

# Student Charter 2019-2020

## **Student Charter 2019-2020**

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**Relevant regulations**

You will find translations of many relevant regulations on the university website (search on 'regulations'). You will find all regulations by looking for 'Regulations'. Services, .

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

1. Application and Registration Regulations 2018-2019
2. VU policy plan for students with disabilities
3. Code of conduct for Languages
4. Regulations for Issuing Degree Certificates
5. Student Participation Regulations
6. Code of conduct for the use of computers and network
7. Objection procedure (VUnet only)
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## 1. General provisions

### 1.1 Definition of terms

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.
- Academic and Examination Regulations: regulations that provide complete and clear information about a programme or group of programmes.

#### Common abbreviations used 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
CSB	Student Counselling Service, part of Student & Educational Affairs
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: ECTS)
FB	Faculty Board
FSR	Faculty Student Council
GV	Joint Assembly of Staff Council and University Student Council, or (at the faculty level) the Faculty Staff Council and the Faculty Student Council.
HBO	Higher Professional Education
NVAO	Accreditation Organisation of the Netherlands and Flanders
ODC	Staff Council in a faculty or service
OCW	Ministry of Education, Culture and Science
OER	Academic and Examination Regulations (to be found on the faculty website)
OLC	Programme Committee
OR	Staff Council
RvT	Supervisory Board
SOZ	Student & Educational Affairs
USR	University Student Council
VU	Vrije Universiteit Amsterdam
VUnet	VU Student Portal (for registering for courses, grades, schedules, Canvas communications)
VWO	Pre-university education
WHW	The Higher Education and Research Act ( <i>Wet op Hoger onderwijs en Wetenschappelijk onderzoek</i> )
WO	Scientific education
WSF 2000	Student Finance Act 2000

## 1.2 Adoption and publication

Every institute of higher education is required to publish a Student Charter in accordance with Section 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 provisions of legislation.

The Student Charter consists of two parts.

- the university-wide part that you are now reading is intended for all students.
  - the programme-specific part, which is intended for students of a particular programme, and which is commonly referred to as a study guide. The programme-specific part contains the Academic and Examination Regulations and a description of the structure of the programme as well as the facilities. Furthermore, it covers additional procedures that are in place to protect students, including the faculty complaints desk.
- The Student Charter is distributed to all students who enrol or re-enrol at Vrije Universiteit 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 it makes these amendments known to students registered in the upper years. The Executive Board will publish any significant interim amendments on the university's website and on VUnet. Lecturers and others may consult the Student Charter on the university website. Once the University Student Council is satisfied that the Student Charter is up-to-date and complete, this body gives its consent, whereupon the Student Charter is adopted by the Executive Board. Where applicable, the contents of the separate regulations mentioned in this Student Charter have previously been submitted to the University Student Council for that body's consent.

## 1.3 Contents and validity

The Student Charter sets out the rights and obligations of students on the one hand, and the rights and obligations of Vrije Universiteit Amsterdam on the other, 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 legal stipulations will prevail.

This Student Charter has been prepared for the 2019-2020 academic year.

Should you fail to find the answers to your questions in this Student Charter, then you can contact:

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

AUC students have their own Student Charter (Student Handbook AUC).

## 2. Admission to the programme

1. admission
2. teacher training programme
3. placement and limited enrolment

### 2.1 Admission

You must meet all statutory conditions for admission when first registering for a Bachelor's or Master's programme. For information, see the Application and Registration Regulations.

#### 2.1.1 Bachelor's programme

A specific pre-university (i.e. VWO) secondary-school profile is required for admission to a Bachelor's programme in many cases. Applicants with an 'inadequate' profile may still be admitted to the programme if they are able to meet the additional requirement(s) prior to the start of the academic year.

A first-year certificate from a university of applied sciences (HBO institution) does not necessarily provide admission to a university Bachelor's programme in all cases. See the programme's Academic and Examination Regulations (OER) for more specific information.

Applications for the first year of a Bachelor's programme must be submitted prior to 1 May. However, applications for programmes that are subject to limited enrolment (including Medicine and Dentistry, among others) must be submitted prior to 15 January.

Also see next Section, *Foreign prior education*, for these programmes.

#### *Foreign prior education*

The following information is important if your prior education took place outside of the Netherlands. If you are from a European region country (and are eligible for admission to a university there, then you may also be admitted to a university in the Netherlands, unless the Executive Board determines that there is a significant difference between the admission requirements in your home country and the admission requirements in the Netherlands.

Moreover, you must demonstrate sufficient proficiency in the Dutch or English language, depending on your intended programme's language of tuition, such that you will be able to complete your courses and take your exams in Dutch or English with a reasonable chance of success.

The Academic and Examination Regulations may stipulate additional requirements for admission.

#### 2.1.2 Master's programme

Students who have earned a Bachelor's degree from VU Amsterdam may apply and enrol for a Master's programme by 31 August at the latest. However, it is recommended to complete the application and enrolment procedure at an earlier date so that any errors can be rectified in a timely manner.

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 the programme's Academic and Examination Regulations for specifics. 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 the Bachelor's programme in addition to meeting the admission requirements for the Master's programme and the language requirements.

### *2.1.3 Language requirement for English-taught programmes*

Applicants for an English-taught programme must demonstrate that they are highly proficient in the English language. They may demonstrate their proficiency by taking a test. The minimum scores are detailed in the Application and Registration Regulations of the relevant Academic and Examination Regulations.

## **2.2 Teacher training programme**

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 high school teacher in the lower years, depending on the specific type of school (HAVO, VWO, VMBO-tl).

It is also possible to obtain this qualification following completion of various Bachelor's programmes by taking the education module.

See the Teaching Regulation for the education minor on the website for more detailed information on admissions.

Registration must take place no later than 1 May. Use the registration form on the website.

### *Master's*

To be admitted to the one-year Master's teaching qualification programme for pre-university education, 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-years Master's programme immediately following completion of your Bachelor's degree.

See the Academic and Examination Regulations for the teacher training programme on the website for more detailed information on admissions.

Registration must take place no later than 1 May on Studielink and VU.net.

## **2.3 Limited enrolment**

### *Bachelor's*

If there are more applicants for a Bachelor's programme than there are places for them, then the Ministry of Education may put limits on enrolment. 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, the applicant must submit the application for admission by 15 January. The programme will publish the admission requirements well in advance.

This may involve an average grade on the final exam, voluntary activities related to the programme or passing various tests.

Applicant will be apprised of their ranking in the selection on 15 April.

Once they have passed their secondary-school final exam, programme enrolment will be open to those starting with the lowest ranking numbers.

See the relevant faculty's website for further details.

*Master's*

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

### **3. Registration and tuition / exam fees**

- 1. registration and enrolment**
- 2. general rights and obligations regarding registration as a student or external student**
- 3. termination of registration**
- 4. tuition fees and examination fees**
- 5. legal protection in registration decisions**

#### **3.1 Registration and enrolment**

You will only be registered following application or re-registration via [www.vu.studielink.nl](http://www.vu.studielink.nl) if you have met the requirements for admission and once you have paid the tuition fees (see Section 3.4) (See Application and Registration Regulations).

You must register for the first year of a programme prior to 1 May. You will 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 successive years is 31 August.

You must apply for admission to Master's programmes prior to 1 June, unless you have obtained your Bachelor's degree at Vrije Universiteit 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, the hardship clause does allow for registration later than 31 August in the case of extenuating circumstances. See the Application and Registration Regulations for information on this topic.

You may register as a regular student or as an external student. Rights and obligations differ for each type of registration. A regular student has all rights (and obligations), whereas an external student may only take exams and is 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 students or exams-only (external) students**

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

Registration as a student entails the following rights:

- a. participation in the programme's educational components and in educational activities throughout the university, subject to the stipulations of requirements for prior education, or if the Executive Board limits participation for organizational reasons or due to capacity constraints. The Academic and Examination Regulations will indicate whether a participation restriction is in place.
- b. taking examinations in the programme in which you are registered (see the Academic and Examination Regulations of the programme in question). You must secure special permission to take exams that are not part of your own programme. See the registration module on VUnet for details. There are no conditions attached to participation in coursework and exams that are part of your programme's approved extracurricular range. You must secure permission from the relevant faculty for other courses and exams by submitting a request through VUnet. See VUnet > Services > Courses and Exams

- c. access to university premises, unless the Executive Board decides that the nature of the activities or the interests of education or research form a compelling reason to restrict such access;
- d. use of educational facilities 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 disability (such as dyslexia), chronic illness and for high-level athletes, cultural top talents and members of participation bodies, insofar as provided for in the program (see the relevant programme's Academic and Examination Regulations, as well as the VU policy plan for students with a disability and the Facilities Regulation<sup>1</sup>);
- 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 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.

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 peril. The risk can be mitigated if the student forwards emails from the university to their own private email address.
- b. proper conduct in the buildings and on the grounds of the university, in accordance with the Executive Board's rules of conduct (see Section 10);
- c. observance of the rules set by or on behalf of the Executive Board to promote safe and healthy working conditions;
- d. cognizance of rules and regulations set forth in the Student Charter and its Annexes, as well as due observance of the obligations arising from them;
- e. presence at educational activities as required by the programme and as indicated in the study guide (e.g. participation in practicals);
- f. in order to make use of the Student Financial Support Fund: notify the academic advisor within three months should circumstances arise such as illness or a family emergency that could result in a study delay. These circumstances also include disability and chronic illness (see for all conditions 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. observing registration deadlines for educational activities and exams.

Registration as an external student confers the following rights:

- a. taking programme tests and examinations;
- c. access to university premises and collections (such as the library), unless the Executive Board decides that the nature or interests of education or research form a compelling reason to restrict such access.

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

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<sup>1</sup>The Facilities Regulation is in place for students who, alongside their studies, are members of the University Student Council, the Faculty Student Council, or for elite athletes and those exercising exceptional talents in a cultural field. They may submit a request to the Executive Board for permission to deviate from specific teaching requirements or examination dates. See the regulation for more detailed information.

- own peril; The risk can be mitigated if the student forwards emails from the university to their own private email address; checking email sent by the university to the external student's university email account in a timely fashion. Failure to do so is at the external student's own peril;
- b. proper conduct in the buildings and on the grounds of the university, in accordance with the Executive Board's rules of conduct (see Section 10);
  - c. observance of the rules set by or on behalf of the Executive Board to promote safe and healthy working conditions;
  - d. cognizance of rules and regulations set forth in the Student Charter and its Annexes, as well as due observance of the obligations arising from them;
  - e. registration for tests and exams prior to 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 the university (via the Study and Student Administration). Please note: the student may not then re-register in the same academic year.

If the student terminates their enrolment during the academic year or graduates during the academic year, then they will be entitled to a refund of a proportion of the 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 12 of the Application and Registration Regulations 2019-2020.

Termination of registration is not possible if you have received a proof of payment of tuition fees (BBC) (for 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 case of interim termination of registration.

#### By the Executive Board

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

1. if the tuition fees cannot be collected (e.g. because of insufficient funds in the account for which an irrevocable direct debit authorization 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 recovery.
2. on the advice of the Examination Board or the Faculty Board and under careful consideration of the interests of the student and Vrije Universiteit Amsterdam, in the case that a student's actions, conduct or statements reveal an incapacity to practice one or more of the professions for which the programme is intended to train students (specifically: if the student exhibits aggressive and/or threatening behaviour).
3. on the advice of the Examination Board and with the mediation of the Faculty Board, if the student in question has engaged in very serious academic misconduct or cheating.
4. on the recommendation of the Faculty Board in the case of serious misconduct with respect to employees or other students of VU University Amsterdam.
5. at the request of the faculty board if the student's actions are a serious violation of the Code of Conduct as referred to in Section 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.

Should point 1 apply, then re-registration in the new academic year will only be possible if the student in question has paid all fees owed along with any damages, if applicable. The Executive Board may rule against the possibility of re-registration in other cases.

### 3.4 Tuition fees and other contributions

Those who register as regular students must pay tuition fees. Tuition fees can be paid in a lump sum or in instalments. An official receipt for payment of tuition fees is also sufficient for 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. The Executive Board sets the institutional tuition fee annually and publishes it in the Registration and Enrolment Regulations. Those who register as external students must pay exam fees.

The institution may not require any other financial contribution from students for enrolment. 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 required by 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 reserved for students who meet the following conditions:

- 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);
- have not earned a Bachelor's or Master's degree (or equivalent) in the Netherlands after 1991.

If the student does not meet the conditions that apply to the statutory tuition fees, he will pay the higher institutional tuition fees.

Please note:

the higher institutional tuition fees do not apply to students studying for a second degree in the fields of medicine or education (with the proviso that their first degree was not in one of these fields).

The statutory tuition fees always apply to students whose tuition is paid by the Refugee Student Foundation UAF.

Pre-Master's students pay a fee for their course that is derived from the statutory tuition fee, but this amount and the rules that apply to it are governed by the Higher Education and Research Act.

#### **External student**

Please note that external students have very limited rights. They may not take classes, write a thesis or attend practicals. External students are not eligible for a refund 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 criminal court may impose a fine if the individual in question made unauthorized use of educational or examination facilities.

### 3.5 Legal protection in registration decisions

A student 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. Address: Executive Board, Administration Office, De Boelelaan 1105, 1081 HV Amsterdam, the Netherlands. See: <https://www.vu.nl/nl/over-de-vu/contact-routebeschrijving/adressen-en-telefoonnummers/geschillenloket/index.aspx>.

A student may lodge an appeal to a ruling on an objection with the Higher Education Appeals Tribunal in The Hague (see Section 11 of the Student Charter). The deadline for lodging an appeal is six weeks. A filing fee (€47.00) must be paid in the case of an appeal. If the Tribunal rules in favour of the student, then the filing fee will be reimbursed.

## 4 Degree programmes

1. **Structure of programmes and language of tuition**
2. **Educational quality**
  - a. Feasible programme
  - b. Uniform study load
  - c. Study advice
  - d. Adapted education
  - e. Academic progress monitoring
3. **Programme Committees**

### 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 programme structure is indicated in the Academic and Examination Regulations (OER).

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

- a. a programme devoted to a foreign language;
- b. a guest lecture by a lecturer whose mother tongue does not correspond to the language of tuition;
- c. if the specific nature, structure or quality of the programme or the students' national origin necessitates using a foreign language; the institutional board has adopted a code of conduct to this end (Code of Conduct for Languages).

Some Bachelor's programmes are taught entirely in English, subject to the provisions of the Code of Conduct for language.

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

### 4.2 Educational quality

The quality of education at Vrije Universiteit 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 assurance procedures for their programmes. This assessment is known as the Institutional Quality Assurance Audit. The NVAO has assessed Vrije Universiteit Amsterdam, and the university has met or surpassed the audit criteria.

In addition, all programmes undergo an accreditation audit by a panel of independent experts every six years. These accreditation audits are generally conducted among similar programmes nationwide. The panels of independent experts also include students. If a panel approves a programme, then its accreditation will be extended by six years. The accreditation reports are public and can be consulted on the NVAO website (<http://www.nvao.net/>). The date of the programme's accreditation is mentioned on degree certificates (diplomas) issued by the Examination Board.

## 2. Institution (Executive Board and lecturers)

Good educational quality does not just come falling out of the sky. The Executive Board has defined standards for the quality of education in the Educational Quality Handbook. This Handbook covers all aspects of education, such as the structure of teaching activities, guidelines for contact hours, study advice, 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 opinions on the quality of the education they receive. To this end, the Faculty Board organizes educational evaluations. The individual Programme Committees (see Section 4.3) receive the evaluation results from the Faculty Board in principle at the conclusion of the relevant period of instruction. Evaluation results may be used to adapt educational policy at the university. Please contact the relevant Programme Committee if you would like more information about these evaluations.

### *4.2.a. Feasible programme*

The Programme Committee assesses the implementation of the Academic and Examination Regulations (OER) annually and reports on its findings to the Faculty Board. Among other aspects, the assessment covers the time investment required of students with an eye to monitoring the overall study load and to making adjustments as necessary.

Prior to the start of the academic year, the Faculty Board publishes the curriculum (including international aspects, specializations and teaching methods) along with the Academic and Examination Regulations. This will give you a clear idea of the content and structure of the teaching programme and the related examinations.

You should be able to progress through your studies at a reasonable pace while adhering to the norm of 60 credits per academic year, putting you on course to complete your degree 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 Academic and Examination Regulations. The Faculty Board is responsible for securing enough work placements for students on the programme. Students may take the initiative for securing a work placement themselves in consultation with the work placement coordinator.

Should reasonable progress through the programme prove 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.

1. You can terminate your registration and receive a refund of a portion of your tuition fees for the remaining months of the academic year, depending on eligibility. You should speak with your academic advisor if you are considering this option.
2. You may be eligible for financial support if you encounter a delay in your studies due to an infeasible programme. The underlying reason must be that curriculum components (work placement, internships etc.) preclude regular coursework for an extended period (three months or more). The Faculty Board must provide you with a statement to this end, which you must submit along with your application to the Profile Fund. Other requirements also apply. Please see the Profile Fund Regulations.

### *4.2.b. Uniform study load*

Study load is expressed in terms of credits, in accordance with the European Credit Transfer System (ECTS). The study load for one academic year is 60 credits. One credit represents 28 hours of study. A Bachelor's program 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, 120 credits. Some Master's programmes (e.g. medicine) comprise 180 credits.

The Academic and Examination Regulations detail the study load of the entire programme and of the individual courses and other components.

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

#### *4.2.c. Study support*

The Faculty Board is responsible for providing study support during the various phases of the programme. Examples include the Bachelor's and Master's programmes, graduation and international exchanges. The Academic and Examination Regulations govern the monitoring of study support and study progress. This also includes the binding recommendation on continuation of studies that is issued in the first year of all Bachelor's programmes.

You can check your study progress yourself during the academic year by consulting your grades and credits regularly in VUnet.

Students can apply for specific guidance from an academic advisor, who may provide a referral to a student counsellor or student psychologist if necessary (Student Services, Student & Educational Affairs/Student Counselling Service).

The academic advisor is the first point of contact for questions and problems at the faculty level. The academic advisor'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 advisor maintains contact with the central and faculty offices, and can refer students to other advisors and counsellors as necessary. Please note: reports of study delays that may justify **financial support** must be submitted to the academic advisor within three months after the advent of the extenuating circumstances (see Profile Fund Regulations).

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

Adaptations are available for students with dyslexia, a disability or a (chronic) illness. This also applies to practicals and required excursions that a student may otherwise not be able to participate in due to a disability. The programme's final attainment levels may not be adjusted, however. 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). Adaptions may not entail a disproportionate burden on the university (see the Equal Treatment of Disabled and Chronically Ill People Act).

#### *Academic advisor*

The academic advisor should be consulted regarding questions or recommendations for educational adaptations. The academic advisor can also provide assistance in arranging special facilities for exams, and can provide you with information on postponement of the recommendation on continuation of studies. Always provide the academic advisor with proper documentation such as a medical certificate or official proof of dyslexia.

#### *Studying with a disability*

Students with a disability who need special provisions should see their academic advisor, who will provide a referral to the student counsellor or the Studying with a Disabilities Team. Most 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 advisor 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, then please see the Study Guide for the proper procedure.

#### *Student General Counselling Service*

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

The CSB Disability Team is available for students with autism, ADD or ADHD. For more information, please go to: [functiebeperking.soz@vu.nl](mailto:functiebeperking.soz@vu.nl)

#### *Study delay*

Please note: if you are experiencing a delay in your studies or if you are likely to experience such a delay due to illness or extenuating circumstance, then you must contact your academic advisor **within three months** of the advent of your illness or extenuating circumstance. Reporting the circumstances of your study delay to a academic advisor is one of the conditions that you must meet in order to be eligible for financial support. If your study delay has **exceeded three months** you should still get in touch with your academic advisor. Always get in touch with your programme's academic advisor to draw up a workable study plan.

If you have a chronic illness, it is very important that you liaise with a academic advisor on an annual basis to discuss any delays in your studies, for you will otherwise lose your entitlements. Also see the Profile Fund Regulations.

#### *4.2.e. Academic progress monitoring*

You can use VUnet to keep track of your study progress throughout the academic year. You should log in to check your study progress from time to time, to see if your transcript contains any errors and to see if a grade is missing. The faculty does not issue paper reports of your study progress. Should you suspect that something is amiss, contact the Central Student Services Desk as soon as possible. On behalf of the Executive Board, the Faculty Board issues a recommendation on continuation of studies to all first-year Bachelor's students at the end of the academic year. A negative recommendation ('BSA') boils down to expulsion, and the student must leave the programme. The recommendation is based on the student's study progress.

You have an individual responsibility for keeping track of your study progress and for taking action should you be facing a delay.

### **4.3 Programme Committees**

A Programme Committee is convened for each 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 of the Programme committee is composed of students on the programme(s) in question. Lecturers make up the rest of the committee. The Faculty Regulations govern the method for appointing Programme Committee members and the committee's composition.

The Programme Committee is a consultation body that is tasked with promoting and safeguarding the quality of the degree programme.

It also has a right of consent regarding some topics in the Academic and Examination Regulations. See Article 7.3.

The Committee is entitled to advise on other topics in the Academic and Examination Regulations.

Other duties of the Programme Committee:

- a. annual evaluation of the implementation of the Academic and Examination Regulation, for example by consulting teaching evaluation reports, and evaluations of the internal consistency of the teaching programme, and
- b. providing solicited or unsolicited advice to the Faculty Board on all matters relating to the programme curriculum.

The Programme Committee informs the faculty joint meeting of its opinions and proposals. The Programme Committee has 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 Committee's opinions and/or recommendations as quickly as possible. If the Faculty Board does not follow the 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**

Vrije Universiteit Amsterdam has a uniform academic year. This means that all faculties schedule their teaching periods simultaneously, and that holidays are also synchronized 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. A faculty may choose to combine the second period of eight weeks with the final period of four weeks, creating a single period of twelve weeks. Written exams are scheduled in the final week of a given period.

For the latest information, see the VU website. Search term: Jaarkalender (will be shown in English).

## **6. Examinations and final degree assessments**

- 1. Degree certificate, statement**
- 2. Examinations and final degree assessments**
- 3. Examinations with special provisions**

### **6.1 Degree certificate, statement**

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

The Examination Board will issue your degree certificate as soon as you meet all requirements of the final degree assessment. Due to technical constraints, you will have to submit an application for your degree certificate yourself for the time being. The procedure is explained in the *Degree Certificate Regulations*. If you do not yet qualify for your degree but if you have passed more than one exam, then you can request a statement from the Examination Board which details the exams you have passed.

If you have taken exams but your registration is incorrect or incomplete, then the results of your exams will be invalid. You may also have to pay a fine.

### **6.2 Examinations and final degree assessments**

Each educational unit (or course) has an associated exam or other assessment of the student's 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 organizing and administering exams.

Consult the Academic and Examination Regulations (OER) to find out how you can inspect your exam and the assessment criteria.

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

The Academic and Examination Regulations detail the exams for each programme. Vrije Universiteit Amsterdam has a final degree assessment 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 an exam. The courses you select must be approved by the Examination Board beforehand. 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. Also, you cannot seek registration in the Healthcare Professions (BIG) Register, register as a lawyer or join the Dutch Association of Psychologists (NIP) solely on the strength of a free programme.

### **6.3 Examinations with special provisions**

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 provisions, depending on your specific degree programme. Please refer to your programme's Academic and Examination Regulations and also see Section 4.2.d of the Student Charter. See VUnet for the provisions available.

Your programme's academic advisor is the designated authority for questions or advice on special adaptations and provisions during exams. The academic advisor will also ensure that all relevant information is registered in the university's systems. Students with a permanent disability may be granted access to special facilities for the entire duration of their degree programme.

## 7. Academic and Examination Regulations (OER)

1. adoption
2. contents
3. programme committee
4. Joint Assembly

### 7.1 Adoption of the Academic and Examination Regulations

The Academic and Examination Regulations are adopted by the Faculty Board for each programme or group of programmes. Prior to adoption of the Academic and Examination Regulations, the Programme Committee will be given the opportunity to give its consent on some of the topics and to offer advice on other topics. See 7.3 for the list of topics. The Joint Assembly of the faculty (i.e. the Faculty Student Council and the Faculty Staff Council together) then gives its consent to the proposed amendment/adoption with regard to topics not put before the Programme Committee for its consent (see Section 9:38b of the Higher Education and Research Act).

### 7.2 Contents

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

### 7.3. Programme Committee

The Programme Committee has the right to endorse decisions regarding the Academic and Examination Regulations topics listed below:

1. the manner in which teaching and education in the relevant programme are evaluated
2. the content of the specializations offered as part of the programme,
3. the programme's final attainment levels with regard to the knowledge, understanding and skills that must have been acquired ('final attainment levels'),
4. where applicable, the structure of practical exercises,
5. the study load of the programme and of each of the constituent educational units,
6. the Master's programmes to which Section 7.4a, eighth paragraph of the Higher Education and Research Act applies (study load greater than 60 credits), and further:
7. where applicable, the manner in which students are selected for a special track within a programme as referred to in Article 7.9b of the Higher Education and Research Act (excellence track within a programme)

The Programme Committee advises on the other topics.

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

### 7.4 Joint Assembly

The Faculty Board requests the consent of the Joint Assembly, which is comprised of the Faculty Staff Council and Faculty Student Council, for the topics in the Academic and Examination Regulations as referred to in Section 9.38 of the Higher Education and Research Act. This applies to the following:

1. the number and sequence of examinations and the times at which these can be taken
2. the full-time, part-time or work-study structure of the programme

Commented [TC-VU1]: Moet dit ook 'Section' worden?

3. where necessary, the order, and the periods in which and the number of times per academic year that the opportunity to sit examinations and final degree assessments is given
- 4k. where necessary, the period of validity for pass grades awarded for examinations, notwithstanding the authority of the Examination Board to extend this period of validity
5. whether examinations are administered in oral, written or another form, notwithstanding the authority of the Examination Board to decide otherwise
6. the way in which students with a disability or chronic health condition are given a reasonable opportunity to take the examinations
7. the public nature of oral examinations, subject to the right of the Examination Board to determine otherwise in special cases
8. the period within which the results of an examination must be announced, together with details of whether this period can be altered and if so in what way
9. the way in which and the period within which students who have taken an examination are given the opportunity to inspect their marked work
10. the way in which and the period within which information can be provided about the questions asked and exercises given in the framework of a written examination and about the standards used for assessment
11. the grounds on which the Examination Board could grant exemption from the taking of one or more examinations to students who have previously passed examinations in higher education or have acquired knowledge or skills outside higher education
12. where necessary, the stipulation that students must pass certain examinations as a condition for admission to other examinations
13. where necessary, the obligation to take part in certain practical exercises with a view to admission to the 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
14. the monitoring of academic progress and individual student support and guidance;
15. the actual design of the education provided.

## 8. Financial support

1. Introduction
2. Financial support in the case of illness, extenuating circumstances and administrative grants
3. Emergency Fund
4. Nationwide graduation support
5. Discretionary grants

### 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 published by this agency. This section covers several other key financial regulations that are in place for students.

### 8.2 Financial support in the case of illness, extenuating circumstances and administrative grants

A student who encounters a delay in his or her studies due to **extenuating circumstances** while entitled to a performance grant (on a programme started prior to 1 September 2015) or to whom the Student Loan Act applies (programme started after September 2015) and who has not yet graduated, may be entitled to financial support subject to certain conditions.

The general conditions for eligibility are as follows:

1. the student has encountered a study delay due to:
  - illness, pregnancy or childbirth
  - a disability (e.g. severe dyslexia, a functional impairment or a chronic illness)
  - extenuating family circumstances
  - recognized board memberships and activities
  - recognized elite sports activities or exercising exceptional talents in a cultural field
  - the structure of the programme
  - (in exceptional cases) unreasonableness of a serious nature;
2. the student is entitled or has been entitled to the higher education performance-related grant as referred to in the Student Finance Act 2000;
3. the student has paid tuition fees to Vrije Universiteit Amsterdam;
4. the student is registered as a full-time or work-study student;
5. the student has not yet earned a degree from the programme; and
6. the student has reported the circumstances of the study delay in a timely fashion.

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

The Profile Fund Regulations also detail the criteria and procedure for **administrative grants**, including the conditions for financial support for elite athletes and those exercising exceptional talents in a cultural field.

### **8.3 Emergency Fund**

Vrije Universiteit Amsterdam's Emergency Fund may be used to assist registered students who are facing unforeseen and acute financial emergencies by extending a modest non-repayable grant. The Emergency Fund may be used for incidental situations only. The fund is limited. Grants from the fund may not be used to pay tuition fees or to resolve other study-related financing difficulties.

See a student counsellor (Student & Educational Affairs/Student Counselling Service) about applying for assistance from the Emergency Fund.

### **8.4 Nationwide graduation support**

In addition to financial support offered by the university, there is also a national graduation support scheme for students who are active in a political youth organization or another organization as designated by the Ministry of Education, in particular the Interstedelijk Studenten Overleg and Landelijke Studenten Vakbond student unions. This may also include nationwide organizations that pursue societal or educational goals. Article 10 of the Ministry of Education's Higher Education Finance Regulations (<http://wetten.overheid.nl/BWBR0024005>) lists the criteria that an organization must meet if its students are to be deemed eligible for this support.

Organizations that feel 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 fund-specific conditions. Vrije Universiteit Amsterdam is not involved in these funds.

## 9. Participation

1. Introduction
2. Central level
3. Faculty level
4. Student Participation Scheme
5. Elections

### 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 an advisory aspect and providing consent on 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 level

The Management Regulations govern the administration and organization 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 consent. In the event that the Executive Board is unable to secure a positive recommendation or the required consent from the participatory bodies, then further consultation with the Executive Board will be required. If the parties fail to see eye-to-eye, 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 Staff Council (OR), the University Student Council (USR) and the Joint Assembly (GV), consisting of the members of the Staff Council and the Student Council. The meeting schedule is set in advance for the entire year. The VU Student Council's meeting dates and regulations can be found on VUnet.

#### Staff Council (OR)

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

#### University Student Council (USR)

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. Members are appointed for one year and their term starts on 1 September.

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

Should the Student Council withhold its consent from a proposed decision by the Executive Board, then 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 (GV)

The Joint Assembly (GV) is composed of the members of the Staff Council and the members of the University Student Council. Twice per 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 authority are related to the adoption of the annual university budget, the annual report (including financial statements) and the Strategic Plan (multiannual 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 organization 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 establishes Faculty Regulations which govern the administration and organization of the faculty.

Participation activities at the faculty level are the domain of the Faculty Staff Council (ODC), which acts as a Staff Council at this level on behalf of the employees, the Faculty Student Council (FSR) and a faculty Joint Assembly (GV), which is made up of the members of the Faculty Staff Council of the Staff Council and the Faculty Student Council.

As of 1 September 2017, the Programme Committee is also a participatory body. Half of the members of the Programme Committee are students.

### **9.4 Student Participation Regulations**

The Student Participation Regulations can be consulted on the university's website (search term: 'regulations'), at the university's Administration Office or on VU.net.

### **9.5 Election**

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

Information on electing members to serve on the Staff Council (or one of the Faculty Staff Councils) can be found in the Staff Council Regulations.

The faculty may decide on a different method for composing the Programme Committee other than elections.

## 10. Vrije Universiteit Amsterdam rules of conduct

1. Norms
2. Code of Conduct and disciplinary measures:
  - A. Rules that apply to everyone
  - B. Rules that apply to students
3. Cheating and plagiarism
4. Privacy
- 5: Inappropriate conduct
6. Provisions in the areas of safety, health and well-being

### 1. Norms

A number of house rules and disciplinary measures are in place that cover students and staff at Vrije Universiteit Amsterdam (see Section 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:*

- 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, which is manifested in the style and tone of communication, both in the face-to-face setting as well as via electronic channels;
- commitment to each other;
- 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 put forth the requisite effort for academic success;
- to participate actively in their lectures and other teaching 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. *Employees*

*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 and their private lives;
- to be forthcoming about their ancillary activities;
- to hold colleagues and students to account with regard to this code.

## **2. House rules and disciplinary measures**

### **A. Rules that apply to everyone**

#### *1. Discrimination*

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

#### *2. Conduct*

1. Everyone present on Vrije Universiteit Amsterdam property and/or those making use of university facilities are required to observe the Executive Board's rules and regulations. Everyone must be able to identify themselves by producing a student card or government-issued ID upon request.
2. Everyone must conduct themselves such that:
  - a. no damage, either direct or indirect, is caused to the university and/or to third parties, and that they do not cause a nuisance;
  - b. they do not infringe on the rights of the university or the rights of a third party;
  - c. they do not break the law or fail to abide by statutory provisions;
  - d. they perform no act nor omit any act in violation of written or unwritten law;
  - e. they do not breach the regulations in force at Vrije Universiteit Amsterdam.
3. Instructions issued by university employees must be followed in the context of maintaining order and the procedures during teaching, practicals, exams 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 and study halls.
3. Windows and doors must be closed upon leaving a room.
4. Posters and other announcements 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 University' below).
5. You may not drill in doors, columns or walls or use any kind of adhesives on these surfaces without the prior permission of the Facilities Helpdesk.
6. No unauthorized 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. Smoking is only permitted outside the buildings, beyond a zone extending seven meters from an entrance and from the air intakes of a building's ventilation system.

#### *4. Use of outdoor spaces*

1. Bicycles on the VU campus must be placed in bike racks. Bicycles that are improperly parked may be removed. Should your improperly parked bicycle be removed, then you will have to pay a fine to recover it.

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

3. There is a dedicated outdoor storage space for mopeds and motorcycles. Vehicles that are improperly parked may be removed. Should your improperly parked vehicle be removed, then you will have to pay a fine to recover it.

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

5. Skating, skateboarding or riding a scooter is strictly forbidden on the steps and platform.

#### *5. Use of indoor and outdoor spaces*

1. No hazardous and/or inflammable substances may be stored in any building or elsewhere on the premises without the prior approval of Facilities Helpdesk.

2. Waste should be separated by type and deposited in the designated containers in the refuse collection station.

3. In case of an emergency, all instructions issued by the designated personnel must be followed closely.

#### *6. Political and religious activities at the university*

1. Individuals and organizations affiliated with Vrije Universiteit Amsterdam may organize political and religious activities on campus (also see Section 7), as long as they are not in conflict with applicable legislation in the Netherlands. The Director of Corporate Real Estate and Facilities (FCO) must give prior permission for such activities. All agreements made between the organizer and the university must be honoured.

2. Prayer rooms are available for all students and staff.

3. It is not allowed to approach passers-by such that they feel badgered or harassed.

4. Posters may only be displayed on the notice-boards designated for that purpose. Permission is not required to post bills on these notice-boards.

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 organizations may hire spaces from the university under certain conditions.

2. The university does **not** rent 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 whose contents may be at odds with the education, research and/or operations of Vrije Universiteit Amsterdam or that may disrupt the education, research and/or operations of the university.

d. meetings of a commercial organization or for commercial purposes.

3. Furthermore, no meetings are permitted involving:
  - a. segregation based on gender (e.g. separate areas for men and women in one room);
  - b. 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 the case of doubt, an application committee will assess the request.
4. Vrije Universiteit Amsterdam reserves the right to refuse to rent space without giving reasons.

#### *8. Photography, filming and video recordings*

1. The Communication & Marketing department must give prior permission for photography, filming and video recordings with a commercial purpose on university property.
2. A student may not record a lecture/seminar or other educational activity unless the lecturer has given prior consent. This consent then exclusively concerns the use of the material by the student in question. The material may not be provided to third parties. Sharing the material will constitute a 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 cause a disturbance to teaching, research and/or operations;
  - c. the request is made by a commercial institution with which the university has no interest in developing a relationship or which serves a commercial purpose that the university does not subscribe to;
  - d. the student requesting permission to record or film has the intent or purpose to be offensive, abusive or discriminatory.

#### *9. Code of Conduct for the use of computers and network*

1. The use of email and the internet at Vrije Universiteit Amsterdam is subject to the provisions of a Code of Conduct.
2. The use of Canvas or other network applications for commercial activities is prohibited. This includes recruiting students for tutoring organizations, 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 that have a similar effect on the university and members of the university community, are subject to the restrictions set out in this Section.

### **B. Rules that apply to students**

#### *1. Rules on education*

1. Students are to arrive on time for all educational activities.
2. As a general rule, students are not to leave the classroom or lecture hall prematurely.
3. During lectures, students are to speak only if spoken to by the lecturer.

4. Electronic devices for data processing or communication such as laptops, mobile phones, tablets, beepers etc. must be switched off or muted during all educational activities and in the library and in laboratories so that they do not disturb others. Using such devices to place calls during educational activities and in the library and in laboratories is prohibited.
5. Wearing face-covering garments that hinder contact between staff and students and/or between students is not allowed in teaching and research settings, except of course in laboratories at times when personal protective equipment that covers the face is required.
6. All educational materials are covered by copyright. Students may not make copies of educational materials, exams or lecture notes other than for the purposes of their own individual studies. Educational materials may not be distributed to others in any form whatsoever. Intentional infringement of copyright is a criminal offense. In the case of infringement, the Faculty Board will take appropriate measures.

## 2. Measures

1. If a student disrupts proper procedure or breaches these house rules, then one or more of the following measures be taken:
  - a. The student may be issued a *warning* by a lecturer or other staff member;
  - b. The student may be ejected from *teaching/study facility* by a lecturer or other staff member;
  - c. The student may be *denied access* to the lectures or seminar 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 reach.
  - 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 offense. Recidivism 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 of receipt of the decision. 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 others' texts without proper acknowledgment or source references. It is up to the examiner to assess whether the student is guilty of plagiarism. The examiner may use an electronic plagiarism scanner to this end.

Plagiarism is a form of academic misconduct (cheating).
2. Cheating is defined as an act or omission which prevents the examiner from accurately assessing the student's knowledge, ability and understanding. Cheating is also defined as an act or omission with intent by student A which prevents the examiner from accurately assessing student B's knowledge, ability and understanding. This may be the case, for example, if student A allows student B to copy his or her work (for example during an exam). Cheating may be

established either as it is being committed or at a later stage during or after assessment. The examiner will report all suspected instances of academic misconduct to the Examination Board.

#### *2. Procedure*

1. An examiner who suspects cheating or plagiarism is to submit evidence or indications of the cheating or plagiarism to the Examination Board. The examiner is to prepare a report (where possible) indicating why he suspects the student of cheating or plagiarism. The Examination Board then summons the student to a hearing, stating reasons. Following the hearing, the Examination Board will rule on any disciplinary measures to be applied.
2. If a student is found guilty, then he or she may be excluded from taking one or more exams at the university (i.e. not just in the student's programme) for a period of up to one year. The measure applied following a first offense 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. Recidivism of reprehensible (objectionable) conduct may result in a more severe penalty.

If a very serious form of cheating is established, the Examination Board may advise the Faculty Board to recommend to the Executive Board that the student's registration should be permanently terminated.

The Examination Board may establish further rules on this matter.

#### **4. Privacy**

Vrije Universiteit Amsterdam has Privacy regulations for students. See the university's website (search term: 'practical information, regulations'), inquire at the university's Administration Office or check on VUnet (Services, overview of VU regulations).

#### **5: Inappropriate conduct**

The Executive Board has established 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 with a confidential counsellor.

The confidential counsellors may be reached at: [Vertrouwenspersonen-studenten@vu.nl](mailto:Vertrouwenspersonen-studenten@vu.nl), by phone or by post. See the university website for up-to-date contact information ([www.vu.nl/vertrouwenspersonen](http://www.vu.nl/vertrouwenspersonen)).

If you send an email to make an appointment, you can omit the reason for your request.

#### **6. Provisions in the areas of safety, health and well-being**

To the extent required, each faculty may draw up its own rules and regulations regarding working conditions, environment, safety, health and welfare. These rules and regulations are to include the rights and obligations of students and external students.

Students' rights always include the following:

- a. the right to information and training regarding potential hazards involved in work or study;
- b. the right to information regarding safety precautions and protective equipment;
- c. the right to discuss safety and health risks with lecturers and managers;
- d. the right to interrupt work or study in the case of 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 always include the following:

- a. the duty to work and study diligently and with due care;
- b. the duty to provide information regarding work- and study-related safety regulations;
- c. the duty to use available safety equipment properly and to wear or use the mandatory protective equipment;
- d. the duty to report unsafe and/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

1. The 'Disputes Desk'
2. Complaints: Student ombudsman
3. Institute for Human Rights
4. Objection and appeal
5. Examination Appeals Board
6. Higher Education Appeals Tribunal
7. Hardship clause

### 11.1 The Disputes Desk

Vrije Universiteit 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 has its own complaints desk. Forms are available on VUnet for submitting complaints electronically.

### 11.2 Complaints: Student ombudsman

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

Student Ombudsman, Vrije Universiteit Amsterdam  
De Boelelaan 1105  
1081 HV Amsterdam  
Telephone: +31(0)20 598 5313  
WhatsApp +31627625636

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

Email: [studentenombudsman@vu.nl](mailto:studentenombudsman@vu.nl)

Mention your telephone number in your message. You will 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](http://www.vu.nl/ombudsman)) for the Ombudsman Regulations.

### **11.3 Institute for Human Rights** (previously: 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](mailto:info@mensenrechten.nl)). Issues dealt with by the Institute include gender, race, nationality, (religious) belief, sexual orientation and disability or chronic illness. We recommend speaking with the Ombudsman prior to contacting the Institute.

### **11.4 Objection and appeal**

There are various situations in which you may avail yourself of legal protection. The procedure depends on the type of ruling and the university body that has issued it. The letter detailing the ruling should also contain information on how to lodge an objection or appeal, and the applicable deadline. Generally, the deadline will be six weeks. You may also contact the Disputes Desk via the university website (see Section 11.1).

### **11.5 Examination Appeals Board**

An appeal may be lodged directly against a decision by an examiner or by an Examination Board by submitting it to the Examination Appeals Board (Cobex). The address of the Examination Appeals Board is as follows: Examination Appeals Board, Attn: Administration Office, De Boelelaan 1105, 1081 HV Amsterdam.

### **11.6 Higher Education Appeals Tribunal**

If you disagree with a decision taken by the Executive Board or the Examination Appeals Board, you can 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 offers further information: [www.cbho.nl](http://www.cbho.nl). If you lodge an appeal, then you must also pay a filing fee of €47.00.

### **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') for the student affected by a decision pursuant to the provisions. In these cases, the individual concerned may submit an appeal based on the Hardship clause, provided that the regulation in question offers this recourse.

## **12. Final provisions**

The Student Charter enters into force on 1 September 2019 and remains in force until 31 August 2020.

Approved by the University Student Council on 16 July 2019

Adopted by the Executive Board on 27 August 2019