

## **Regulations concerning the implementation of the Profile Fund Regulations**

These Implementation regulations serve as an implementation of the Student Financial Support Regulations, which are based on Section 7.51 to Section 7.51i of the Higher Education and Research Act.

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## A. GENERAL INFORMATION

### Article 1 Overview of deadlines

#### Sections 1 and 2

Section of regulations	applicant	application deadline	deadline payment request
<b>1. force majeure</b> (illness, special family circumstances)	student	<b>3 months</b> (max.) after event or circumstances becoming known	
	student		<b>15 January</b> after academic year in which event occurred
<b>2. Specific situations</b> (top talent, insufficiently attainable programme)	student	<b>3 months</b> (max.) after reporting a delay in studies	
	student		<b>15 January</b> after academic year in which situation occurred

#### Section 3

Section of regulations	applicant	application deadline	deadline payment request
<b>3. Administrative grants and attendance fees</b> institutional bodies (FSC member, FB observer, member programme board, programme committee)	student		<b>31 October</b> after academic year in which student held the position
Administrative grants USC	student		<b>30 September:</b> submission details for payment of administrative grants in five portions
Attendance fee USC and <i>Provisions for Additional Support Fulltime Boardmembers</i>	student		<b>31 October</b> (max.) after academic year in which student held the position

#### Section 4

Section of regulations	applicant	application deadline	deadline payment request
Recognition of student organizations (associations, foundations)	Board organization	30 April	
Administrative grants student organizations and <i>Provisions for</i>	Board organization		Submit payment request between <b>1 September</b> and <b>31 October</b> ,

<i>Additional Support Fulltime Boardmembers</i> (associations, foundations)			regardless of start and end of administrative period
Project subsidies ex. article 5 (2)	Board of the organization	At least two months before the event	Depending on request type

## Article 2 Address for requests

Requests must be submitted by using the relevant digital form, which can be found on VU-net. Students without access to this network can use the forms to be found on the website [www.vu.nl](http://www.vu.nl). Exchange of information in the context of sections 1 and 2 of the regulations then proceeds in principle through TOPdesk. Requests in the context of sections 3 and 4 proceed by email: [profileringsfonds.dsz@vu.nl](mailto:profileringsfonds.dsz@vu.nl).

All other correspondence about the Student Financial Support Fund regulations must be addressed to: Executive Board, attn. Director of Student & Educational Affairs, De Boelelaan 1105, 1081 HV Amsterdam, stating Student Financial Support Fund.

## Article 3 Address for submitting a notice of objection

A student or the board of the relevant organization may lodge an objection against a decision within six weeks of the announcement of the decision with the Executive Board, BJZ, De Boelelaan 1105, 1081 HV Amsterdam, stating Student Financial Support Fund. For the time being, an objection can only be submitted in writing. See the procedure 'VUnet; Disputes desk'.

## Article 4 General provisions

1. The student or the board of the relevant organization is notified of the way the request will be dealt with. If this notification is not received within fourteen days, then the student or board may inquire about its status by email.
2. If the documents substantiating the request are not in Dutch or English, the student will append a certified translation in Dutch or English.
3. Any requests received after the date referred to in Article 1 are not taken into consideration unless the applicant can provide evidence that a request was not made due to force majeure.
4. If the request for payment is incomplete, the applicant is given a reasonable time period to supplement the request. If the request has not been supplemented within this time period, it will be rejected without consideration. The applicant will be notified. As long as the application period has not yet lapsed, the applicant may submit a new request.
5. The maximum number of units for which a student may be awarded reimbursement is 6 per academic year. The maximum number of units to be awarded for the entire Bachelor's phase is 18 (3 x 6). The maximum number of units to be awarded for the Master's phase is 6 units (for a one-year Master's programme) to no more than 18 units (for a three-year Master's programme).
6. If a student switches to another Master's programme, the prescribed duration of the programme the student is taking at the time of the last report will be the guiding principle. Any money awarded before the switch is deducted from the money still to be awarded.
7. Proof of payment of tuition fees to another university or university of applied sciences is not sufficient to demonstrate that tuition fees have been paid to VU Amsterdam. Any applicable exception is stated in these Implementation regulations.

## **B. DOCUMENTS TO BE SUBMITTED AND PROCEDURE**

### **Article 1    Section I** (force majeure)

#### **1.        Information to be submitted**

In the event of a delay in studies due to force majeure, students must notify the academic advisor of their programme immediately, but at least within three months after the occurrence of the circumstance in question, in order to discuss measures to be taken to avoid all possible delay in studies. Notifying an employee other than the programme's academic advisor does not constitute making a claim.

Students must include at least the following information with the request for payment:

- a.        the date on which the academic advisor was notified and the reason for notification. When the circumstance causing the delay in studies began. If applicable, students must indicate when the circumstance was concluded.
- b.        the advice given by the academic advisor, for example in the form of a study plan (if applicable: study plans) to prevent any further delay in studies.
- c.        a summary of the results in the academic year in which the special circumstance occurred, indicating the dates on which the person in question passed or failed examinations, or did not sit them at all.
- d.        a statement from the attending physician, therapist or midwife, indicating during which period the circumstances occurred or
- e.        if the application concerns special family circumstances: if possible written documents supporting the special family circumstances.
- f.        the student's own explanation of the course of the delay in studies (through the digital form).

#### **2.        Procedure**

The procedure regarding the circumstances referred to in section I of the Student Financial Support Fund regulations is as follows:

1.        notifying the academic advisor within three months of the circumstances resulting in, or expected to result in, a delay in studies, or the delay itself. Further supervision is also conducted by the academic advisor. If necessary, the academic advisor will refer the student to the student counsellor for help with submitting a request.
2.        Students must hand in their request and accompanying file with the Student Financial Support Fund Committee no later than 15 January
3.        and request the Student Financial Support Fund Committee to pay the number of established months of study delay. Payment takes place after the end of each academic year.

## **Article 2    Section II** (specific situations)

### **1.        Information to be submitted**

#### *1a. Documents to be submitted by student for non-attainable courses*

This concerns a delay in studies caused because the programme cannot offer associated degree programmes through no fault or action of the student and because the student cannot terminate his registration in the interim.

Documents to be submitted:

1. a statement from the Faculty Board, through the intervention of the academic advisor, indicating how long the delay in studies is and
2. a study planning approved by the academic advisor
3. the student's own explanatory notes (on the form)
4. summary of credits earned

Remarks:

1. Student & Educational Affairs charges the amount paid to the faculty in question.
2. A waiting period of no more than three months before a medical student may start on the first or subsequent housemanship (internship in the Master's programme) does not result in financial support.

#### *1b. Documents to be submitted by student for a non-subsidized Master's programme*

This concerns a Master's programme of more than 60 credits that is not or only partly funded by the government.

To be submitted: a statement from the Faculty Board, through the intervention of the academic advisor, indicating the prescribed duration of the programme.

#### *1c. Documents to be submitted for top-level athletes and top talents in a cultural field*

Students must submit the following pieces of evidence supporting their request:

- a. written acknowledgement by the Facilities Commission as a talented top student in the field of sports or culture,
- b. proof of national or international performance,
- c. a study planning for the academic year for which the request is submitted,
- d. a summary of the results in the academic year in which the special circumstance occurred, indicating the dates on which the person in question passed or failed examinations, or did not sit them at all.
- e. the student's own explanation of the course of the delay in studies (through the digital form).

### **2.        Procedure**

The procedure regarding the circumstances referred to in section II of the Student Financial Support Fund regulations is as follows:

1. notifying the academic advisor within three months of the circumstances resulting in, or expected to result in, a delay in studies, or the delay itself. Further supervision is also conducted by the academic advisor. If necessary, the academic advisor will refer the student to the student counsellor for help with submitting a request.
2. Students must hand in their request and accompanying file with the Profile Fund Committee no later than 15 January following the year the circumstances were reported,

3. and request the Student Financial Support Fund Committee to pay the number of established months of study delay. Payment takes place after the end of each academic year.

### **Article 3 Section III** (participatory and advisory bodies)

#### **1. Procedure**

##### **A. At the start of term of office: administrative grants USC**

1. Members of the USC should hand in their details using the form no later than 30 September so that the administrative grant can be paid out in five terms;
2. the credential letter confirming their election.

##### **B. At the end of academic year: administrative grants and attendance fees**

1. The **student** will submit the form for the request for payment of the administrative grant (not applicable to USC members) and attendance fees no later than 31 October.
2. The **student** will also submit his credential letter or letter of appointment (applies to FSC members, FB observers, student members of the Programme Board and members of the Programme Committee, but not to USC members).
3. The Programme Committee requests the clerk or secretary (for USC and Joint Assembly) or the chairperson of the Faculty Board (in all other cases but not for members of the Programme Committee) to provide an overview of the number of meetings held by the relevant body and to indicate how many of these meetings the applicant attended. The clerk or secretary may suffice with drafting one document for all members of the relevant body collectively.
4. Attending 80/80% of the total number of meetings results in payment of 100% of the attendance fees to be awarded (this provision does not apply to members of the Programme Committee).

##### **C. At the end of academic year: administrative grants for observers of the Faculty Board**

1. Observers must submit the application form for an administrative grant no later than 31 October.
2. The observer's letter of appointment must be submitted along with the application.
3. The Student Financial Support Fund Committee will request the Faculty Board to provide a brief statement declaring that the observer has performed satisfactorily. Satisfactory performance is related to attendance at Faculty Board meetings and input.

### **Article 4 Section IV** (student organizations)

#### **1. Documents to be submitted**

The board of a student organization includes the following documents with the request for payment:

- a. name and bank account number of the organization
- b. an extract from the Chamber of Commerce indicating the board composition
- c. annual report and annual account: in any event specifying budget expenditure, the number of members and the proceeds from contributions

- d. in the case of a joint association (VU Amsterdam - University of Amsterdam) proof that the board member registered as a student at the University of Amsterdam paid tuition fees to the University of Amsterdam in the relevant academic year.

**2. Procedure**

1. A recognized student organization must submit a request for payment of the administrative budget between **1 September and 31 October** regardless of the start and end of the administrative term customary for that organization.
2. Holding funds from the board budget in reserve is not permitted. Money not spent in the academic year is deducted from the subsequent grant.

**3. Procedure for recognition**

1. See Section IV of the Student Financial Support Fund Regulations.
2. The number of members that the association has on 1 January is checked by Student Admissions. This check takes precedence.

**4. One-off financial support for non-recognized organizations**

1. An organization not entitled to regular payments from the Student Financial Support Fund may request the Executive Board for a one-off contribution for support with the following:
  - a. Setting up a legal entity
  - b. Organizing an event
2. Conditions for the award of a one-off contribution for an event are:
  - a. The event is clearly related to the Amsterdam student community;
  - b. The event is of a non-recurring nature;
  - c. The organization substantiates the size of the requested amount;
  - d. The organization gives its contact person's name and contact details to the Student Financial Support Fund Committee;
  - e. The request for support is submitted no later than two months before the event is to take place.;
  - f. VU Amsterdam is mentioned as sponsor for the event in PR activities. The logo of VU Amsterdam, however, may not be used;
  - g. The one-off contribution is not granted if documents or activities show that the requesting organization does not respect the Dutch legal system. If an organization which was granted a one-off contribution, turns out not to respect the Dutch legal system, the contribution may be withheld or subsequently reclaimed.
3. The maximum contribution per organization per year is EUR 1500.
4. Any financial contribution granted or not granted is not subject to debate.
5. The Executive Board may decide to support financially the same event organized more than once if the event's publicity value is significant.

## **C. GENERAL PROVISIONS**

### **Article 1 Student Financial Support Fund Committee**

Requests regarding the Student Financial Support Fund Regulations are formally addressed to the Executive Board. Before a decision is reached, the so-called Student Financial Support Fund Committee ('Committee') issues an advice. The Committee issues its advice to the legal representative of the Executive Board: the director of the Department of Student Services.

**Article 2            Composition of Student Financial Support Fund Committee**

- a. the Committee comprises:
  1. a member of the academic staff
  2. an academic advisor
  3. a Director of Education or a portfolio holder for teaching.The members under 1 and 3 belong to different faculties.
- b. If the request concerns recognition for a student organization, the Committee is extended with two student representatives from or on behalf of the USC.
- c. the Executive Board appoints members and alternate members on the nomination of the director of Student & Educational Affairs.
- d. Members drawn from the staff are appointed for three years. They may be reappointed. Members drawn from the students are appointed for one year. They may be reappointed once.
- e. On request, the Committee is advised by an academic advisor.
- f. Members drawn from the staff choose a chairperson from among their number.
- g. The Committee is supported by an administrative secretary.
- h. At the start of the academic year, the Committee publishes its meeting schedule on VUnet of VU Amsterdam (Students).

**Article 3            Decision-making procedure**

1. The Committee is tasked with issuing advice to the Executive Board's legal representative (director of Student & Educational Affairs) about a request for financial support and about recognition of legal entities.
2. On behalf of the Committee, the chairperson and the administrative secretary jointly may advise the Executive Board's legal representative on a request that does not give rise to differences in interpretations.
3. The student is informed by the Executive Board's representative of the decision on a request within ten weeks after submission of the complete file.
4. The applicant is notified of the decision in writing. The decision indicates that an objection can be lodged with the Executive Board within six weeks.
5. The following decisions are possible:
  - financial support is granted;
  - the application is not accepted because it was not submitted in time or because the incomplete application was not supplemented within the time set;
  - the application is rejected.

**D. GRANTS AWARDED FROM THE STUDENT FINANCIAL SUPPORT FUND**

See Appendix 1.D

**E. PROVISIONS FOR ADDITIONAL SUPPORT**



**Article 1 Procedure**

1. Members of the employee participation council at central level (USC) or members of the board student organization performing full-time or almost full-time activities, may be eligible, once only and for the period of no more than one academic year, for a provision for additional support if the conditions set down by the Executive Board have been met.
2. The member of the USC or the board member of a student organization must be registered at VU Amsterdam as a full-time student and have paid tuition fees to VU Amsterdam.
3. The two members of the USC Executive Committee and no more than three committee coordinators are eligible for additional support.
4. No more than eight board members of a student organization are eligible for additional support, if:
  - the student organization has more than 1000 members from VU Amsterdam, and
  - the student organization has at least 200 members from VU Amsterdam per board member.

*VU Amsterdam members only constitute those student members registered at VU Amsterdam from 1 January of the academic year in which the board members of the organization are eligible for the Provisions for additional support.*
5. The Executive Board establishes the following at least once every three years:
  - which boards and how many board members of a student organization are eligible for additional support on the basis of the criteria in these regulations.
  - The amount of the compensation.
6. The amount of the compensation is included in the grants overview.
7. Student Associations of a certain size just under 1000 VU Amsterdam members may also apply in order to be eligible for the regulation.) They must prove that their administrative work is full-time. The application must be supported by the relevant Faculty Board.
8. If during the academic year, a member of a participation council at central level (USC) or a board member of a student organization ends his registration or his activities as member of the USC or as board member of a student organization, he is only entitled to a proportional share of the compensation.
9. Grants awarded from the Student Financial Support Fund USC Executive committee member/committee coordinator €1,600. Board member student organization €1,600. The amount of the compensation is based on the assumption that students would be able to study for 20% on average besides their administrative position. For the years 2017-2018, 2018-2019 and 2019-2020, the compensation has been established at €1,600 for each board member, which is roughly 80% of the tuition fees. Every three years this assumption is reassessed for accuracy and in determining the compensation, the height of current tuition fees is reflected in the amount of compensation.
10. Deadline payment request: no later than 31 October of the calendar year, regardless of the moment when the committee year ends.