

Student Charter 2015-2016

Adopted by the Executive Board on August 5, 2015, subject to the consent of the USR.]

Student Charter 2015-2016

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Relevant regulations

The following regulations (and many more) can be consulted on the university's website (search term: 'practical information, regulations') or through VUnet (Services, overview of VU regulations).

1. Application and Registration Regulations 2015-2016
2. Studying with a Disability Regulations
3. Student Financial Support scheme (FOS) NOTE: the Profile Fund Regulations apply to students who initially register for a degree programme (Bachelor's or Master's) as of 1 September 2015. References to FOS in this Student Charter will be taken to include the Profile Fund, unless explicitly stated otherwise.
4. Code of Conduct for Languages (VUnet only)
5. Regulations for Issuing Degree Certificates
6. Student Participation Scheme
7. Code of Conduct for the use of Computers and Network
8. Objection procedure (VUnet only)
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12. Programme Committees, Model Regulations
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14. Examination Room Management Regulations
15. Procedure for registering for coursework or exams 2015-2016
16. Privacy Regulations for Students

1. General provisions

1.1. Definition of terms

The following definitions apply in this Student Charter:

- WHW: the Higher Education and Research Act (Wet op Hoger Onderwijs en Wetenschappelijk Onderzoek)
- Management Regulations: the regulations governing the administration and organization of the university;
- 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 VU University

Arbowet	Occupational Health and Safety Act
BR	Management Regulations (replaces the VU Statute)
BSA	Binding recommendation on continuation of studies
CvB	Executive Board
CBHO	Higher Education Appeals Tribunal (located in The Hague)
Cobex	Examination Appeals Board
CSL	Course and Career Information Centre
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
FOS	Student Financial Support Scheme
FSR	Faculty Student Council
GV	Joint Assembly of Staff Council and University Student Council, or (at the faculty level) the Subcommittee and the Faculty Student Council.
HBO	Higher Vocational Education
NVAO	Accreditation Organisation of the Netherlands and Flanders
ODC	Subcommittee (Staff Council in a faculty or service)
OCW	Ministry of Education, Culture and Science
OER	Academic and Examination Regulations (found in the programme study guide or on the faculty website)
OLC	Programme Committee
OR	Staff Council
RvT	Supervisory Board

SCHIB	Students' Contact for Help and Information on disabilities
SOZ	Student & Educational Affairs
Stb	Government Gazette
TIS	Examination Information System (see: new SIS)
UAF	Refugee Student Foundation UAF
USR	University Student Council
VSNU	Association of Universities in the Netherlands
VU	VU University Amsterdam
VUnet	VU Student Portal (for registering for courses, grades, schedules, Blackboard communications)
VWO	Pre-university education
WHW	The Higher Education and Research Act (Government Gazette 1992, 593 and amendments)
WO	Scientific education
WSF 2000	Student Finance Act 2000

1.2 Adoption and publication

This is the Student Charter as referred to in Article 7.59 of the Higher Education and Research Act (WHW). The provisions of the Student Charter are only legally valid if and insofar as they do not conflict with the provisions of legislation.

All students are made aware of the Student Charter upon their initial registration at VU University Amsterdam. The university-wide section of the Student Charter 2015-2016 can be consulted on the university's website.

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. Students, lecturers and other staff 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.

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 VU University 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 applies to the 2015-2016 academic year.

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

Composition of the Student Charter

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.

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

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

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

Certain profiles, as referred to in the Secondary Education Act, provide direct admission to some programmes, while other profiles do not. Additional subject requirements may be placed on certain VWO (pre-university) profiles or HBO (Higher Vocational Education) first-year certificates. Should this be the case, an applicant will be admitted to the programme if the subjects are passed prior to the start of the programme (in other words, specific deficiencies in the applicant's prior education will have been addressed.) See the programme's Academic and Examination Regulations (OER) for more specific information.

Foreign entrance qualifications

If you are from a European region country (see Treaty Series 2002, 137, for parties to the treaty) 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 knowledge of 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 with a reasonable chance of success.

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

2.1.2 Master's programme

Students with a foreign entrance qualification are subject to the provisions of Section 2.1.1 (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 without a Dutch entrance qualification who wish to be admitted to an English-taught programme must demonstrate that they are highly proficient in the English language, at a level commensurate with their Dutch peers. They may demonstrate their proficiency by taking test. The minimum scores are detailed in the Application and Registration Regulations.

2.2 Teacher training programme

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).

Master's

The Grade One teacher training program is the responsibility of the Faculty of Psychology and Education, through offered through the individual faculties. To be admitted to the programme, you must have completed a Master's degree in the subject in question or be sufficiently and demonstrably knowledgeable about the subject and have a Master's degree in a related subject. The admissions committee is responsible for assessing this latter aspect. The Academic and Examination Regulations contain additional admission requirements. The admission procedure is detailed on the website of the Faculty of Psychology and Education. See the VU website, search term: teacher training.

2.3 Placement and 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, students will only be registered if they have a letter of acceptance from the Education Executive Agency (DUO). The higher an applicant's grades, the greater the chance of securing a place. Applicants with an average grade of eight or higher will be automatically accepted at their preferred university. See DUO's website for programmes with limited enrolment and the procedures: https://duo.nl/Images/Voorlopige_opgave_lotingstudies_WO_2015-2016_tcm7-49197.pdf.

The university may exercise its own discretion when it comes to admitting students to certain programmes. This is called **decentralized selection**. A significant proportion of the available places in these programmes will be allocated through this process. Those who have special abilities other than mere high grades will therefore have a better chance of being admitted. Please see the website of the relevant faculty for further details. Please note that the decentralized selection procedure begins in **January** for programmes that start in September.

Master's

The Executive Board may limit admissions to a Master's programme at the Faculty Board's request.

3. Registration and tuition / exam fees

- 1. Registration**
- 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

You will only be registered following application or re-registration via 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, Annex 1).

You must register for the first year of a programme prior to 1 May. 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 VU University 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 only takes 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 the Department of Student Services that they can use to exercise their rights.

3.2 General rights and obligations regarding registration as a student or external student

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);
- c. Access to university premises, unless the Executive Board decides that the nature or 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 Course and Career Information Centre, including the Student General Counselling Service, career advisors and student psychologists, as well as courses and workshops;
- f. Study advice, especially for students with dyslexia, a disability or a chronic illness;
- g. Adaptations (to education or exams) for students with disabilities, chronic illnesses or other functional impairments (such as dyslexia) and for high-flying 'top talents', insofar as the programme provides scope for such adaptations (see the Academic and Examination Regulations of the programme in question, and the Facilities Regulations);
- 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. 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);
- b. Observance of the rules set by or on behalf of the Executive Board to promote safe and healthy working conditions;
- c. 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;
- d. Presence in educational activities as required by the programme and as indicated in the study guide (e.g. participation in practicals);
- e. Reporting (within three months) to the student counsellor or study advisor¹ should circumstances arise such as illness or a family emergency that could result in a study delay. These circumstances also include dyslexia, disability and chronic illness (see the Student Financial Support scheme (FOS) / Profile Fund Regulations);
- f. Submitting a report to the Examination Board detailing study results achieved elsewhere if they are to count towards courses in the curriculum;
- g. 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. 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);
- b. Observance of the rules set by or on behalf of the Executive Board to promote safe and healthy working conditions;

¹ Students must contact the study advisor first as of January 2016 (subject to change).

- c. 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;
- d. Registration for tests and exams prior to the relevant deadlines.

3.3 Termination of registration

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. Please note: the student may not then re-register for the same programme in the same academic year.

If the student terminates his enrolment during the academic year or graduates during the academic year, then he will be entitled to a refund of a proportion of the tuition fees if he has paid the statutory tuition fees. This proportional refund does not apply to the months of July and August.

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.

The Executive Board will terminate the student's registration:

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 VU University 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.

Should point 1 apply, then re-registration will only be possible if the student in question has paid all fees owed along with any damages, if applicable.

Should point 2, 3 or 4 apply, the Executive Board may rule against the possibility of re-registration.

3.4 Tuition fees

Those who register as regular students must pay tuition fees. Those who register as external students must pay exam fees. 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 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. The exact amounts for the current academic year are detailed in the Application and Registration Regulations.

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.

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.

External student

Please note that external students have very limited rights. They may not participate in educational activities or practicals, nor may they write a thesis with supervision from the university (see section 3.2). External students are not eligible for a refund if they terminate their studies during the academic year.

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. 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 (€45.00) 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. Affordable education
 - d. Study advice
 - e. Adapted education
 - f. 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 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, which is included as an Annex to this Student Charter (Code of Conduct for Languages).

A few specific Bachelor's programmes are entirely taught in English.

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 VU University 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. NVAO has assessed VU University 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 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 in evaluations organized by the various Faculty Boards. 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 and study load will allow 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 study 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 FOS Regulations / 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, meaning they comprise 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. Educational expenses

Students need only pay tuition fees or exam fees to secure their registration at the university.

Costs incurred by the university stemming from statutory obligations to provide education may not be passed on to the student.

Students are, however, responsible for expenses for educational supplies for their own use such as books and materials, as well as excursion fees and lab supplies. The Executive Board will ensure that these expenses are restricted to a reasonable amount such they do not unnecessarily strain students' budgets. It is only rational, after all, to know what expenses for materials and various contributions you will face prior to the start of the academic year so that you can set your budget accordingly.

4.2.d. Study advice

The Faculty Board is responsible for providing study advice during the various phases of the programme. Examples include the Bachelor's and Master's programmes, graduation and international exchanges. The Academic and Examination Regulations govern the monitoring of study advice 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 make use of specific forms of study advice such as the services of the faculty's study advisor and the services of a student counsellor, a student psychologist and an academic career advisor (available through Student Services, Course and Career Information Centre). Students with dyslexia, a disability or a chronic illness are eligible for additional services and provisions (see 4.2.e).

The study advisor is the first point of contact for questions and problems at the faculty level. The study 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 study 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 study advisor within three months after the advent of the extenuating circumstances (see FOS Regulations / Profile Fund Regulations).

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

Adaptations are available for students with dyslexia, a disability or a (chronic) illness. 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).

Study advisor and SCHIB

The study advisor should be consulted regarding questions or recommendations for educational adaptations or special provisions for exams. The study advisor also assists in ensuring that the adaptations are implemented properly. Always provide proper documentation such as a medical certificate or doctor's note regarding dyslexia.

For general questions or advice about adaptations, you may contact a student counsellor and the SCHIB team (Students, Contact, Help and Information on disabilities) at the Course and Career Information Centre (CSL). Also see www.vu.nl/disability or the VU website (search term: disability). You can also consult the VU policy plan on disabilities here.

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 circumstances and you are still financing your studies with a performance grant, then you must contact your study advisor **within three months** of the advent of your illness or extenuating circumstances. Reporting the circumstances of your study delay to a study advisor is one of the conditions that you must meet in order to be eligible for financial support. Also, if your study delay **exceeds three months** you should get in touch with your study advisor. Always get in touch with your programme's study advisor to draw up a workable study plan.

If you have a chronic illness, it is very important that you liaise with a student counsellor on an annual basis to discuss any delays in your studies, for you will otherwise lose your entitlements. See the Student Financial Support scheme (www.fu.nl/fos) for further information.

Provisions for students with a disability

Students with a disability who need special provisions should see their study advisor. The study advisor will refer you to the student counsellor or to the SCHIB team if necessary. Most provisions can be programmed into 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 study 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.

4.2.f. Academic progress monitoring

You can use VUnet to keep track of your study progress throughout the academic year. The faculties no longer send out progress reports on paper. You should log in to check your study progress from time to time, to see if your transcript contains any errors and to see if any grades are missing. Should you suspect something to be amiss, contact the study secretariat 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, while the other half is made up of faculty members. The Faculty Board determines the method for appointing Programme Committee members and the committee's composition.

The Programme Committee is not a consultation body, but a legally required advisory committee on matters related to education.

The Programme Committee's responsibilities are:

- a. Advising on the forthcoming version of the Academic and Examination Regulations (OER),
- b. Annual evaluation of the implementation of the Academic and Examination Regulation, for example by consulting evaluation reports, and evaluation of the internal consistency, and
- c. Providing solicited or unsolicited advice to the Faculty Board on all matters relating to the curriculum.

The Programme Committee sends its recommendations (as mentioned under a. and c.) to the faculty Joint Assembly for informational purposes. The Programme Committee has the opportunity to consult with the Faculty Board before it issues a recommendation. The Faculty Board informs the Programme Committee as soon as possible about what action it intends to take based on the recommendation. Should the recommendation be rejected, then the Programme Committee may ask the Subcommittee (this is the faculty's Staff Council) and the Faculty Student Council if they are in agreement with the

Programme Committee's standpoint. If so, then the participatory bodies may enter into a dispute with the Faculty Board. The Programme Committee cannot do this on its own.

5. Structure of the academic year and holidays

VU University 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 in Dutch, see the VU website. Search term: *jaarkalender*.

6. Examinations and final degree assessments

- 4. Degree certificate, statement
- 5. Examinations and final degree assessments
- 6. 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 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 taken.

If you have taken exams but your registration is incorrect or incomplete, then the results of your exams will be invalid.

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. VU University 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, and the selected courses must be approved by the Examination Board which also indicates the programme to which the free programme belongs. See your degree programme's Academic and Examination Regulations for details. 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 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 dyslexia, a disability or a chronic illness, then you will be entitled 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.e of the Student Charter.

Your programme's study advisor is the designated authority for questions or advice on special adaptations and provisions during exams. The study advisor also assists in ensuring that the adaptations and provisions are implemented properly. Consult with the student counselling service (Course and Career Information Centre) if you have any questions or require advice about adaptations and provisions during exams.

If you have a medical statement (such as for dyslexia) that entitles you to certain adaptations or provisions (see Section 4.2.e), then you must show this statement to the invigilator when taking exams.

You must indicate your entitlement to special adaptations or provisions and whether you wish to avail yourself of them when you register for each exam. This is because the university must arrange for additional staffing in these cases to cover the need for additional exam time or individual invigilation. The Examination Board's rules and guidelines may deviate from this requirement.

7. Academic and Examination Regulations (OER)

1. Adoption
2. Contents
3. Programme Committee
4. Joint Assembly

7.1 Adoption

The Academic and Examination Regulations are adopted by the Faculty Board for each programme or group of programmes. The Programme Committee is given the opportunity to provide recommendations regarding the Academic and Examination Regulations prior to their adoption by the Faculty Board. The Examination Board may also be given the opportunity to provide recommendations regarding the Academic and Examination Regulations prior to their adoption by the Faculty Board. The Joint Assembly of the faculty (i.e. the Faculty Student Council and the Faculty Subcommittee together) must then give its consent to the proposed amendment/adoption with regard to topics that are not related to the curriculum (see Art. 9:38 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 Article 7.13, second paragraph of the Higher Education and Research Act.

7.3. Programme Committee

The Programme Committee provides advice about the *entirety* of the Academic and Examination Regulations, including the topics listed below:

- a. the content of the programme and associated examinations,
 - b. the content of the specializations offered as part of the programme,
 - c. the programme's final attainment levels with regard to knowledge, understanding and skills,
 - d. where applicable, the structure of practical exercises,
 - e. the study load of the programme and of each of the constituent educational units,
 - f. the detailed rules referred to in Article 7.8b, sixth paragraph and Article 7.9, fifth paragraph of the Higher Education and Research Act (regarding the binding recommendation on continuation of study)
 - g. the Master's programmes to which Article 7.4a, eighth paragraph of the Higher Education and Research Act applies (study load greater than 60 credits).
- And further:

- h. the Master's programme(s) following on from specific Bachelor's programmes or specific specializations of Bachelor's programmes.
- i. the admission requirements for the Master's programme(s).

The Examination Board does not provide formal recommendations on the Academic and Examination Regulations, but it may make a useful contribution if called upon by the Faculty Board to provide informal advice prior to adoption.

7.4. Joint Assembly

The Faculty Board requests the consent of the Joint Assembly, which is comprised of the Faculty Subcommittee and Faculty Student Council, for the topics in the Academic and Examination Regulations as referred to in Article 9.38 of the Higher Education and Research Act. Generally, these topics are not directly related to the curriculum.

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 student grants and loans, 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 (sever dyslexia, a functional impairment or a chronic illness)
 - extenuating family circumstances
 - recognized board memberships and activities
 - 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 receives financing in the form of a performance grant or is covered by the Student Loan Act;

3. The student has paid tuition fees to VU University Amsterdam (i.e. the student does not have a proof of payment of tuition fees from another university);
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 FOS Regulations (Profile Fund) for the specific eligibility conditions for financial support. **You must report the extenuating circumstances to the study advisor within three months!**

The FOS Regulations (Profile Fund) also details 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

VU University Amsterdam's Emergency Fund may be used to assist registered students who are facing exceptional, unforeseen and acute financial emergencies by extending a loan or, in exceptional cases, a modest non-repayable grant. The Emergency Fund may be used for incidental situations only. The Fund is not large, and it is not to be used for structural financial aid.

See the student counselling service (Course and Career Information Centre) about applying for assistance from the Emergency Fund.

8.4 Nationwide graduation support

In addition to financial support provided by VU University Amsterdam, there is also a nationwide graduation support scheme for students. Article 10 of the Ministry of Education's Higher Education Finance Regulations (<http://wetten.overheid.nl/BWBR0024005/Paragraaf6>) lists the criteria that an organization must meet if its students are to be deemed eligible for this support. In particular, this concerns the student unions *Interstedelijk Studenten Overleg* and *Landelijke Studenten Vakbond*, political youth organizations or national organizations that champion societal or educational interests.

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 Department of Student Services' Course and Career Information Centre or 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 (Course and Career Information Centre).

Support is limited and subject to fund-specific conditions. VU University Amsterdam is not involved in these funds.

9. Participation

1. Introduction
2. Central level
3. Faculty level
4. 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 in certain cases, 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.

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 nine 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.

Disputes between the Joint Assembly and the Executive Board may be submitted to the Supervisory Board and then to the national arbitration committee.

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 no more than two other members.

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 Subcommittee, which acts as a Staff Council at this level, the Faculty Student Council (FSR) and a faculty Joint Assembly (GV), which is made up of the members of the Subcommittee of the Staff Council and the Faculty Student Council.

9.4 Student Participation Regulations

The Student Participation Regulations can be consulted on the university's website (search term: 'practical information, regulations'), at the university's Administration Office or on VUnet (Services, Overview of VU regulations).

9.4 Elections

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 Subcommittees) can be found in the Staff Council Regulations.

10. VU University Amsterdam rules of conduct

1. Norms
2. House rules 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 VU University Amsterdam (see Section 10.2). Students and staff are expected to adhere to certain norms of conduct and behaviour as indicated below.

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 VU University Amsterdam. This includes religion, belief, political leanings, race, sex and sexual orientation.

2. Conduct

1. Everyone present on VU University 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 VU University 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. The room is to be locked upon leaving it.
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 '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 VU University Amsterdam campus.
5. Skating, skateboarding or 'stepping' is strictly forbidden on all pathways and inside the buildings.

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 the 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 VU University Amsterdam may organize political and religious activities on campus (also see Article 7). 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 for reflection on the deeper meaning of life and the cosmos, the creator, our own mortality and the significance or insignificance of our daily toils in the grand scheme of the universe.
3. It is not allowed to approach passers-by such that they feel badgered or harassed.
4. There are speakers' corners available on campus. Corporate Real Estate and Facilities (FCO) must give prior permission for the use of these podiums.

5. 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 VU University 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. VU University 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

The use of email and the internet at VU University Amsterdam is subject to the provisions of a Code of Conduct. See Annex 7.

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. 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.

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 before a disciplinary measure is applied. 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 cheating 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.

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 student may appeal this ruling by the Examination Board directly with the Examination Appeals Board (see the appropriate Section).

The Examination Board may establish further rules on this matter.

4. Privacy

VU University 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.dsz@vu.nl, by telephone or by regular mail:

See the VU website for details (search term: confidential counsellor).

There is no need to mention your reason for wishing to speak with a confidential counsellor when e-mailing your request. All conversations and correspondence will be kept strictly confidential.

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. Student ombudsman
3. Institute for Human Rights
4. Objection and appeal
5. Examination Appeals Board
6. Higher Education Appeals Tribunal

11.1 The Disputes desk

VU University 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.

Complaints can be submitted to the Disputes desk by e-mail or in writing. A signature is required on objections and appeals. These must therefore be submitted in writing through the Administration Office, De Boelelaan 1105, 1081 HV Amsterdam. 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 Student Ombudsman

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

Student Ombudsman, VU University Amsterdam
De Boelelaan 1105
1081 HV Amsterdam
Telephone: +31(0)20 598 3609
WhatsApp +31627625636

E-mail: 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 or by contacting the secretariat of the administrative staff: (020) 598 5325/5330.

See the VU website (search term: 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, e-mail: 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 deadlines. You may also contact the Disputes desk via the university website (see Section 11.1).

11.5 Examination Appeals Board

The address of the Examination Appeals Board is as follows: Examination Appeals Board, Attn: Administration Office, Ms A.M. van Donk, 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. If you lodge an appeal, then you must also pay a filing fee of €45.00

12. Final provisions

The Student Charter enters into force on 1 September 2015.

Consent given by the University Student Council on

Adopted by the Executive Board on