

Student Charter 2022 - 2023

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Relevant regulations

You will find translations of many relevant regulations on the university website (search under 'regulations for students'). You will find all regulations in Dutch by clicking on Onderwijs → Praktische informatie, → Regelingen.

Hyperlink: <https://www.vu.nl/nl/opleidingen/praktische-informatie/regelingen/index.aspx>.

Relevant regulations include:

1. Application and Registration Regulations 2022-2023
2. Disability Policy Plan
3. Code of conduct for foreign languages
4. Regulations on Issuing Degree Certificates
5. Student Participation Regulations
6. Regulations on ICT Facilities for Students
7. Objections procedure (on VUweb only)
8. Procedural Regulations of the Examination Appeals Board
9. Regulations on Student Ombudsman
10. Profile Fund and Facilities Regulation
11. Programme Committees, Model Regulations
12. Regulations on Safeguarding Scientific Integrity
13. Examination Room Management Regulations
14. Regulations for registering for courses and examinations
15. Vrije Universiteit Amsterdam Regulations on the Processing of Students' Personal Data
16. Regulations on inappropriate conduct

1. General provisions

1.1 Definitions

The following definitions apply in this Student Charter:

- Academic year: the period beginning on 1 September and ending on 31 August of the following calendar year.
- Teaching and Examination Regulations: regulations that provide complete and clear information about a programme or group of programmes.

Commonly used abbreviations at the university

BSA	Binding recommendation on continuation of studies
CvB	Executive Board
CBHO	Higher Education Appeals Tribunal (located in The Hague)
Cobex	Examination Appeals Board
DUO	Education Executive Agency, part of the Ministry of Education and responsible for student grants and loans, among other things.
EC	European Credit or credit (also known as ECTS credits)
FB	Faculty Board
FSR	Faculty Student Council
FJA	- Faculty Joint Assembly (of the FSR and ODC)
GV	Joint Assembly of the Works Council and University Student Council, or, at faculty level, the Joint Assembly of the Subcommittee and the Faculty Student Council.
HBO	Higher Vocational Education
NVAO	Accreditation Organisation of the Netherlands and Flanders
ODC	Subcommittee (part of a Works Council in a faculty or service department)
OCW	Ministry of Education, Culture and Science
OER	Teaching and Examination Regulations (found on the faculty website)
OLC	Programme Committee
OR	Works Council
RvT	Supervisory Board
SOZ	Student & Educational Affairs
USC	University Student Council
VU	Vrije Universiteit Amsterdam
VU.nl/VUweb	The VU website, in which VU.nl and VU-net are to be integrated. The date of introduction is yet to be determined. Any reference to VUweb may be taken to mean VU-net, and vice versa.
VU-net	formerly: The VU student portal (for registering for courses, grades, timetables, Canvas communications, and other matters)
VWO	Pre-university education
WHW	The Higher Education and Research Act
WO	University education
WSF 2000	Student Finance Act 2000

1.2 Adoption and publication

All higher education institutions have a Student Charter. This is stated in Article 7.59 of the Higher Education and Research Act. The provisions of the Student Charter are only legally valid if and insofar as they do not conflict with the law.

The Student Charter consists of two parts.

- a. The university-wide part that you are now reading is intended for all students.
- b. The programme-specific part, which is intended for students of a particular programme, and which is commonly referred to as a study guide. It includes the Teaching and Examination Regulations, as well as a description of the structure of the programmes and facilities. It also covers additional procedures designed to protect students, including the faculty complaints desk.

The Student Charter is distributed to all students who enrol or re-enrol at VU Amsterdam via a link in a personal email. The Executive Board ensures that the Student Charter is reviewed annually to ascertain whether it needs to be amended based on changes in legislation or other regulations, and publishes any significant changes at the start of the academic year. The Executive Board publishes any significant interim changes on the university's website. Lecturers and others may consult the Student Charter on the university website.

The Executive Board formally adopts the Student Charter once the University Student Council has accepted it is up to date and complete.

1.3 Contents and validity

The Student Charter sets out the rights and obligations of students and those of VU Amsterdam, in accordance with statutory and university regulations.

Every member of the university community is expected to be cognizant of the contents of the Student Charter.

In cases where the Student Charter is in conflict with legal stipulations, then the latter shall prevail.

This Student Charter applies to the 2022-2023 academic year.

If you cannot find the answer in the Student Charter to any question you may have, then you should contact

- the academic adviser (for programme-specific questions)
- the Central Student Services Desk (for questions relating to university matters).

Amsterdam University College (AUC) students have their own Student Charter (Student Handbook AUC).

2. Admission to programmes

2.1 Admission

You must meet all statutory conditions for admission when first registering for a Bachelor's or Master's programme. See the Application and Registration Regulations for the date by which you should register.

2.1.1 Bachelor's programmes

In many cases, a specific pre-university (i.e. VWO) secondary-school profile is required for admission to a Bachelor's programme. Applicants with a deficient profile may still be admitted to a Bachelor's programme if they are able to fulfil the 'missing' requirements prior to the start of the academic year.

A first-year certificate from a university of applied sciences (HBO institution) does not always lead directly to admission to a university Bachelor's programme.

See each programme's Teaching and Examination Regulations for more specific information.

Foreign entry qualifications

The following information is important if your prior education took place outside the Netherlands. If you are from an EU country and you are eligible for admission to a university there, then you may also be admitted to VU Amsterdam unless the Executive Board determines that there is a significant difference between the admission requirements in your home country and those in the Netherlands. Also, students whose prior education has been outside the Netherlands must demonstrate proficiency in Dutch or English - depending on the language of tuition of their proposed programme - of a level that enables them to understand their courses and take examinations in Dutch or English.

The Teaching and Examination Regulations may stipulate additional admission requirements.

2.1.2 Master's programmes

Students who have earned a Bachelor's degree from VU Amsterdam may apply and enrol for a Master's programme by 31 August. However, students are advised to complete the application and enrolment process much earlier than this so that any errors can be rectified in good time.

The final application date for Master's programmes for students with a Bachelor's degree from another university is 31 May. Please note that individual programmes may set their own cut-off dates. See each programme's Teaching and Examination Regulations. If VU Amsterdam is to arrange a visa and local housing for an international student, then the cut-off date is 31 March. Students with a foreign entrance qualification are also subject to the provisions that apply to Bachelor's programmes as well as the admission requirements for the Master's programmes and the language requirements.

2.1.3 Language requirement for English-taught programmes

Applicants for English-taught programmes must demonstrate an excellent command of English. This can be done by taking a test, the minimum scores of which are detailed in the relevant Teaching and Examination Regulations.

2.2 Teacher-training programmes

Teacher-training programmes are provided by the Faculty of Behavioural and Movement Sciences. See the VU website: <https://www.vu.nl/lerarenopleiding>.

Bachelor's

If you are interested in joining the teaching profession, then you can take an [education minor](#) in your field in the third year of a number of Bachelor's programmes.

The combination of a university Bachelor's degree and an education minor will qualify you as a secondary school teacher in the first three grades of HAVO and VWO and the VMBO theoretical track. It is also possible to obtain this qualification by taking the education module following completion of a number of Bachelor's programmes. See the Teaching and Examination Regulations for the education minor on the website for more specific information on admissions.

Candidates must register by 1 May, using the registration form on the website.

Master's

To be admitted to the one-year pre-university education teacher-training Master's programme, you must have completed a Master's degree in the subject in question or be sufficiently and demonstrably knowledgeable about the subject and have a Master's degree in a related subject. The admissions committee is responsible for assessing this latter aspect. You may also opt for the integrated two-year Master's programme immediately following completion of your Bachelor's degree. VU Amsterdam also offers a one-year Master's programme in primary school teaching.

See the Teaching and Examination Regulations for the various teacher-training programmes on the website for more specific information on admissions.

Candidates must register by 1 May, using Studielink and VUnet.

2.3 Limited enrolment

Bachelor's

If there are more applicants for a Bachelor's programme than there are places, the Ministry of Education, Culture and Science may put limits on the numbers admitted. In these cases, applicants will only be registered if they have a letter of acceptance ('placement certificate') from the Education Executive Agency (DUO).

In order to qualify for a placement certificate, applicants must submit their admission applications by 15 January. The programmes will publish the admission requirements well in advance. This may involve an average grade for the secondary-school final exam, voluntary activities related to the programme, or passing various tests. Applicants will be notified on 15 April of their ranking in the selection. Once they have passed their secondary-school final exam, candidates with a placement certificate will be able to register for their programme.

See the website of the relevant faculty.

Master's

The Executive Board may limit admissions to a Master's programme at the request of the Faculty Board. See the programme's Teaching and Examination Regulations for further information.

3. Registration and tuition/exam fees

3.1 Application and registration

You will only be registered *after* applying or re-registering via www.vu.studielink.nl if you have met the requirements for admission and once you have paid the tuition fees (see 3.4) (see also the Application and Registration Regulations).

You must register for the first year of Bachelor's programmes that start in September before 1 May. You must then take part in 'matching activities' to see if your choice of programme is right for you. See your programme's matching website for an impression. The registration deadline for second and subsequent years is 31 August.

You must apply for admission to a Master's programme before 1 June, unless you have obtained your Bachelor's degree at VU Amsterdam. In this case, the application deadline is 31 August. Your final registration following application must be completed by 31 August. You cannot register later in the academic year. Notwithstanding the above, there is a hardship clause that allows for registration later than 31 August in highly exceptional circumstances. There are also a few Master's programmes that can be started on 1 February. See the Application and Registration Regulations for information on this topic.

You may register as a regular student or as an external student. The rights and obligations associated with each type of registration are different. Regular students have all rights (and obligations), whereas external students may only take exams and are not entitled to attend classes or write a thesis.

Regardless of registration type, every student will receive a university registration card from Student & Educational Affairs that will enable them to exercise their rights.

3.2 General rights and obligations for regular students and external students

In addition to the general rights and obligations detailed below, other articles in this Student Charter also mention specific rights and obligations.

Rights of regular students

Registration as a student confers the following rights:

- a. participation in the programme's educational components and in educational activities throughout the university, unless the person in question does not meet the requirements regarding prior education, or if the Executive Board limits participation for organisational reasons or due to capacity constraints. The Teaching and Examination Regulations indicate whether a participation restriction is in place;
- b. taking examinations in the programme for which you are registered (see the Teaching and Examination Regulations of the programme in question). You must obtain special permission from your Examination Board to take exams that are not part of your own programme. There are no conditions attached to participation in coursework or exams that are part of your programme's approved extracurricular range. You must obtain permission for other courses and exams from the relevant faculty. To obtain permission to take part in coursework or exams that are not part of your own programme, you should submit a request through VUweb. See VUweb > Serviceplein > Vakken en Tentamens.
- c. access to university premises, unless the Executive Board decides that the nature of the activities or the interests of teaching or research form a compelling reason to restrict such access;
- d. use of educational amenities such as libraries, laboratories and computer facilities;

- e. use of student facilities provided by the Student Counselling Service/Student & Educational Affairs, including student counsellors, student psychologists, and training courses and workshops;
- f. study support, especially for students with dyslexia, a disability, or a chronic illness;
- g. facilities for students with a need for extra support due to a disability (such as dyslexia) or a chronic illness, and highly talented athletes or individuals in a cultural field, and members of participation bodies, to the extent that this is provided for by the relevant programme (see the programme's Teaching and Examination Regulations, as well as the VU policy plan for students with a disability and the Facilities Regulation¹);
- h. the opportunity to complete the programme within a reasonable time at the same or at another institution, should the institution or the Ministry of Education, Culture and Science decide to terminate the programme;
- i. the right to vote and to stand as a candidate for the University Student Council and the Faculty Student Council.

Obligations of regular students

Registration as a student entails the following obligations:

- a. Checking email sent by the university to the student's university email account at least once a week. Failure to do so is at the student's own risk;
- b. behaving in a proper manner in the buildings and on the grounds of the university, in accordance with the Executive Board's rules of conduct (see Chapter 10);
- c. observing the rules set by or on behalf of the Executive Board to promote safe and healthy working conditions;
- d. cognizance of rules and regulations in the Student Charter and its annexes, as well as due observance of the obligations arising from them;
- e. attendance at teaching activities as required by the programme and as indicated in the study guide (such as participation in practicals);
- f. notifying the academic adviser within three months in order to make a claim from the Profile Fund, should circumstances arise such as illness or a family emergency that could result in the student falling behind schedule in their studies. These circumstances also include a disability and chronic illness (see the Profile Fund Regulations). Timely notification is a prerequisite for any support from the Profile Fund and for extension of the validity of study results that are subject to limited validity;
- g. submitting a report to the Examination Board detailing study results achieved elsewhere if they are to count towards courses in the student's curriculum;
- h. registering for courses and exams on time.

Rights of external students

Registration as an external student confers the following rights:

- a. participation in final examinations and interim examinations within the study programme;

¹ The Facilities Regulation is intended for students who, alongside their studies, are members of the University Student Council, the Faculty Student Council, or for elite athletes and those with exceptional talents in a cultural field. Students in these categories may submit a request to the Executive Board for permission to deviate from specific teaching requirements or examination dates. See the regulation itself for more detailed information.

- b. access to university premises and collections (such as the library), unless the Executive Board decides that the nature or interests of teaching or research form a compelling reason to restrict such access.

Obligations of external students

Registration as an external student entails the following obligations:

- a. Checking email sent by the university to the external student's university email account at least once a week. Failure to do so is at the external student's own risk;
- b. regularly checking email sent by the university to the external student's university email account. Failure to do so is at the external student's own risk;
- c. behaving in a proper manner in the buildings and on the grounds of the university, in accordance with the Executive Board's rules of conduct (see Chapter 10);
- d. observing the rules set by or on behalf of the Executive Board to promote safe and healthy working conditions;
- e. cognizance of rules and regulations in the Student Charter and its annexes, as well as due observance of the obligations arising from them;
- f. registration for interim examinations before the relevant deadlines.

3.3 Termination of registration

By the student

Programme registration lasts in principle for the duration of the academic year. Interim termination of registration is possible on the first day of the month following the student's written notification to that effect to the university (via Central Student Administration). Please note: students may not subsequently re-register in the same academic year.

If a student terminates their enrolment during the academic year or graduates during the academic year, then they will be entitled to a proportionate (depending on which month the termination takes effect) refund of their tuition fees if they have paid the statutory tuition fees or the institutional tuition fees. This proportional refund does not apply to the months of July and August. See Article 10 of the Application and Registration Regulations 2021-2022.

Termination of registration is not possible if you have received proof of payment of tuition fees (BBC) (for a registration at another university), unless you have surrendered the BBC.

Please note: tuition fees paid by pre-Master's students and external students will not be refunded in the event of an interim termination of registration.

By the Executive Board

The Executive Board will terminate a student's registration in the following circumstances:

- a. if the tuition fees cannot be collected (e.g. because of insufficient funds in the account for which an irrevocable direct debit authorisation has been issued). The registration will be terminated retroactively with effect from 1 September if the university receives no payment at all. In other cases the registration will be terminated with effect from the second month following the demand for payment. Following termination of registration, the Executive Board may still enlist the services of a bailiff to collect the tuition fees owed, including all expenses involved in the recovery of the fees.

- b. on the advice of the Examination Board or the Faculty Board and after careful consideration of the interests of the student and VU Amsterdam, in the event of the student's actions, conduct or statements revealing an inability to practise one or more of the professions for which the programme is intended to train students (specifically, if the student exhibits aggressive or threatening behaviour).
- c. on the advice of the Examination Board and with the mediation of the Faculty Board, if the student in question has committed very serious fraud.
- d. at the request of the Faculty Board in the event of the student committing serious misconduct with respect to employees or other students at VU Amsterdam.
- e. at the request of the Faculty Board if the student's actions constitute a serious violation of the Code of Conduct referred to in Chapter 10, or if the student is likely to act in violation of this Code of Conduct. A violation of Dutch law will be considered to be a serious violation of the Code of Conduct.

With regard to point a, re-registration in the new academic year will only be possible if the student in question has paid all outstanding fees and costs. The Executive Board may rule against the possibility of re-registration in other cases.

3.4 Tuition fees and other payments

Anyone registered as a regular student must pay tuition fees. Tuition fees can be paid in a lump sum or in instalments. An official receipt for payment of statutory tuition fees for the same academic year at another Dutch institution of higher education will be accepted for the purpose of registration. The tuition fees may consist of the statutory tuition fees or the institutional tuition fees. The statutory tuition fees for Dutch and EEA students are set annually by the Ministry of Education, Culture and Science. The Executive Board sets the institutional tuition fees annually and publishes them in the Application and Registration Regulations. Those who register as external students must pay exam fees.

The institution may not require any other payment from students for enrolment purposes. However, students are responsible for their own expenses for learning materials and equipment such as books and laptop computers, as well as for excursions and other activities that are not compulsory parts of their degree programme. Students are expected to pay a small fee for excursions that are part of the curriculum. In certain cases, a substitute activity will be offered for students who cannot afford the fee. The degree programme will provide students with an estimate of the expected extra expenses at the start of the programme.

The statutory tuition fees are payable by students who meet the following conditions:

- a. they must meet the nationality requirement (national of an EEA country, Suriname, Switzerland or Turkey (in certain circumstances) or be an immediate family member of an EEA citizen (see the Application and Registration Regulations for further information));
- b. they may not have obtained a Bachelor's or Master's degree (or equivalent) in the Netherlands after 1991.

Any student who does not meet the conditions that apply to the statutory tuition fees will have to pay the institutional tuition fees, which are almost always higher.

Please note:

the institutional tuition fees are not payable by students studying for a second degree in the fields of medicine or education (provided their first degree was not in either of these fields).

The tuition fees for students whose fees are being paid by the UAF Refugee Student Foundation are always the same as the statutory tuition fees.

Pre-Master's students pay a fee. This is derived from the statutory tuition fees. The fee amount and the rules that apply to it are set out in the Application and Registration Regulations and the Higher Education and Research Act.

External students

Please note that external students have very limited rights. They may not attend any classes (including practicals) or lectures and may not write a thesis. External students are not eligible for a refund of their tuition fees if they terminate their studies during the academic year.

Incorrect or no registration

Anyone who is not registered as a student or external student and nevertheless makes use of the university's educational or examination facilities will be liable to pay compensation amounting to the institutional tuition fees for the entire academic year, regardless of when the individual in question made use of the facilities.

Moreover, the courts may impose a fine if the individual in question has made unauthorised use of educational or examination facilities.

3.5 Legal protection in registration decisions

Students may lodge an objection with the Executive Board against a decision regarding registration and tuition fee payment within six weeks of the announcement of the decision. Objections should be sent to The Executive Board, Administration Office, De Boelelaan 1105, 1081 HV Amsterdam, the Netherlands. See also the Disputes Desk (VUweb): <https://www.vu.nl/nl/over-de-vu/contact-routebeschrijving/adressen-en-telefoonnummers/geschillenloket/index.aspx>.

Students may appeal a ruling on an objection to the Higher Education Appeals Tribunal in The Hague (see Chapter 11 of the Student Charter). The deadline for lodging an appeal is six weeks. A registry charge of 50 euros is payable for an appeal. The registry charge will be reimbursed if the tribunal rules in favour of the student.

4. Education

4.1 Structure of programmes and language of tuition

Programmes at the university are generally full-time, though some may also be offered in a part-time variant or as a work-study programme. The relevant information can be found in the Teaching and Examination Regulations.

Dutch is the language of tuition in most **Bachelor's** programmes. Another language may be used in the following cases:

- a. in a foreign-language degree programme;
- b. in a guest lecture by a non-Dutch speaking lecturer;
- c. if the specific nature, structure or quality of the programme or the students' national origin necessitates using a foreign language, for which the board of the institution has adopted a language policy.

Some Bachelor's programmes are taught entirely in English, in accordance with the university language policy.

Most **Master's** programmes are taught in English. Please refer to the Teaching and Examination Regulations of your programme for information on the language of tuition.

4.2 Quality of teaching

The quality of teaching at VU Amsterdam is assured as follows.

1. Government

Institutions may undergo a voluntary assessment by the Accreditation Organisation of the Netherlands and Flanders (NVAO) of the quality of their programmes. This assessment is known as the Institutional Quality Assurance Audit. NVAO has assessed VU Amsterdam, and the university has met or surpassed the audit criteria.

In addition, every programme undergoes an accreditation audit by a panel of independent experts every six years. These accreditation audits are generally conducted among clusters of similar programmes nationwide. The panels of independent experts also include students. If a panel approves a programme, then its accreditation 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 the programme's accreditation is mentioned on the degree certificates (diplomas) issued to graduates by the Examination Board.

2. Institution (Executive Board and lecturers)

To ensure good-quality teaching, the Executive Board has defined quality standards in the Educational Quality Handbook. This handbook covers all aspects of teaching, such as the structure of teaching activities, guidelines for contact hours, academic student counselling, the quality of testing and assessment, and the professional development of the teaching staff.

3. Students

All students at the university are regularly asked to share their opinion on the quality of the teaching they receive. To this end, the Faculty Board organises teaching evaluations. The individual Programme Committees (see 4.3) generally receive the evaluation results from the Faculty Board at the conclusion of the relevant period of instruction. Evaluation results may be used to adapt teaching policies at the

university. More information about the teaching evaluations is available from the relevant programme committee.

4.2.a. Feasible programmes

Every year, the programme committees assess the implementation of the Teaching and Examination Regulations and report on their findings to the Faculty Board. Among other aspects, the assessment covers the time investment required of students with an eye to monitoring the overall workload and to making adjustments as necessary.

Prior to the start of the academic year, the Faculty Board publishes the curriculum (including international aspects, specialisations, and teaching methods) along with the Teaching and Examination Regulations. This gives students a clear idea of the content and structure of the teaching programme and the examinations.

Students should be able to progress through their studies at a reasonable pace while adhering to the norm of 60 credits per academic year, putting them on course to complete their degrees within the allotted timeframe. The faculty is responsible for ensuring that the programme's structure allows for this kind of progress ('programme feasibility').

If your programme includes a work placement (internship), then the Faculty Board will ensure that this programme component is included in the Teaching and Examination Regulations. The Faculty Board makes every effort to secure enough work placements for students on each programme. Students may also take the initiative to secure a work placement themselves, in consultation with the work placement coordinator.

If your programme proves to be infeasible, then two options are open to you:

1. interim termination of registration (with no re-registration in the same academic year), or
2. support from the Profile Fund to provide compensation for lost time.

Re point 1 You can terminate your registration and receive a refund of your tuition fees in respect of the non-used months of the academic year. You should speak with your academic adviser if you are considering this option.

Re point 2 You may be eligible for financial support if your falling behind schedule in your studies is due to an infeasible programme. The underlying reason must be that curriculum components (work placement, internships, for example) preclude regular coursework for an extended period (three months or more). The Faculty Board must provide you with a statement to this effect, which you must submit along with your application to the Profile Fund. For other terms and conditions, see the Profile Fund Regulations.

4.2.b. Uniform workload

Workload is expressed in terms of credits, in accordance with the European Credit Transfer System (ECTS). The workload for one academic year is 60 credits. One credit represents 28 hours of study. A Bachelor's programme comprises 180 credits. Master's programmes comprise at least 60 credits. Master's programmes in the sciences and Research Master's programmes generally take two years to complete, which is 120 credits. Some Master's programmes (such as Medicine and Dentistry) comprise 180 credits.

The Teaching and Examination Regulations detail the workload of the programmes as a whole and of the individual courses and other components.

The programme for a grade one teaching qualification comprises 60 credits.

4.2.c. Student support and guidance

The Faculty Board is responsible for providing study advice during the various phases of the programme. Examples include the Bachelor's and Master's programmes, graduation and international exchanges. The

Teaching and Examination Regulations govern the monitoring of study advice and study progress. This also includes binding recommendations to students on whether they should continue their studies, issued in the first year of every Bachelor's programme.

Students can check their study progress themselves during the academic year by regularly consulting their grades and credits in VUweb.

Students can apply for specific academic student counselling from an academic adviser, who may refer them to a student counsellor or student psychologist if necessary (Student Services, Student & Educational Affairs/Student Counselling Service).

The academic adviser is the first point of contact at faculty level for questions and problems related to the actual study content. The academic adviser's responsibilities consist of providing information, advice, and counselling based on a given student's individual situation. This may have to do with scheduling or the programme curriculum, for example. The academic adviser maintains contact with the central and faculty offices, and can refer students to other advisers and counsellors as necessary. Please note: notification of a study delay that may result in eligibility for **financial support** in accordance with the Profile Fund Regulations must be made to the academic adviser within three months after the advent of the exceptional circumstances (see Profile Fund Regulations).

4.2.d. Adapted teaching (due to dyslexia, disability, chronic or other illness, etc.)

Students with dyslexia, a disability or a chronic or other illness have a right to have their teaching adapted accordingly. This also applies to practical classes and obligatory excursions that a student may otherwise not be able to participate in due to an impairment. However, the programme's final attainment levels may not be adjusted. Adaptations to exams (e.g. extra time) may be considered for individual students if their specific situation so dictates. Adaptations must be suitable (i.e. the limitation is mitigated to the greatest possible extent) and necessary (i.e. the same objective cannot be achieved in another way). Adaptations may not impose a disproportionate burden on the university (see the Equal Treatment of Disabled and Chronically Ill People Act).

Academic adviser

The [academic adviser](#) should be consulted regarding questions or recommendations for adapted teaching. The academic adviser can also provide assistance in arranging special facilities for exams, and can advise the faculty to issue at a later time recommendations on whether students should continue with their studies. Students are advised always to bring evidence to the meeting with the academic adviser, such as a medical certificate or doctor's note regarding dyslexia.

Studying with additional support due to a disability or chronic illness

Students with an impairment who consequently need additional support should see their academic adviser. They will refer the student to the student counsellor or the Disabilities Team. Most support provisions can be programmed onto your university registration card.

Please note: if you register for an exam with special provisions to which you are entitled based on a statement issued by the faculty and you fail to appear at the exam without announcing your absence in advance, then the university may charge you for any extra costs incurred. The Faculty Board will first ask your academic adviser to contact you to determine whether your unannounced absence was justifiable. If this is the case, then the university will not charge you for any extra costs incurred. If you must cancel your attendance at an exam due to a medical reason, please see the Regulations for registering for courses and examinations or the Study Guide for the proper procedure.

Student counsellor

Contact a student counsellor if you have questions or require advice on financial schemes, de-registration or housing. Also see www.vu.nl/disability or the VU website (search term: disability). You can also consult the VU policy plan on disabilities here.

Students with autism may receive supervision from student counsellors. Check the conditions: <https://vu.nl/nl/student/studeren-met-een-functiebeperking/studeren-met-autisme>.

Falling behind in your studies

Please note: if you fall behind schedule in your studies or are likely to do so due to illness or exceptional circumstances, then you must contact your academic adviser **within three months** of the advent of your illness or exceptional circumstances. Reporting the circumstances of your study delay to an academic adviser is one of the conditions that you must meet in order to be eligible for [financial support](#). You should also get in touch with your academic adviser if you fall behind schedule by **more than three months**.

Always get in touch with your programme's academic adviser to draw up a workable study plan.

If you have a chronic condition, it is very important that talk to an academic adviser on an annual basis to discuss any delays in your studies, as otherwise you will lose your entitlements. For more information, see Profile Fund Regulations.

4.2.e. Monitoring study progress

You can use VUweb to keep track of your study progress throughout the academic year. The faculty does not send out progress reports on paper. You should log in to check your study progress from time to time, to see if your transcript contains any errors and to make sure that every grade has been recorded. If you believe there are any errors, contact the Central Student Services Desk as soon as possible. On behalf of the Executive Board, the Faculty Board issues recommendations to all first-year Bachelor's students at the end of the academic year on whether or not they should continue with their studies. Negative recommendations are binding, which means the student involved must leave their programme. The recommendations are based on students' study progress.

Students are themselves responsible for keeping track of their study progress and for taking action if they are likely to fall behind schedule.

4.3 Programme committees

Programme committees are established for every degree programme or group of programmes. In this context, a group of programmes may be, for example, a Bachelor's programme and the successive Master's programme. Half the members of the programme committees are students. Lecturers make up the rest of the committee. The Faculty Regulations govern the method for appointing programme committee members and the composition of the committees.

Programme committees are consultation bodies that are tasked with promoting and safeguarding the quality of 'their' degree programme.

They also have the right of approval regarding several matters in the Teaching and Examination Regulations: See 7.3 for more information on this.

The programme committees have advisory rights regarding the remaining matters in the Teaching and Examination Regulations.

Other duties of the programme committees:

- a. an annual evaluation of the implementation of the Teaching and Examination Regulations based on teaching evaluation reports for example, and evaluations of the internal consistency of the teaching programme, and

- b. providing solicited or unsolicited advice to the programme committee and the Faculty Board on all matters relating to the curriculum.
- c. informing the faculty joint meeting of its opinions and proposals. The programme committees are given the opportunity to consult with the Faculty Board before a proposal is approved or before it issues a recommendation. The Faculty Board responds to the programme committees' opinions and recommendations as quickly as possible. If the Faculty Board does not follow a programme committee's recommendation, then the programme committee may enter into a formal dispute with the Faculty Board.

5. Structure of the academic year and holidays

VU Amsterdam has a uniform academic year. This means that all faculties schedule their teaching periods simultaneously, and that holidays are also synchronised across the university. The academic year consists of two semesters of three periods: two of the periods are eight weeks long, while the third period is four weeks long. Faculties may decide to combine the second eight-week period with the final four-week period. Written exams are held in the final week of a given period.

For the latest information in Dutch, see the VU website. Search term: Jaarkalender.

The VUmc has its own annual calendar, which can be found on the programme's website.

6. Interim examinations and final examinations

6.1 Degree certificate, statement

If you have passed an interim examination, the examiner will record your results in the appropriate computer system for students (through VUnet). If you pass the final examination, you will receive your degree certificate (sometimes referred to as a 'diploma'). Your degree certificate will mention any associated qualification. You will receive a diploma supplement, either in Dutch or in English, with your degree certificate. This supplement will list all the components of your degree along with your grades.

The Examination Board will issue your degree certificate as soon as you meet all the requirements of the final degree assessment. Students may request a brief postponement of the awarding of their degree certificates. Any such request must be made within ten working days of receipt of the notification from the Examination Board. The request will be granted if, on the date on which the degree certificate is awarded, the student has not been registered for more than the prescribed duration of the degree programme for which the request has been submitted, plus one year. See the Regulations on Issuing Degree Certificates for more information.

If you do not yet qualify for your degree but if you have passed more than one interim examination, then you can request a statement from the Examination Board which details the interim examinations you have passed.

If you have completed interim examinations or final examinations but your registration is incorrect or incomplete, then the results of these examinations will be invalid. You may also have to pay a fine.

6.2 Interim examinations and final examinations

Each unit of education (or course) includes an interim examination or other assessment of students' skills, understanding and knowledge. This is the only way to obtain credits, unless the Examination Board has granted an exemption.

The Examination Board is responsible for organising and administering interim examinations and final examinations.

The Teaching and Examination Regulations explain how you can view your interim examinations and the assessment criteria.

Once you have passed all your interim examinations, you will have passed the final examination for your programme, unless the Examination Board has determined that it is not necessary to pass each and every interim examination (compensation regulation). The Examination Board may, at its discretion, decide to impose its own additional assessment as part of the final examination.

The Teaching and Examination Regulations detail the final examinations for each programme. VU Amsterdam has a final examination for each Bachelor's or Master's programme.

Many degree programmes have a 'free component' of elective courses that you can compose yourself. This free component is concluded with a final examination. The courses you select must be approved in advance by the Examination Board. The Board will also indicate the degree programme to which the free component belongs. Contact the Examination Board for further information. PLEASE NOTE: a 'free programme' does not give admission to the legal profession or judiciary. For example, you will not be eligible for addition to the Healthcare Professions Register (BIG), to be a lawyer, or to become a member of the Dutch Association of Psychologists (NIP).

6.3 Examination amenities

If you have a condition such as dyslexia, a disability or a chronic illness, then you may submit a request to take your exams with special amenities, depending on your specific degree programme. Please refer to your programme's Teaching and Examination Regulations and see Section 4.2.d of the Student Charter. See VUnet for the amenities that are available.

The academic adviser should be consulted regarding questions or advice on examination amenities. They will also ensure that all relevant information is registered in the university's systems. Students with a permanent disability may be granted access to these amenities for the entire duration of their degree programme.

7. Teaching and Examination Regulations

7.1 Adoption of the Teaching and Examination Regulations

The Teaching and Examination Regulations are adopted by the Faculty Board for each programme or group of programmes. Prior to adoption of the Teaching and Examination Regulations, the programme committee is given the opportunity to give its consent on certain matters and to offer its advice on the remaining matters. See 7.3 for the list of topics. The Joint Assembly of the faculty (i.e. the Faculty Student Council and the Faculty Subcommittee together) then gives its consent to the proposed amendment/adoption with regard to matters about which the programme committee does not have the right of approval (see Article 9:38b of the Higher Education and Research Act).

7.2 Content

The Higher Education and Research Act stipulates that a number of topics must be included in the Teaching and Examination Regulations, primarily to assure the legal certainty of students. Most of these topics are listed in Article 7.13, second paragraph of the Higher Education and Research Act.

7.3 Programme committee

The programme committee has the right of approval regarding the Teaching and Examination Regulations topics listed below:

- a. the way in which the teaching provided in the relevant programme is evaluated; the content of the specialisations offered as part of the degree programme;
- b. the qualities relating to the knowledge, insights, and skills that students should have acquired upon completing their programmes ('exit qualifications');
- c. where necessary, the organisation of practical exercises, the workload of the programme and of each of the programme components, the Master's programmes to which [Article 7.4a, paragraph eight](#) of the Higher Education and Research Act applies (workload greater than 60 credits);
- d. and also:
if applicable, the way in which students are selected for a special track in a programme, as referred to in Article 7.9b of the Higher Education and Research Act (excellence track within a programme)

The programme committee has an advisory role with regard to other matters in the Teaching and Examination Regulations.

The Examination Board does not give formal recommendations on the Teaching and Examination Regulations, but it may make a useful contribution to their adoption. The Faculty Board may therefore informally request a recommendation from the Examination Board.

7.4 Joint Assembly

The Faculty Board requests the approval of the Joint Assembly, which is comprised of the Faculty Subcommittee and Faculty Student Council, for the topics in the Teaching and Examination Regulations referred to in Article 9.38 of the Higher Education and Research Act. This concerns the following topics:

- a. the number and sequence of the interim examinations, as well as the times at which they may be taken
- b. the full-time, part-time, or combined work/study arrangement of the programme
- c. where necessary, the order in which, the periods when, and the number of times in each academic year that the opportunity to sit interim examinations and final examinations is given

- d. where necessary, the period of validity for pass grades awarded for interim examinations, notwithstanding the authority of the Examination Board to extend this period of validity
- e. whether the interim examinations are oral, written, or take some other form, subject to the authority of the Examination Board to determine otherwise in special cases
- f. the way in which students with an impairment or chronic illness can be given a reasonable opportunity to take interim examinations
- g. the public nature of oral examinations, subject to the right of the Examination Board to determine otherwise in special cases
- h. the period within which the results of an interim examination are announced, as well as whether and how exceptions can be made to this period
- i. the way in which and the period during which an individual who has taken a written interim examination will be able to inspect the work after it has been assessed
- j. the way in which and the period within which information can be provided about the questions asked and exercises given in the context of a written interim examination and about the standards used for assessment
- k. the grounds on which the Examination Board may grant an exemption from the taking of one or more interim examinations or final examinations to students who have previously passed examinations in higher education or have acquired knowledge or skills outside higher education
- l. where necessary, the stipulation that students must pass certain interim examinations as a condition for admission to other interim examinations
- m. where necessary, the obligation to take part in certain practical exercises with a view to admission to the interim examination in question, subject to the authority of the Examination Board to grant exemption from this obligation, with or without the imposition of alternative requirements
- n. the monitoring of academic progress and individual student support and guidance
- o. the actual design of the teaching.

8. Financial support

8.1 Introduction

For information about the student loan system, please see the website of the Education Executive Agency (DUO, <http://www.duo.nl/>) and the brochures they publish. This chapter covers several other key financial schemes that exist for students.

8.2 Financial support in the event of illness, exceptional circumstances, and administrative grants

Students who fall behind schedule in their studies as a result of exceptional circumstances while entitled to a performance grant (on a programme started prior to 1 September 2015) or who are covered by the Student Loan Act (programme started after September 2015) and who have not yet graduated may be entitled to financial support, subject to certain conditions.

The general conditions for eligibility are as follows:

- a. the student in question has fallen behind schedule:
 1. due to illness, pregnancy, or childbirth
 2. due to a functional impairment (such as severe dyslexia, a disability, or a chronic illness)
 3. due to exceptional family circumstances
 4. in connection with recognised board memberships and activities
 5. in connection with top-level sports activities or exceptional talent in a cultural field
 6. due to the design of the degree programme
 7. as a result of (in exceptional cases) unfairness of a compelling nature
- b. because the student is entitled, or has been entitled, to a higher-education performance grant, as meant in the Student Finance Act 2000.
- c. the student must have paid tuition fees to VU Amsterdam;
- d. the student must be registered as a full-time or work-study student;
- e. the student must not yet have obtained a degree from the programme; and
- f. the student must have given notice of the delay-causing circumstances in good time.

Please see the Profile Fund Regulations for the specific eligibility conditions for financial support. **You must report the exceptional circumstances to the academic adviser within three months!**

The Profile Fund Regulations also detail the criteria and procedure for **administrative grants**, including the conditions for financial support for top-level athletes and artists in a cultural field.

8.3 Emergency Fund

The Emergency Fund is intended to help students registered at VU Amsterdam who find themselves in unforeseen and acute financial difficulties, by extending a modest non-repayable grant. The Emergency Fund may be used for incidental situations only. The fund is limited, and is not intended for the paying of tuition fees or for resolving other study-related financial difficulties. For more information, contact a student counsellor or go to VUweb: [Financiële ondersteuning - Vrije Universiteit Amsterdam \(vu.nl\).](http://Financiële ondersteuning - Vrije Universiteit Amsterdam (vu.nl).)

8.4 Nationwide graduation support

In addition to the financial support offered by the university, there is a national graduation support scheme for students who are active in a political youth organisation or other organisation designated by the Minister of Education, Culture and Science. The latter refers in particular to the Interstedelijk Studenten Overleg and Landelijke Studentenvakbond student unions. It could also include nationwide organisations that represent societal or educational interests. Article 10 of the Ministry of Education,

Culture and Science's Higher Education Finance Regulations (<http://wetten.overheid.nl/BWBR0024005>) lists the criteria that an organisation must meet if its students are to be deemed eligible for this support. Organisations that believe they may be eligible for this support may send an application to the Education Executive Agency (DUO)/Institutional Central Finances in Zoetermeer.

8.5 Discretionary grants

The student counsellors can provide you with the names and addresses of private funds that provide financial support to students. Please note that some funds require a recommendation from a student counsellor. Support is limited and subject to conditions that vary from one fund to the next. VU Amsterdam has no connection with these funds.

9. Student and employee participation

9.1 Introduction

'Participation' refers to the structures that are in place for students (and staff) to give their input on university policy and management. Participation, involving both the right to advise on and to give approval for policy proposals, is not to be taken lightly, making it a valuable feature of the university's governance structures, not only at a central level through the University Student Council, but also at the faculty level through the Faculty Student Council.

Students may become members of the various participatory bodies, giving them a voice in the university's policies and management practices. The topics discussed depend on the remit of the specific participatory body: the decisions of those in direct authority take precedence over the recommendations put forward by the participatory bodies.

9.2 Central (university) level

The Management Regulations govern the administration and organisation of the university. The university's Executive Board is the central authority. The Executive Board is accountable to the Supervisory Board.

The Executive Board submits its policy proposals to the participatory bodies. Depending on the topic, the participatory bodies have the right to be informed, the right to advise, or the right of approval. In the event that the Executive Board is unable to secure a positive recommendation or the required approval from the participatory bodies, then further consultation with the Executive Board will be required. If the parties fail to reach common ground, then the Executive Board may withdraw a proposed decision or submit it to the Supervisory Board. Finally, a dispute may also be submitted to an external party.

Participation at the central level of the university is exercised by the Works Council, the University Student Council, and the Joint Assembly, consisting of the members of the Works Council and the Student Council. The meeting schedule is set in advance for the entire year. The University Student Council's meeting dates and regulations can be found on VUweb.

Works Council

The Works Council is the participatory body for employees. The Works Council consults with the Executive Board on matters concerning the interests of employees and the interests of the university as a whole. The powers of the Works Council are governed by the Works Councils Act.

University Student Council

The University Student Council is the participatory body for students. It consists of eleven members. The University Student Council consults with the Executive Board on matters concerning the interests of students and the interests of the university as a whole. The period of office of members is one year and starts on 1 September.

The Executive Board sets the rules for the University Student Council (Student Participation Regulations), which govern the Council's authority and the election of members.

If the University Student Council withholds its approval for a proposed decision by the Executive Board, the Executive Board may withdraw the proposed decision or refer it to the Supervisory Board. If this does not produce a solution, then the dispute may be submitted to a national arbitration committee.

The Joint Assembly

The Joint Assembly is composed of the members of the Works Council and the members of the University Student Council. Twice a year, the Executive Board gives the Joint Assembly the opportunity to discuss the general affairs of the university in a meeting with the Executive Board.

The Joint Assembly's responsibilities and powers relate to the adoption of the annual university budget, the annual report (including financial statements) and the Strategic Plan (long-term policy plan), among other things.

9.3 Faculty level

The Faculty Board is responsible for the general management of the faculty, including the administration and organisation of the faculty for the purposes of education and research. The Faculty Board consists of the Dean and at least two but no more than three other members. The meetings of the Faculty Board may also be attended by a student assessor in an advisory role.

The Faculty Board also sets down the Faculty Regulations which govern the administration and organisation of the faculty.

Participation activities at the faculty level are the domain of the Subcommittee, which acts as a Works Council at this level on behalf of the employees, the Faculty Student Council, and a faculty Joint Assembly, which is made up of the members of the Subcommittee of the Works Council and the Faculty Student Council.

The programme committees have been part of the participatory bodies since 1 September 2017. Half of the members of the programme committee are students.

9.4 Student Participation Regulations

The Student Participation Regulations can be viewed on the university's website (search term: 'practical information, regulations').

9.5 Elections

Information on electing members to serve on the student councils can be found in the Election Regulations for students.

Information on electing members to serve on the Works Council (or one of the Subcommittees) can be found in the Works Council Regulations.

The faculty may decide on a different method for appointing the members of the programme committees, rather than by means of elections.

10. VU Amsterdam rules of conduct

10.1 Norms

Students and staff at VU Amsterdam are subject to a number of house rules and disciplinary measures (see 10.2). The university expects students and staff to adhere to certain norms of conduct and behaviour.

a. More than just respect

The university expects the following of everyone involved in the university community as an employee, student or otherwise:

- promoting an open debate in which everyone feels free to express their own ideas and positions. The academic climate prevailing at the university fosters this open debate and instils an appropriate sense of responsibility to participate in it by the members of the community;
- dealing with each other respectfully, manifested in the style and tone of communication, both face to face and online;
- mutual involvement;
- diligent handling of university resources and facilities.

b. Students

The university expects students:

- to possess intellectual curiosity, which is necessary for a successful academic career and which is indispensable in society;
- to participate actively in education, research, and other activities;
- to make the requisite effort for academic success;
- to participate actively in their lectures and other educational activities;
- to show a healthy interest in social developments and the role of scientists in the public debate;
- to hold fellow students and staff to account with regard to this code.

c. Staff members

The university expects employees:

- to maintain an open and respectful attitude towards each other and towards students;
- to demonstrate enthusiasm and professional commitment to teaching and research;
- to pursue excellence and innovation in their field;
- to show an active interest in the development and performance of their faculty or department and the university as a whole;
- to maintain an appropriate division between their work interests and their private interests;
- to be forthcoming about their ancillary activities;
- to hold colleagues and students to account with regard to this code.

10.2 House rules and disciplinary measures

10.2.1. Rules for every member of the university community

1. Discrimination

Discrimination on any grounds is not permitted at VU Amsterdam. This includes religion, beliefs, political leanings, race, sex, and sexual orientation.

2. Behaviour

1. Everyone present on VU Amsterdam property and/or those making use of university facilities must observe the Executive Board's rules and regulations. If requested to do so, everyone must be able to identify themselves by producing a student card or legally recognised identity document.

2. The conduct of everyone is subject to the following:

- a. no damage, either directly or indirectly, should be caused to the university or to third parties; conduct should not cause a nuisance;
- b. there should be no infringement upon the rights of the university or those of a third party;
- c. the law and statutory provisions should be observed;
- d. any act committed, or omitted, should not be in violation of any written or unwritten law;
- e. the regulations in force at VU Amsterdam should not be breached.

3. Instructions issued by university employees must be followed in the context of maintaining order and the procedures during teaching, practicals, interim examinations, and the like.

4. Instructions issued by university security personnel and building superintendents must be followed in the context of maintaining order and the procedures in all university buildings throughout the campus.

3. Use of rooms in buildings

1. Food and sugary drinks are not permitted in classrooms and study halls for hygienic reasons.

2. Furniture may not be removed from classrooms or study halls.

3. Windows and doors must be closed upon leaving a room.

4. Posters and other notices may only be displayed on the designated boards, subject to prior permission from Corporate Real Estate and Facilities (FCO) (also see Section 6, 'Politics at VU Amsterdam' below).

5. You may not drill in doors, columns, walls, or any part of the buildings, or use any kind of adhesives on these surfaces without the prior permission of the Facilities Helpdesk.

6. No unauthorised repairs or modifications may be made to the installations or fittings of any university buildings. Malfunctions should always be reported to the Facilities Helpdesk.

7. Cutlery and crockery belonging to the restaurants must be returned to the designated trolley or conveyor belt immediately after use.

8. Smoking is not allowed anywhere in the buildings or premises of the university. Smoking is permitted only outside the zone surrounding the grounds of the university. Anyone breaking this rule is liable to be penalised.

4. Use of outdoor spaces

1. Bicycles on the VU campus must be placed in the bike storage areas of the main building or the NU building, or the outdoor racks. Bicycles that are improperly parked may be removed. No recompense will be paid for bikes that have been removed.

2. For safety reasons, the riders of mopeds and motorcycles must switch off their engines before entering a vehicle storage area, and they may not start their engines while still indoors.

3. There is a dedicated outdoor storage space for mopeds and motorcycles. Vehicles that are improperly parked may be removed. No recompense will be paid for vehicles that have been removed.

4. A maximum speed limit of ten km/h applies throughout the VU Amsterdam campus.

5. Riding a skateboard, kick scooter or roller skates on the buildings' steps is strictly forbidden.

5. Use of indoor and outdoor spaces

1. No hazardous or flammable substances may be stored in any building or anywhere on the premises without the prior approval of the Facilities Helpdesk.
2. Waste should be separated by type and deposited in the designated containers in the refuse collection station.
3. In the event of an emergency, all instructions issued by the designated personnel must be strictly observed.

6. Political and religious activities at the university

1. Individuals and organisations affiliated to VU Amsterdam may organise political and religious activities on campus (also see Section 7), as long as such activities are in accordance with Dutch law. The Director of Corporate Real Estate and Facilities (FCO) must give prior permission for such activities. All agreements made between the organiser and the university must be honoured.

2. A prayer room is available for all students and staff.
3. Passers-by may not be approached in a way that may make them feel harassed.
4. Posters may be displayed in every building on the boards designated for that purpose. Permission is not required for this.

Posters may be removed if their content is not consistent with the university's rules of conduct, if it is unclear who is responsible for hanging the posters or if the posters are out-of-date.

7. Hiring spaces

1. External individuals and organisations may hire spaces in university buildings under certain conditions.

2. The university does **not** rent out rooms for:

- a. events of a political or religious nature without the aim of fostering debate or dialogue;
- b. party meetings, political or otherwise, exclusively serving party interests;
- c. meetings, the proceedings or discussions at which may be at odds with or disrupt teaching, research or operations at VU Amsterdam;
- d. meetings of a commercial organisation or for commercial purposes.

3. Additionally, no meetings are permitted involving:

- a. segregation based on gender (such as having separate areas for men and women in one room);
- b. the exclusion of participants on the basis of religion, sexual orientation, gender, race, nationality, or other characteristics;
- c. an unsafe situation which may endanger meeting participants or others who are present in the building.

In cases of doubt, an application committee will assess the request.

4. VU Amsterdam reserves the right to refuse to rent out space without giving reasons.

8. Photography, filming and video recordings

1. Permission from the Communication & Marketing department is needed for photography, filming, or video recordings for commercial ends on university property.

2. Students may not record lectures or seminars or other educational activity without the **prior** consent of the lecturer. Any such consent extends only to the student's own private use of the material in question. The material may **not** be provided to third parties, either for a fee or free of charge. Any student who nonetheless does so will be in breach of the lecturer's copyright.

3. If the lecturer gives consent, then those who may be photographed or filmed (in this case the lecturer and other students) must be offered the opportunity to opt out of being photographed or filmed.

4. A request will not be honoured if:

- a. the purpose or context of use of the recordings is contrary to the fundamental principles of the university;
- b. the recordings could disrupt teaching, research, or the operations of the university;

- c. the request is made by a commercial body with which the university has no interest in developing a relationship or with which it does not wish to be associated;
- d. the student requesting permission to record or film intends to be offensive, abusive or discriminatory.

9. Regulations on ICT Facilities for Students

1. The use of ICT facilities at VU Amsterdam is subject to the conditions of the Regulations on ICT Facilities for Students. See: [Reglement ICT-voorzieningen Studenten - v1.0 01sep2019.pdf \(vu.nl\)](#).
2. The use of Canvas or other network applications for commercial activities is prohibited. This includes recruiting students for tutoring organisations, regardless of their for-profit or non-profit status. Anyone violating this provision will be subject to a disciplinary measure.

10. Other activities

Activities not specifically mentioned above, but which have a similar effect on the university and members of the university community, are subject to the restrictions set out in this chapter.

10.2.2. Rules for students

1. Rules relating to teaching

1. Students must arrive on time for all teaching activities.
2. As a general rule, students may not leave the classroom or lecture hall prematurely.
3. Students are to speak only if spoken to by the lecturer.
4. Electronic devices for data processing or communication such as laptops and mobile phones must be switched off or muted during all teaching activities and in the library and in laboratories so that they do not disturb others. The use of such devices to make or receive calls during teaching activities and in the library and in laboratories is prohibited.
5. Wearing face-covering garments that hinder contact between staff and students or between students is not allowed in teaching and research settings. The university makes an exception in the case of face masks and other personal protective equipment that must be worn in accordance with measures imposed by the government.
6. All teaching materials are covered by copyright. Students may not make copies of teaching materials, exams or lecture notes other than for the purposes of their own individual studies. Teaching materials may not be distributed to others in any form whatsoever.

Intentional infringement of copyright is a criminal offence. In the event of any infringement, the Faculty Board will take appropriate measures.

C. Penalties

1. Any student who is disruptive or who acts in breach of these house rules may be liable to one or more of the following measures:
 - a. The student may be issued a *warning* by a lecturer or other staff member;
 - b. The student may be ejected from the *teaching/study facility* by a lecturer or other staff member.
 - c. The student may be *denied access* to the lectures or seminars of a specific lecturer at the lecturer's request or at the request of the Faculty Board;
 - d. The student may be given a *written reprimand* by the Faculty Board;
 - e. The student may be *denied access to the university campus for up to seven days* by the Faculty Board. The Executive Board will be informed of the measure and may decide to prolong it or extend its scope.
 - f. The student may be *ejected from the university for up to one year* by the Executive Board in the case of serious misconduct or repeated violation of the rules of conduct.

- g. The student may be *ejected from the university permanently* by the Executive Board in particularly serious cases of misconduct.
2. In the cases referred to in the first paragraph under c, d, and e, the student will be heard by or on behalf of the Faculty Board before a disciplinary measure is applied. In urgent cases, the hearing may take place after the disciplinary measure has been applied. In the cases referred to in the first paragraph under f and g, the student will be heard by or on behalf of the Executive Board prior to the ruling on the disciplinary measure. In urgent cases, the hearing may take place after the disciplinary measure has been applied. The severity of the disciplinary measure must be proportionate to the seriousness of the offence. Any repetition of the conduct may lead to more severe disciplinary measures, at the discretion of the Dean of the faculty or the Executive Board.
3. A student may lodge an objection against the decision in which the disciplinary measure is imposed within six weeks. The objection must be sent to the Executive Board. A student may lodge an appeal against a ruling on an objection within six weeks of the ruling. The appeal must be sent to the Higher Education Appeals Tribunal in The Hague.

3. Cheating and plagiarism

1. Definitions

1. Plagiarism is defined as using the texts of others without proper acknowledgment or source references. It is up to the examiner to assess whether a student is guilty of plagiarism. The examiner may use an electronic plagiarism scanner to this end. Plagiarism is a form of cheating.
2. Cheating is defined as an act or omission that prevents the examiner from accurately assessing the student's knowledge, ability and understanding. This may be the case, for example, if student A allows student B to copy their work (for example during an exam). Instances of cheating may be established either as they are being committed or at a later stage during or after assessment. The examiner will report all suspected instances of cheating to the Examination Board.
See the Rules and Regulations for the Board of Examiners for a detailed definition of cheating and plagiarism.

2. The procedure

1. An examiner who suspects cheating or plagiarism should submit evidence or indications of the cheating or plagiarism to the Examination Board. The examiner should prepare a report (where possible), indicating why they suspect the student of cheating or plagiarism. The Examination Board then calls the student to a hearing, stating the reasons. After the hearing, the Examination Board will determine whether any cheating or plagiarism has taken place and decide on whether any disciplinary measures are to be applied.
2. If a student is found guilty, then they may be excluded from taking one or more exams at the university (that is, not just in their own programme) for a period of up to one year. The measure applied following a first offence will generally only exclude the student from the next exam opportunity. No assessment will be given of the exam or assignment on which the student has cheated or committed plagiarism. Repetition of cheating or plagiarism may lead to the imposition of a more severe penalty.

In the event of a very serious form of cheating, the Examination Board may, after consultation with the Faculty Board, recommend to the Executive Board that the student's registration on the degree programme be permanently terminated. The Examination Board may set further rules on this matter.

4. Privacy

VU Amsterdam has Regulations on the Processing of Students' Personal Data. See the university's website (search term: 'practical information, regulations'), or inquire at the university's Administration Office or check on VUweb ('Services, overview of VU regulations').

5. Inappropriate conduct

The Executive Board has set down regulations relating to inappropriate conduct: the Code of Conduct for Inappropriate Conduct & Complaints Procedure. These regulations state, among other things, that students who experience sexual harassment, bullying, aggression, racism etc., may consult a confidential counsellor.

The confidential counsellors may be reached by email: vertrouwenspersonen-studenten@vu.nl, or by phone or by post.

See the university website for up-to-date contact information (www.vu.nl/vertrouwenspersonen). If you send an email to make an appointment, you do not have to include the reason for your request if you prefer not to.

6. Provisions regarding health, safety, and well-being

Each faculty may draw up, as it sees fit, its own rules and regulations regarding working conditions, sustainability, health, safety, and well-being.

These rules and regulations include the rights and obligations of students and external students.

Students' rights include the following:

- a. the right to information and training regarding potential hazards related to work or study;
- b. the right to information regarding safety precautions and protective equipment;
- c. the right to discuss health and safety risks with lecturers and managers;
- d. the right to interrupt work or study in the case of an acute risk arising from work or study;
- e. the right to report problems or abuses to lecturers, managers or to the Occupational Health, Safety and Environment coordinator.

Students' obligations include the following:

- a. the obligation to act with appropriate care when working and studying;
- b. to familiarise themselves with safety precautions relating to work and study;
- c. the duty to use available safety equipment properly and to wear or use the mandatory protective equipment;
- d. the duty to report unsafe or unhealthy work or study situations to the competent authority;
- e. the duty to follow instructions given by the competent authority/authorities.

11. Legal protection

11.1 The Disputes Desk

VU Amsterdam's Disputes Desk has a website where you can submit a complaint or find the procedure for lodging an objection or appeal. Search for 'complaints, objections, appeals' on the university's website.

Objections must be submitted in writing through the Administration Office, De Boelelaan 1105, 1081 HV Amsterdam.

Notices of appeal may also be submitted electronically (except for students of VUmc, ACTA, and AUC). See the Disputes Desk: <https://www.vu.nl/nl/over-de-vu/contact-routebeschrijving/adressen-en-telefoonnummers/geschillenloket/index.aspx>.

Complaints, objections and appeals may also be submitted directly to the relevant authority. Each faculty also has its own complaints desk. Forms are available on VUweb for submitting complaints electronically.

11.2 Complaints Student ombudsman

The VU ombudsman offers an accessible and safe setting to discuss a complaint.

Student ombudsman, VU Amsterdam

De Boelelaan 1105

1081 HV Amsterdam

Telephone: +31 (0)20 59 85313

WhatsApp +31627625636

Address for visitors: Mathematics and Physics Building (W&N), De Boelelaan 1081 Room S 246

Email: studentenombudsman@vu.nl

Include your telephone number in your message. You will then be invited for a meeting as soon as possible.

You can also make an appointment through the Central Student Services Desk.

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

11.3 Institute for Human Rights (the former Equal Treatment Commission)

If you feel that you have been (or are being) discriminated against, then you can contact the Institute for Human Rights in Utrecht (PO Box 16001, 3500 DA Utrecht, email: info@mensenrechten.nl). Issues dealt with by the Institute include discrimination based on gender, race, nationality, religious and other beliefs, sexual orientation, and disability or chronic illness. We recommend speaking with the ombudsman before contacting the Institute.

11.4 Objections and appeals

There are various situations in which you may obtain legal protection. The procedure depends on the type of ruling and the university body that issued it. The letter detailing the ruling should include information on where to lodge an objection or appeal, and the applicable deadlines. The period within which objections and appeals must be lodged is six weeks. You may also contact the Disputes Desk via the university website, at <https://vu.nl/nl/over-de-vu/meer-over/geschillenloket> (see 11.1).

11.5 Examination Appeals Board

Appeals may be lodged directly against a decision by an examiner or by an Examination Board; they should be submitted it to the Examination Appeals Board (Cobex). The address of the Examination Appeals Board is: Examination Appeals Board, Attn: Administration Office, De Boelelaan 1105, 1081 HV Amsterdam (cobex.bz@vu.nl).

11.6 Higher Education Appeals Tribunal

If you disagree with a ruling on an objection issued by the Executive Board or with a ruling by Examination Appeals Board, you may lodge an appeal within six weeks by contacting the Higher Education Appeals Tribunal at: PO Box 16137, 2500 BC The Hague. The tribunal's website has more information: www.cbho.nl. If you lodge an appeal, then you must also pay a registry charge of 50 euros.

11.7 Hardship clause

In some cases, a regulation may not cover a specific situation, or the application of the provisions of a regulation may have exceptional, unforeseen consequences ('disproportionate disadvantage or unfairness of a compelling nature') for the student affected by a decision based on the provisions. In such cases, the individual concerned may submit an appeal based on the Hardship clause, provided that the regulation in question offers this recourse.

12. Final provision

The Student Charter applies between 1 September 2022 and 1 September 2023.

Approval by University Student Council on 1-6-2022
Adopted by the Executive Board on 14-6-2022