student is not eligible for a tuition refund if he discontinues the program during the academic year.

Incorrect or no enrollment

Anyone who is not enrolled and yet uses educational or examination facilities shall be liable to pay compensation in the amount of the institutional tuition fee for the entire academic year, regardless of the time at which he started teaching in that academic year.

The criminal court may also impose a fine on the student if he or she has used educational or examination facilities without being entitled to do so.

3.5 Legal protection in enrollment decisions

Decisions on enrollment and payment of tuition may be appealed by the student within six weeks of the announcement of the decision to the Executive Board, Administrative Affairs, bezwaarschriften.bz@vu.nl.

If you disagree with the decision made by the Board of Governors on an objection, you can appeal to the Council of State within six weeks. For further information, see the website of the Council of State: www.raadvanstate.nl/bestuursrechtspraak/studentenzaken/. For the handling of the appeal at the Council of State you have to pay court fees. The amount can be found on the website of the Council of State. If your appeal is successful, the court fee will be reimbursed by the VU.

4. Education

4.1 Establishment of training and language

University programs are designed to be full-time and in some cases also part-time and/or dual (a combination of study and work in the discipline). In which variant the program is offered can be found in the OER.

The teaching of most **undergraduate programs** is conducted in Dutch. Departures from this may be made:

- a. When training for a foreign language;
- b. at a guest lecture by a foreign-language teacher;
- c. if the specific nature, design or quality of the education or the origin of students requires it; the institutional board has adopted language policy for this purpose.

Some undergraduate programs are offered entirely in English with the application of the VU language policy.

Most **master's degree programs** are taught in English. Consult the program's OER to see what language of instruction is used.

4.2 Quality of education

The quality of education at VU is ensured in the following way.

1. Government

Institutions can voluntarily have the NVAO assess how they ensure internally that the quality of their programs is monitored. This can be done by means of the 'institution test for quality assurance', also known as an institutional audit. The VU has passed the institution test.

In addition, all programs are assessed every six years by a panel of independent experts ("accreditation"). This is done as much as possible in national clusters of similar programs. Students are also represented on the panels of independent experts. If the assessment is positive, the program's accreditation period is extended by six years. The accreditation reports are public and can be found on the NVAO website (<http://www.nvao.net/>). The date of accreditation is indicated on the certificate ("diploma") that the graduate receives from the examination board.

2. Institution (BoM and faculty).

The Executive Board has established standards for the quality of education in the Teaching Quality Handbook. The Handbook covers all aspects of education, such as the design of education, guidelines for contact hours, for study guidance, the quality of testing and assessment and the professionalization of teachers.

3. Students

Every student within VU is regularly asked to give an opinion on the quality of the parts of the education taken. To this end, the faculty board organizes evaluations of education. In principle, the program committee (see 4.3) receives the evaluation results from the faculty board in the period after the education has been provided. The outcome of quality assessment may have implications for VU education policy. Anyone wishing to know more about teaching evaluations can contact the relevant program committee.

4.2.a. Studyable program.

The program committee annually assesses the implementation of the OER, about which it informs the faculty board. Part of the assessment is the time commitment of the students, in order to monitor the study load and adjust it if necessary.

The Faculty Board shall make the curriculum (including international aspects, majors and the way in which education is provided) and the OER public in good time before the start of the academic year. This allows students to form a good opinion of the content and design of the education and examinations.

A student must be able to reasonably achieve the standard (60 EC per academic year) for study progress and complete the program within the nominal course length set for it. When designing the program, this must be taken into account ("studyable program").

The internship components of a program (as applicable) are determined by the Faculty Board in the OER. The faculty board makes every effort to have a sufficient number of suitable internships available. Where necessary, the student takes his or her own initiatives in consultation with the internship coordinator.

If the program turns out to be non-studyable, there are two possibilities:

1. deregister mid-term (but then do not re-enroll in the same academic year) or
2. apply for support from the Profiling Fund to compensate for lost time.

Re 1. You may deregister and be eligible for a refund for the unused months of the academic year. Please consult with your student advisor first if you are considering this.

Ad 2. You may be eligible for financial support if the study delay is a consequence of a non-studyable program. The reason for this must be that the education offered (e.g. internships, traineeships) is such that education cannot be followed for a longer period of time (three months or more). A statement from the faculty board must be submitted with the 'application for study delay'. For other conditions, see the Regulation Profileringsfonds.

4.2.b. Uniform course load

The study load is expressed in European Credit Transfer System (ECTS) credits, abbreviated as EC. The study load for one academic year is 60 EC. One EC represents 28 hours of study. A bachelor program comprises 180 EC. Master's programs cover at least 60 EC. Master's programs in science and 'research masters' usually take two years: 120 EC. A single master program (e.g. Medicine, Dentistry) has 180 EC.

The OER states the study load of the entire program and of the individual units of study.

The course load of the teacher training program with a first-degree teaching qualification is 60 EC.

4.2.c. Study Guidance

The faculty board provides study support during the various parts of the study. Examples are in the undergraduate program, internship, graduation and international exchange. The OER regulates the monitoring of individual study guidance and study progress, including during the first academic year in the context of the study advice to be awarded.

Students themselves can obtain information about their study progress during the academic year by regularly consulting the examination information within VUweb.

Students may seek specific study guidance from a student advisor. If necessary, he or she refers students to a student dean or a student psychologist (Office of Student and Educational Affairs, SOZ/Student Development).

For study-related questions and problems (at the faculty level), the study advisor is the first point of entry. The student advisor's role is to provide information, advice and guidance regarding the student's individual situation. For example, on issues related to study planning and study program. The study advisor is in contact with central and faculty bodies and refers students on if necessary. Please note: reports of study delays that may give rise to **financial support** under the Regulation Profileringsfonds must be reported to the student advisor within three months after the special circumstance has occurred or has become apparent (see on the website under: "financial support" the Regulation Profileringsfonds).

4.2.d. Adapted education (due to dyslexia, disability, (chronic) illness, etc.)

Students with dyslexia, a disability or a (chronic) illness are entitled to adapted education. This also applies to practicals and mandatory excursions in which a student with a disability cannot participate. The final attainment levels of the program must be monitored. The way examinations are taken (e.g. with extra time) can be adapted if the student's disability makes this necessary. Adjustments must be appropriate (= the obstacle is removed as much as possible) and necessary (= the same objective cannot be achieved in another way). The adjustment must not place a disproportionate burden on VU (see *Equal Treatment Act on the grounds of disability or chronic illness*).

Student Advisor

For questions or advice on the possibilities of adapted education in the program, the [student advisor](#) is the appropriate person. The student advisor also provides assistance in arranging educational and examination arrangements and may advise the faculty to issue the study recommendation to the student at a later date. Students are advised to always bring proof, such as a dyslexia or doctor's statement, with them when meeting with the student advisor.

Studying with a support need because of a disability and/or chronic illness

Students who need facilities due to their disability should contact the student advisor. If necessary, he or she will refer to the student dean or Team Studying with a Functional Disability. Most facilities can be programmed on the student's tuition card.

Please note that if you have registered for an examination using the facility to which you are entitled according to the faculty statement and you do not show up without notice, VU may charge you for the costs incurred. The board of your faculty (FB) will then first ask the student advisor to contact you to verify whether there were valid reasons for not using the facility(s) offered unannounced. If there is a good reason, then of course no fees will be charged. If for (medical) reasons you still need to cancel your exam, please consult the Regulations on signing up for courses and exams or the study guide for the way to do this.

Dean of Students

For questions or advice on financial arrangements, deregistration and housing, you can contact a student counselor. Also check www.vu.nl/functiebeperking or the VU website (search term: disability). Here you can also consult the VU policy plan on disability.

Students with ASD can receive counseling from student deans. Check conditions:

<https://vu.com/en/student/studying-with-a-functional-disability/studying-with-autism>.

Study delay

Please note: If you are experiencing or are in danger of experiencing study delay due to illness or special circumstances, please **contact** the study advisor **within three months** of the special circumstance arising or becoming known. Reporting the delaying circumstance to a student advisor is one of the conditions for eligibility for [financial](#) aid. Nevertheless, even if the delay has been going on **for more than three months**, contact your student advisor. Also, always get in touch with your program's study advisor to create a study plan.

In the case of a chronic condition, it is also important to report the delay incurred to a study advisor every academic year, otherwise you will not build up any rights. For more information, see the Regulation Profileringsfonds.

4.2.e. Study progress monitoring

Using VUweb, you can self-monitor your study progress throughout the year. Paper reports will not be sent by the faculty. It is advisable to check with some regularity how your studies are progressing, whether there may have been errors in the grade registration and whether all grades are recorded. If you suspect that something is wrong, you should contact the central student desk as soon as possible. On behalf of the CvB, the faculty board issues a study recommendation to first-year students at the end of the academic year. A negative recommendation ('binding study advice' or BSA) means that the student must leave the program. This recommendation is based on study progress.

A student has his or her own responsibility for tracking study progress and taking action when delays are likely to occur.

4.3 Education committees

A program committee (OLC) is established for each program or group of programs. In this context, a group of programs may include a Bachelor's program and the subsequent Master's program. Students of the relevant program(s) make up half of the committee members. The committee is further composed of lecturers. The method of appointment and composition of the committee is laid down in the faculty regulations.

The program committee is an employee participation body and its role is to advise on promoting and ensuring the quality of the program.

The program committee also has the right of consent regarding some topics in the Education and Examination Regulations (TER): See above 7.3.

For other topics in the OER, the program committee has advisory rights.

Other duties of the training committee are:

- a. annually assessing the manner of implementation of the OER, e.g., through evaluations of teaching and assessment of the internal coherence of the curriculum; and
- b. advising, upon request or on its own initiative, the Board of the program and the Faculty Board on all matters concerning education in the program.
- c. Informing the Faculty Common Assembly of the program committee's judgments and proposals. The program committee is given the opportunity to consult with the faculty board before agreeing to a proposal or before issuing an opinion. The faculty board shall respond to the views of the program committee as soon as possible. If the faculty board does not follow the vision of the program committee, the program committee may enter into a dispute with the faculty board.

5. Annual schedule and vacations

VU has a so-called uniform year format. That is, all faculties offer teaching periods of the same duration. Vacations are also held in the same periods. The year format includes two semesters of three periods: two periods comprise eight weeks; the third period four. A faculty may choose to merge the second eight-week period with the four-week period. Written examinations are given in the last week of a period. For the most up-to-date information, see the VU website: keyword Annual Calendar. VUMC has its own year schedule which can be found on the program website.

6. Tests and exams

6.1 Certificate, declaration

If you have passed an examination, the examiner registers the result in the student information system (via VU-web). If you have passed the final examination, you will receive a certificate ('diploma'). This will include any related authority. You will receive a diploma supplement with your diploma. This lists, among other things, the components of the exam (subjects) and the corresponding grades.

The examination board will award the certificate as soon as you meet the requirements of the examination. A student may request that the issuance of the certificate be postponed for a short period of time. A request for postponement must be made within 10 working days of receiving notification from the examination board. Postponement may be granted if, when the degree certificate is awarded, the student has not been enrolled in the program for which the request has been submitted for longer than the nominal duration of study plus one year. See further the Regulations issuing certificates.

If you are not eligible for a certificate but have passed more than one examination, you may receive a statement from the examination board, if requested, listing the examinations passed.

If the registration is incorrect or incomplete and you still took exams or tests, those exams or tests are invalid. In addition, you may be fined.

6.2 Tests and exams

A unit of study (or course) is always accompanied by an examination and/or assessment in which the student's knowledge, insight and skills are examined. It is not possible to obtain credits in any other way, unless the examination board has granted an exemption.

The examination board is responsible for the quality of organizing and conducting examinations and tests.

The Education and Examination Regulations (TER) state how you can obtain access to your examination and grading standards.

When all examinations of a program have been passed, the examination of the program is passed, unless the examination board has determined that not every examination needs to be passed (compensation arrangement). The examination board may also determine that an additional examination to be held by itself is attached to the examination.

The OER establishes which exams the program has. At VU, this is the final exam of either the bachelor's or master's program.

If you wish, you can compile your own program from units of study with an examination attached ('free program'). This program must be approved in advance by the examination board. It will also indicate to which program the program belongs. For more information: contact the examination board. NOTE: a 'free program' has no 'civil effect'. You cannot, for example, register in the BIG register, become a lawyer or become a member of the NIP.

6.3 Examination facilities

If you suffer from dyslexia, a disability or a chronic illness, you can ask for examination facilities, insofar as this is possible at the program. See the OER of the program and also paragraph 4.2 d. The facilities offered by the VU can be found on VU-net, search term 'facilities' or 'Studying with a disability'.

For questions or advice on the possibilities at the program for exam facilities, the study advisor is the appropriate person. He or she ensures that data relevant to you for taking exams with examination facilities are registered in the VU information system. Facilities granted in case of a structural limitation can be recorded for the entire study period.

7. The Education and Examination Regulations (OER).

7.1 Adoption of OER

The Teaching and Examination Regulations (TER) are established by the Faculty Board for each program or group of programs. Prior to adoption, the program committee is given the opportunity to give its consent to some of the subjects and to advise on the other subjects. See also the list at 7.3. The joint meeting of the faculty (FGV = FSR and ODC together) then approves the intention to adopt/amend the subjects for which the program committee does not have the right of consent (in accordance with art. 9.38 sub b HRA). For the employee participation regulations at VU, see on the website: Participation.

7.2 Content

The HRA requires that a number of topics be included in the OER in any case. The enumeration is mainly in article 7.13 second paragraph of the HRA.

7.3. Training Committee

The program committee has the right of consent regarding the following OER topics:

- a. the manner in which education in the particular program is evaluated the content of the graduate programs within a program,
- b. the qualities in terms of knowledge, understanding and skills that a student must have acquired at the completion of the program ("learning outcomes"),
- c. where necessary, the organization of practical exercises, the study load of the program and of each of the units of study forming part of it, with respect to which master's programs are subject to [Article 7.4a, eighth paragraph of the WHW](#) (study load greater than 60 EC);
- d. and beyond:
if applicable: the manner in which the selection of students for a special track within a program, as referred to in article 7.9b of the WHW, takes place (excellence track within a program)

The program committee advises on the other topics in the OER.

The examination board does not formally issue an opinion on the OER, but it may have a useful input in its adoption. The FB may therefore informally request an opinion from the examination board.

7.4 FGV

The joint meeting, consisting of component committee and faculty student council, is asked by the faculty board for approval of the topics of the OER referred to in article 9.38 HRA. These are the following topics:

- a. the number and sequentiality of examinations and also the times when they can be taken
- b. the full-time, part-time or dual arrangement of training
- c. where necessary, the order in which, the periods of time during which and the number of times per academic year that the opportunity to take the tests and examinations is offered
- d. where necessary, the period of validity of examinations passed, with the exception of the power of the examination board to extend that period of validity
- e. whether the examinations are taken orally, in writing or by other means, except for the power of the examination board to determine otherwise in special cases
- f. the manner in which students with disabilities or chronic illnesses are reasonably afforded the opportunity to take the examinations

- g. the openness of examinations to be taken orally, except for the authority of the examination board to determine otherwise in special cases
- h. the period within which the results of an examination are announced and also whether and how this period may be deviated from
- i. the manner and period during which the person who has taken a written examination may inspect his assessed work
- j. the manner in which and the period during which questions and assignments, set or given in the context of a written examination and the standards by which the assessment was made, may be examined
- k. the grounds on which the examination board may grant exemption from taking one or more examinations for examinations or tests in higher education previously passed, or for knowledge or skills acquired outside higher education
- l. where necessary, that successful completion of examinations is a condition for admission to take other examinations
- m. where necessary, the obligation to participate in practical exercises with a view to admission to take the examination in question, with the exception of the power of the examination board to grant exemption from that obligation, with or without the imposition of substitute requirements
- n. monitoring of study progress and individual study support
- o. the actual design of education.

8. Financial Support

8.1 Introduction

For information about student loans, you are referred to DUO's website (<http://www.duo.nl/>) and DUO information brochures. This chapter will discuss some other important financial arrangements for students.

8.2 Financial aid for illness, special circumstances and board scholarships

A student who is delayed in studying due to special circumstances during the period of entitlement to the performance grant (with a program started before September 1, 2015) or to whom the Student Advance Act applies (effective September 2015) and who has not yet graduated, is entitled to financial support under certain conditions.

General eligibility requirements for support are:

- a. The individual has been delayed in studying because of:
 1. illness, pregnancy or childbirth
 2. disability (such as severe dyslexia, functional impairment or chronic illness)
 3. special family circumstances
 4. recognized board and council memberships and activities
 5. recognized top sports activities or development of special talents in the cultural field
 6. design of training
 7. (in exceptional cases) unfairness of a predominant nature.
- b. student is entitled or has been entitled to the higher education performance grant referred to in the 2000 Student Finance Act
- c. student paid tuition at VU;
- d. student is enrolled as a full-time or dual student;
- e. has not yet earned a degree in that program and
- f. reported the delaying circumstances in a timely manner.

For the specific conditions for eligibility for financial support, you are referred to the Regulation Profileringsfonds. **Notification of special circumstances within three months of becoming aware of them to the student advisor is required!**

The criteria and procedure that apply to **board scholarships** are also described in the Regulation of the Profileringsfonds. The conditions for financial support in case of top performance are also laid down there.

8.3 Emergency Fund

The Emergency Fund helps students enrolled at VU who are in unanticipated and acute financial emergencies with a small gift. These must be incidental situations. The fund is limited and not intended to pay tuition or solve (study) financing problems. For more information you can contact a student dean and can be found on the VUweb: [Financial support - Vrije Universiteit Amsterdam \(vu.nl\)](https://www.vu.nl/financial-support).

8.4 Nationwide graduation support for political youth organizations

In addition to VU's financial support, there is a national graduation support scheme for students who are active in a political youth organization or other organization of any size to be designated by the minister. In particular, the latter organizations refer to the student unions Interstedelijk Studenten Overleg and Landelijke Studenten Vakbond, respectively. Furthermore, these are national organizations in which the promotion of a social or educational interest is in the foreground. The conditions that an organization, to which this student belongs, must meet in order to be eligible for this support are listed in Article 10 of the

"Regeling Financiën Hoger Onderwijs", a regulation of OCW ()Landelijk bestuursbeurs - Hoger onderwijs - DUO zakelijk.

Organizations that believe they are eligible can send the application to DUO/Central Finance Institutions in Zoetermeer.

8.5 Study funds

Through the student deans, you can obtain names and addresses of private funds that provide financial assistance to students. Please note that some funds require a recommendation from a student dean. Support is limited and subject to conditions that may vary by fund. These are funds that VU is completely outside of.

9. Participation

9.1 Introduction

By "co-determination" is meant the opportunity for students (and employees) to have a say in the policies and governance of the university. The powers to advise or consent to proposed policies are not optional and are therefore an important asset alone, not only at the central level through the USR, but also at the faculty level (FSR and OLCs).

Participation is regulated by offering students the opportunity to serve on the various participation bodies. Where which topic is discussed depends on the authority of the board: co-determination follows say <https://vu.nl/student/medezeggenschap>.

9.2 Central level

The Administrative Regulations govern the governance and organization of the university. The central authority of the university is formed by the Executive Board (CvB). The CvB is accountable to the Supervisory Board.

The policies advocated by the Executive Board are submitted to the participation bodies. Depending on the subject, the participation bodies have the right to be informed, the right of advice or the right of consent and the right of initiative. In case the Executive Board does not obtain a positive advice from the participation bodies or if these bodies do not agree with a proposal, further consultation with the Executive Board is necessary. If the parties do not come closer to each other, the Executive Board can withdraw the proposed decision or submit it to the Supervisory Board, after which there is also an external possibility to settle a dispute.

Employee participation at the central level of VU is exercised by the Works Council (OR), the University Student Council (USR) and the Joint Assembly (JV), consisting of the members of the Works Council and the Student Council. The meeting schedule is fixed in advance for one year. Meeting dates and regulations of the USR can be found on VU-web.

The Works Council (OR).

The OR is the employee participation body. The OR consults with the CvB on matters concerning the interests of the staff and the interests of VU. The powers of the OR are regulated by the Works Councils Act (WOR).

The University Student Council (USR).

The USR is the student participation body and consists of 11 members. In consultation with the CvB, the interests of the students are represented, but also the interests of VU as a whole. The term of office of the members is 1 year and starts on September 1.

The CvB adopts the USR regulations (Reglement Medezeggenschap Studenten Universiteit), in which the tasks and powers of the council are defined. In addition, there is also the Electoral Regulations for Student Councils Vrije Universiteit Amsterdam in which the regulations for elections are laid down.

If the USR withholds its consent to a proposed decision of the Executive Board, the Executive Board may either withdraw the proposed decision or submit it to the Supervisory Board. If this does not lead to a solution, the dispute may be submitted to a national arbitration board.

The Joint Assembly (GA).

The Joint Assembly is composed of the members of the Works Council and the members of the USR. Twice a year, the CvB gives the GV the opportunity to discuss the general affairs of the university with it.

The duties and powers of the Joint Assembly include the adoption of the annual university budget, the annual report (including the financial statements) and the institutional plan (multi-year policy plan).

9.3 Faculty level

The faculty board is charged with the general management of the faculty, including the administration and organization of the faculty for teaching and scholarly practice. The board consists of the dean and at least two and no more than three other members. A student is given the opportunity to attend FB meetings (student-assessor). This person has an advisory vote.

To further regulate the administration and organization of the faculty, the Faculty Board shall adopt the Faculty Regulations.

Participation at the faculty level is exercised by the component committee (ODC), which performs the role of a works council at the faculty level on behalf of the employees, the Faculty Student Council (FSR) and a Faculty Joint Assembly (FGV) consisting of the members of the ODC and the FSR.

As of September 1, 2017, the program committee also belongs to the participation bodies. Half of the committee consists of students.

9.4 Student participation regulation

The Student Participation Regulations can be accessed on the VU website (<https://vu.nl/student/medezeggenschap>).

9.5 Elections

Information on student council member elections can be found in the Student Councils Elections Regulations. (<https://vu.nl/student/medezeggenschap/Verkiezingen> student councils)

Information on elections of members of the Works Council (subcommittees of the) Works Council can be found in the Works Council Regulations.

For the program committee, the faculty may decide to choose a method of composition other than by election.

10. Rules of manners of the Vrije Universiteit Amsterdam

10.1 Expectations

VU students and employees are subject to a number of house rules and order measures (see 10.2). VU also expects a certain attitude and behavior from employees and students. This expectation is contained in six core VU values. We demonstrate the VU core values in our behavior in the following ways:

1. We express ourselves respectfully toward others in a verbal, digital or physical sense and contribute to understanding, empathy and belonging.
2. We treat everyone equally and do not tolerate physical or verbal exclusion or harm on the basis of origin, gender, sexual orientation, disability or chronic illness, political affiliation, working hours, employment contract, marital status, nationality, religion or belief.
3. We name behavior of others and are ourselves accountable for our actions and utterances.
4. We use our powers and influence only in the public or organizational interest and avoid conflicts of interest.
5. We cherish and guard academic freedom and the space to freely express themes and views in academic debate.
6. We handle information and VU property with integrity and care.

The above VU core values are further described in the *Code of Conduct Vrije Universiteit Amsterdam (VU)* and can be found at vu.nl

10.2 House Rules and Order Regulations.

10.2.1. Rules for all members of the university community.

1. Discrimination

Discrimination based on religion, belief, political affiliation, race, gender, sexual orientation or any ground is not permitted at VU.

2. Behavior

1. Everyone present on the grounds, in the buildings and/or using VU facilities must comply with the regulations and instructions of the Executive Board. If asked, everyone must be able to identify themselves with a student card or legally recognized proof of identity.

2. Everyone should behave in such a way that:

- a. cause damage or nuisance, either directly or indirectly, to the university and/or third parties;
- b. a right of the University or a right of a third party is not infringed;
- c. it does not violate the law or regulations issued by or under the law;
- d. no acts are done or omitted in violation of written or unwritten law;
- e. not be in violation of regulations applicable to the VU.

3. Instructions from VU employees in the context of maintaining order and the proper course of events during teaching, practicals, examinations and the like must be followed.

4. Instructions from the security department and the managers of the VU buildings in the context of maintaining order and the proper conduct of business on the premises and in the buildings must be followed.

3. Use of spaces in buildings

1. Food and sugary drinks are not allowed in teaching and study halls for reasons of hygiene.
2. It is not permitted to place furniture outside teaching and study halls.

3. Windows and doors must be closed when leaving an area.
4. Posters and other notices may be hung on the boards provided for this purpose only with the permission of the FCO Department (see also Section 6 'Politics within VU', below).
5. Drilling, pasting, etc., on/in parts of buildings such as doors, columns and walls, may be done only after permission from the Facility Help Desk (servicedesk.fco@vu.nl).
- 6 It is not permitted to carry out repairs or modifications to building installations yourself (or have them carried out). Faults must be reported to the Facility Help Desk (servicedesk.fco@vu.nl).
7. Crockery from restaurants should always be returned to a clearing cabinet or clearance belt.
8. Smoking is not permitted anywhere in the VU buildings and grounds. Smoking is only allowed outside the area surrounding VU grounds. Violation of this prohibition may result in sanctions against the violator.
9. For students, no alcohol will be consumed during educational activities (such as lectures, practicals and exams).
10. Free use of a space is possible only if it is not reserved for activities.

4. Use of outdoor space

1. Bicycles must be placed on VU grounds in the bicycle parking area of the main building, the NU building or in bicycle racks outside. Improperly placed bicycles may be removed. No compensation will be awarded in the event of removal.
2. For safety reasons, moped riders and motorcyclists are prohibited from entering the buildings' storage area with the engine running, or starting the engine there.
3. There is separate outdoor parking for mopeds and motorcycles. Misplaced vehicles may be removed. In case of removal, no compensation will be granted.
4. The speed limit allowed on VU grounds is ten mph.
5. Skating, stepping, boarding or roller skating on the building landings is not permitted.

5. Use of indoor and outdoor space

1. No (fire) hazardous materials may be stored in the buildings or on the premises without consultation with the Facility Help Desk (servicedesk.fco@vu.nl).
2. Waste must be delivered separately to the designated containers at the waste collection station.
3. In the event of an emergency, the instructions of the designated commanders should be strictly followed.

6. Political and religious activities within the VU

1. Persons and organizations affiliated with VU may develop political and religious activities at VU (see also par. 7), as long as they do not violate Dutch law. Prior approval must be given by the Director of the FCO Department. Agreements made in this context between VU and the organizer of the activity must be honored.
- 2 A prayer room has been established for religious reflection, open to all students and staff.
3. Addressing passersby should not be done in a way that could reasonably be perceived by them as harassment.
4. Posters may be posted in all buildings in the free posting areas provided. No permission is required to do so.
Posters may be removed if the content is inconsistent with VU's rules of conduct, if it cannot be traced to whom or which organization the poster belongs, or if the poster is no longer current.

7. Renting spaces

1. External individuals and organizations may rent spaces in VU buildings under conditions.
2. VU **does not** rent spaces for:
 - a. meetings (political or religious) without the purpose of debate or open dialogue;
 - b. meetings of a (political) party, with exclusively party interests;

- c. meetings whose content may be competitive with, or disruptive to teaching, research and/or business operations of VU;
 - d. meetings of a commercial organization or with a commercial purpose.
3. Further, no meetings are permitted in which:
- a. gender segregation occurs (such as placing men and women separately in one room);
 - b. participants on the basis of religion, sexual orientation, gender, race, nationality, or other characteristics are excluded;
 - c. an unsafe situation, insecurity or danger arises for participants in the meeting and/or those present in the building.
- If in doubt, the application is submitted to a review committee.
4. The VU reserves the right to refuse rentals without further justification.

8. Photo and film recordings

1. Permission to photograph and film for commercial purposes on VU grounds and buildings requires permission from the Communications & Marketing Department. Permission can be requested at servicedesk.fco@vu.nl.
2. A lecture/working group or other educational situation may not be recorded on film, tape or otherwise by a student unless the instructor makes it clear **in advance**, when requested, that he/she has no objection. The permission then relates only to the student's own use of the material. Making the material available - whether for payment or free of charge - is **not** permitted. If a student does so, then by doing so he is infringing the instructor's copyright.
3. Upon permission from the instructor, those who may be photographed or filmed (i.e., in this case, the instructor and students) must be given the opportunity to refuse to be in the picture.
4. In any case, an application will not be honored if:
 - a. purpose or context of the use of the recordings is contrary to the fundamental principles of VU;
 - b. the recordings may interfere with teaching, research and/or business operations;
 - c. the request is submitted by a commercial institution with which VU does not wish to and does not wish to be associated with;
 - d. the meeting has the intent or purpose to be offensive, abusive or discriminatory be.

9. Student ICT Facilities Regulations.

1. The use of ICT facilities at VU is subject to conditions listed in the ICT Facilities Regulations, see: [Student ICT Facilities Regulations - v1.0 01sep2019.pdf \(vu.nl\)](#).
2. Messaging through Canvas or other network applications for the purpose of commercial activities is not permitted. Such messaging shall in any case include recruiting students for tutoring organizations, regardless of whether they are aimed at making a profit or not. Those who violate this provision may be subject to disciplinary action.

10. Other activities

Activities not mentioned in the above, but which have a similar effect on the university and its users, are subject to the restrictions listed in this section.

10.2.2. Rules for students

1. Rules in education

1. Students attend educational activities on time.
2. In principle, students are not allowed to leave the lecture hall mid-term.
3. In principle, students initiate a conversation during lecture only if the lecturer requests it.
4. All electronic devices for data processing or communication, such as laptops and cell phones, for example, shall - to the extent that they are not compulsorily switched off - always be set so as not to

disturb others during all forms of teaching, in the library and lab rooms. Making calls through such devices is prohibited.

5. Wearing face-covering garments interferes with employee-student and/or student-student contact and is therefore not permitted during teaching and research situations. An exception is made by VU for the face masks (and other personal protective equipment) that must be worn pursuant to government regulations.

6. All educational materials are protected by copyright. Students are not permitted, other than for their own study, to make copies of educational materials, exams and the lectures. It is also not permitted to further distribute the educational materials - in any format.

Intentional copyright infringement is a criminal offense. When infringements are detected, the faculty board will take appropriate action

2. Measures

1 If a student disrupts, threatens to disrupt, or acts in violation of these house rules and order measures, one or more of the following measures may be taken:

- a. *Warning* by a teacher or other staff member;
- b. *Removal from the teaching area* by a teacher or other staff member.
- c. *Denial of access* to the lectures or work groups of a particular professor upon his/her request by the faculty board;
- d. *Written warning* by the faculty board;
- e. *Removal for up to four weeks* from VU buildings and grounds by the faculty board. The CvB will be notified and may extend or extend the measure.
- f. *Expulsion for up to one year* from the university by the CvB for serious misconduct or repeated violations of the rules of conduct.
- g. *Permanent expulsion and deregistration as a student* from the university by the CvB in cases of serious nuisance or if student does not stop causing nuisance despite a warning.

2. In the cases mentioned in the first paragraph under c, d and e, the student concerned shall be heard by or on behalf of the faculty board before the measure is applied. In an acute situation, the hearing may take place after the measure has taken effect. In the cases mentioned in the first paragraph under f and g, the student concerned shall be heard by or on behalf of the CvB before the measure is taken. In an acute situation, the hearing may take place after the measure has taken effect.

The severity of the measure must be in reasonable proportion to the seriousness of the offense.

Repetition of the same facts may result in more severe action. This will be assessed by the faculty board or the Executive Board.

3. The decision imposing the measure may be appealed to the Executive Board within six weeks. Within six weeks after publication of the decision on the objection, an appeal may be lodged with the Council of State.

10.2.3. Fraud and plagiarism

1. Definitions

1. Fraud is defined as acting, or rather failing to act, in such a way that the examiner cannot form an accurate picture of the student's knowledge, ability and understanding. Consider, for example, having student B cheat while sitting next to student A. Fraud can be established either at the time of cheating or after the fact. Any case of suspected fraud will be reported by the examiner to the examination board.
2. Plagiarism is a form of fraud. Plagiarism is defined as: copying the texts of others without mentioning the source. The examiner assesses whether plagiarism has occurred with or without the use of a so-called plagiarism scanner.

For a comprehensive definition of fraud and plagiarism, see the Rules and Regulations of the Examination Board of the faculty of your program.

2. Procedure

1. The examiner who suspects plagiarism or fraud shall submit to the examination board the indications or evidence thereof.

The examiner will prepare a report - if possible - showing why he suspects the student of fraud. The examination board then summons the student concerned for a hearing, stating the reason. After the hearing, the examination board determines whether fraud has occurred and whether a measure should be imposed.

2. The student found guilty may be excluded from taking one or more examinations or exams at VU (i.e. not only from the program) for up to one year.

In the case of a particularly serious form of fraud, the examination board, after consulting the faculty board, may propose to the Executive Board that the student's enrollment in that program or group of programs be permanently terminated. The examination board may set further rules in this regard.

10.2.4. Safety, health and welfare requirements.

Where appropriate, each faculty may draw up its own regulations regarding working conditions, environment, safety, health and welfare. These regulations must be in line with central VU regulations and with regulations issued in the event of a crisis situation from the iBNO crisis situation. These regulations may also include rights and obligations for students and extraneus.

Students' rights include at least the right to

- a. information and education about the dangers in work or study;
- b. information on safety devices and protective equipment;
- c. discussion with teachers or supervisors of safety and health hazards;
- d. work or study interruption when work or study presents acute danger;
- e. report bottlenecks to teachers, supervisors or the Occupational Health and Safety and Environmental Coordinator.

In any case, students' duties include the duty to:

- a. act carefully and prudently in work and study;
- b. inform you about the safety regulations surrounding work and study;
- c. properly use installed safety devices and wear or apply required protective equipment;
- d. report unsafe and/or unhealthy work or study situations to the person in charge;
- e. follow instructions given by the person or persons in charge.

11. Legal Protection

11.1 The Dispute Center

You can file a complaint or find procedures for filing objections and appeals through VU's Dispute Desk website. More information on complaints, appeals and objections can be found here: [Complaint, Appeal and Objection - Vrije Universiteit Amsterdam \(vu.nl\)](#) Enter the search term 'dispute desk' on the VU website.

Objections are submitted in writing in pdf format via email: Bezwaarschriften.bz@vu.nl

Appeals can be submitted digitally (except by students VUmc, ACTA and AUC). For this, see: the Dispute Desk: <https://www.vu.nl/nl/over-de-vu/contact-routebeschrijving/adressen-en-telefoonnummers/geschillenloket/index.aspx>.

Filing complaints, objections and appeals directly with the handling agency remains possible. Each faculty also has a complaints desk. Using a VU web form, a complaint can be submitted there digitally.

11.2 Complaints: Student Ombudsman

The VU Ombudsman provides an accessible and safe place to discuss a complaint.

Student Ombudsman Vrije Universiteit

De Boelelaan 1105

1081 HV Amsterdam

Call or

WhatsApp +31643423334

Visiting address: W&N Building, De Boelelaan 1081. Room S 246

Email: studentenombudsman@vu.nl

Please include your phone number in your message. An invitation for an interview will follow as soon as possible.

You can also make an appointment at the Central Student Desk.

See VU website (www.vu.nl/ombudsman) for the Student Ombudsman Regulations.

11.3. Privacy

The VU has regulations regarding the processing of personal data of students. Search via the VU website (search term: 'practical information, regulations'), or at the VU Department of Administration or via VU-web ('Serviceplein, Overview VU regulations').

11.4 Inappropriate behavior

The Executive Board has adopted regulations regarding undesirable behavior; the Regulations on Undesirable Behavior. This states, among other things, that students who are confronted with sexual harassment, bullying, aggression, racism, etc. can turn to a confidential advisor.

Counselors can be reached via email: Student Confidential Advisors @vu.com, by phone or by mail. For current data, see the VU website (www.vu.nl/vertrouwenspersonen).

If you send an e-mail to make an appointment, you can leave out the reason for your request, as it may feel unsafe. Through the confidant, an appeal can be made to the Regulation of Undesirable Behavior (for the text of the Regulation of Undesirable Behavior, see the website search term: important regulations).

11.5 Human Rights Board (formerly: Equal Treatment Commission)

If you think you are being discriminated against, you can turn to the College for Human Rights in Utrecht (Postbus 16001, 3500 DA Utrecht, e-mail: info@mensenrechten.nl). Issues dealt with by the College include gender, race, nationality, (religious) beliefs, sexual orientation and disability or chronic illness. It is advisable to first seek advice on these matters from the Ombudsman.

11.6 Objection and appeal

In various situations, you are entitled to legal protection. The procedure to be followed for legal protection depends on the type of decision and which university body it comes from. The letter stating the decision will indicate to which body and within which time limit objections or appeals can be made. The deadline for this is six weeks. More information on objection and appeal can be found through the Dispute Desk (see 11.1) via: [Klacht, beroep en bezwaar - Vrije Universiteit Amsterdam \(vu.nl\)](#). You may also choose to apply to the Dispute Desk on the VU website, <https://vu.nl/nl/over-de-vu/meer-over/geschillenloket> (see 11.1).

11.7 Board of Examination Appeals.

Appeals against a decision of an examiner or of an examination board may be submitted to the Board of Examinations Appeals (Cobex). The address of the Examination Appeals Board is: Board of Examination Appeals, attn. Bestuurszaken, De Boelelaan 1105, 1081 HV Amsterdam (cobex.bz@vu.nl)

11.8 Council of State

If you disagree with the decision made by the Board of Governors on an objection or with a decision of the Board of Governors or a ruling of the Board of Examination Appeals, you can appeal to the Council of State within six weeks. For further information, see the website of the Council of State: www.raadvanstate.nl/bestuursrechtspraak/studentenzaken/. For the handling of the appeal at the Council of State you have to pay court fees. The amount of the fee can be found on the website of the Council of State. If a student is ruled in favor, the student will be reimbursed the court fee by the VU.

11.9 Hardship clause

It is conceivable that a regulation does not provide for the situation for which a solution is sought or that application of a mandatory regulation has an exceptionally unforeseen consequence ('disproportionate disadvantage or unfairness of a predominant nature') for the student to whom the decision relates. In such a case, you can appeal to the so-called hardship clause, insofar as the regulations provide for it.

12. Final provision

The Student Charter is effective from September 1, 2023 to September 1, 2024.

Consent University Student Council, dated July 5, 2023

Adoption Board of Trustees, dated July 18, 2023