

HU STUDENT SUPPORT FUND: TUITION-FREE REPRESENTATION

Introduction

Students who get involved as student representatives make an important contribution not only to their own personal development, but also to the higher education institution or to society. It is important to support these students and give them the room they need for these activities.

The recent amendment to the '*WHW*' (Higher Education and Research Act) regarding tuition-free representation makes it legally possible to exempt students enrolled in a degree programme at a university (of applied sciences) from paying statutory tuition fees once, for a period of one academic year. During that year, they **do** retain the right to student finance and/or loan facilities and the right to public transport for students. This amendment was incorporated by the HU in the Tuition-free Representation Regulations, adopted by the Executive Board on 28 November 2017, with the consent of the University Council granted on 10 January 2018, and takes effect from 1 March 2018.

Article 1 Grounds

1. If a student is enrolled in a programme at HU University of Applied Sciences Utrecht, they may be exempted from paying statutory tuition fees to HU University of Applied Sciences Utrecht once, and for a maximum period of one academic year, if the student:
 - a. does not attend any education or take any examinations during the relevant academic year, and
 - b. can demonstrate that they are a full-time representative. Being a representative full-time means that the student must be the recipient of ten scholarships for student representatives or similar compensation, or performs at least 0.8 FTE or more of the activities or positions listed below, which may be a combination of the activities listed below:
 - i. Is a member of the board of a student organisation/study association with full legal capacity, recognised by HU University of Applied Sciences Utrecht;
 - ii. is a member of the Central Participation Council/University Council within HU University of Applied Sciences Utrecht;
 - iii. is a member of one institute council within HU University of Applied Sciences Utrecht;
 - iv. is a member of one (joint) degree programme committee within HU University of Applied Sciences Utrecht;
 - v. performs administrative or social activities which, in the opinion of the University Board, are also in the interest of the institution or of education at that institution; and
 - c. the membership or activities referred to in the previous paragraph are not commercial in nature.

Article 2 Procedure

1. Students wishing to qualify for this scheme must submit an application to the director of Education, Research & Student Affairs (OO&S) no later than 1 August preceding the relevant academic year.
2. In any case, the application must include at least the following details:
 - a. the position(s) the student holds or will hold in the academic year for which the application is submitted;
 - b. a statement of award on receipt of a scholarship for student representatives;

- c. a detailed description of the position and duties in the case of a position with a recognised student organisation/study association for which no scholarship for student representatives is received;
 - d. a letter of appointment in the case of a participation position.
- 3. The director of Education, Research & Student Affairs (OO&S) shall decide on the allocation of support as soon as possible after receiving the application, but no later than two working weeks thereafter.
- 4. The student will receive a reasoned decision from the director of Education, Research & Student Affairs (OO&S). If the decision is negative for the student, the option of lodging an objection or appeal will be indicated under the decision. If the decision is positive, the director of Education, Research & Student Affairs (OO&S) simultaneously requests the Enrolment Office to process the exemption from statutory tuition fees in Osiris.

The current Tuition-free Representation Scheme also remains in force.

Article 3 Tuition-free Representation

If a person:

- 1. is enrolled at an institution where they would be entitled to a form of student finance as referred to in Section 5.2 of the 'WSF 2000' (Student Finance Act 2000) and
- 2. has had a request for financial assistance granted under the HU Student Support Fund under:
 - a. the Graduation Financial Aid Regulations, Article 2(1)(e) and 2(1)(g);
 - b. the Scholarship for Student Representatives Regulations, or
 - c. the Elite-level Sports Scheme;

the person in question can choose not to enrol for up to one year, while retaining the financial allowance they would have received had they been enrolled. In this case, an agreement between the HU and the student will stipulate that the student does have the right to financial compensation without being enrolled in the degree programme for the academic year in question. This agreement shall be drawn up in accordance with the format in Appendix 3. The director of Education, Research & Student Affairs (OO&S) reports annually to the Executive Board on the number of agreements concluded under this provision.

Appendices

Hourly timesheet for participation and study associations

Article 28 of the HU Participation Regulations, in force since 1 October 2017, states a minimum number of hours facilitated for each participation body. For students, this states the following number of hours, where 1 FTE represents an hourly load of 40 hours per week:

University Council:

- Members: 0.15 FTE;
- Members of the day-to-day management (three members excluding the chairperson): 0.3 FTE;
- Chairperson: 0.5 FTE.

Institute Council:

- Members: 0.075 FTE;
- Day-to-day management (two members): 0.15 FTE.

Study programme committee:

- Members: 0.025 FTE;
- Chairperson, secretary and vice-chairperson: 0.05 FTE.

In consultation with OSHU and the study associations, the following hours have been linked to representation positions for the study associations. For the 2017-2019 academic year, the HU will adopt these figures, after which they will be evaluated after two years.

Study association:

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| - Chairperson, treasurer, secretary | 0.7 FTE |
| - Committee member | 0.5 FTE |
| - Member | 0.4 FTE |