

HU STUDENT SUPPORT FUND: SCHOLARSHIPS FOR STUDENT REPRESENTATIVES IN STUDENT ORGANISATIONS of HU University of Applied Sciences Utrecht and Utrecht University

Introduction:

Section 7.51 and Section 7.51h of the *‘Wet op het hoger onderwijs en wetenschappelijk onderzoek’* (Higher Education and Research Act) (Bulletin of Acts and Decrees 1992, 593) prescribes that further rules must be drawn up regarding the eligibility for a scholarship for student representatives. The Executive Boards of HU University of Applied Sciences Utrecht and Utrecht University have adopted the rules below regarding the allocation of scholarships for student representatives, with the consent of the University Council (HU) on 8 July 2015 and the University Council (UU) on 15 May 2015, respectively.

GENERAL PROVISIONS

Article 1 Scope

These regulations apply to students who perform (management) activities in a student organisation, not to student members of management or participation bodies within the university (of applied sciences).

Article 2 Setting the Budget

Annually, the HU and UU Executive Boards set the budget for scholarships for student representatives for each calendar year. Based on the ratio of HU/UU student members in the various organisations, Utrecht University and HU University of Applied Sciences Utrecht aim for an appropriate distribution of (funding for) scholarships for student representatives. Based on the set budget, the institutions then determine the three-year distribution of scholarships for student representatives pursuant to Article 5 and the number of scholarships for student representatives for specific activities mentioned in Article 7 for the academic year commencing in that calendar year.

CONDITIONS

Article 3 Conditions for Student Organisations

A condition for a scholarship for student representatives is that the Executive Boards of the HU and/or UU have determined that the student organisation meets the general requirements and specific criteria laid down in the *‘Beleidskader financiële ondersteuning studentenorganisaties’* (Policy Framework for Financial Support of Student Organisations) adopted by the Executive Boards.

Article 4 Conditions for Student Representatives

1. Students who meet all the following requirements are eligible for a scholarship for student representatives as referred to in Article 8:
 - a. the student holds a management position for which a scholarship for student representatives has been made available under this scheme;
 - b. the student applying for a scholarship for student representatives from HU University of Applied Sciences Utrecht or Utrecht University, respectively, is enrolled at HU/UU ‘as a student’ during their committee year, has paid the statutory tuition fees there and also receives student financing in that year;
 - c. the following applies to students enrolled at Utrecht University. The management position is filled:
 - by a university-level bachelor’s student: within the first 60 months of enrolment in higher education
 - by a student in a one-year university-level master’s degree programme: within the first 72 months of enrolment in higher education
 - by a student in a two-year university-level master’s degree programme: within the first 84 months of enrolment in higher education
 - by a student in a three-year university-level master’s degree programme: within the first 96 months of enrolment in higher education

- by a student in a four-year university-level master's degree programme: within the first 108 months of enrolment in higher education
- d. the following applies to students enrolled at HU University of Applied Sciences Utrecht: The management position is filled:
- by a higher professional education-level bachelor's student: within the first 72 months of enrolment in higher education
- by a student in a one-year higher professional education-level master's degree programme: within the first 84 months of enrolment in higher education
- by a student in a one-and-a-half-year higher professional education-level master's degree programme: within the first 90 months of enrolment in higher education
- by a student in a two-year higher professional education-level master's degree programme: within the first 96 months of enrolment in higher education
- e. (if applicable) the student demonstrably does not qualify for a binding negative study recommendation for the degree programme in which they are enrolled in the committee year;
- f. the student has made an average study progress of 30 credits per year of enrolment at an institution for higher education at the reference date. This is determined on the basis of the following reference dates:
- management activities starting between 1 September and 1 January: 1 September
 - management activities starting between 1 January and 1 May: 1 January
 - management activities starting between 1 May and 1 September: 1 May
- When determining the study progress requirement, all registered credits attained in higher education may be considered. In addition, account is taken of study delays caused by:
- special circumstances that led to graduation financial aid;
 - management activities for which a scholarship for student representatives has been awarded; and
 - participation in a HU/UU management or participation body;
- g. at the start of the management position, the student has not yet passed the final examination¹ of the degree programme they are currently enrolled in (passing the final examination would cause the student to no longer meet the conditions set for this purpose under this article).
2. With due observance of the conditions mentioned in the first paragraph, students who:
- are not entitled to student finance because they do not meet the nationality requirement of Section 2.2 of the *'Wet op de Studiefinanciering 2000'* (Student Finance Act 2000), or is only eligible for the tuition fee credit by virtue of the nationality requirement;
 - does meet the other conditions for entitlement to student finance (such as those related to age, etc.), are eligible for a scholarship for student representatives referred to in Article 8.

PROCEDURE FOR TRIENNIAL ALLOCATION OF SCHOLARSHIPS FOR STUDENT REPRESENTATIVES

Article 5 Triennial Allocation of Scholarships for Student Representatives

1. The Executive Boards review the following once every three years (2009, 2012, 2015, etc.), based on the criteria mentioned in Article 3:
 - which student organisations are eligible for scholarship months for the duration of the next three academic years, and
 - for how many scholarship months that student organisation is eligible.
2. Before the first of March of the year following the review year referred to in the first paragraph, the Executive Boards determine the triennial list of scholarship months for UU and HU student representatives, respectively. The list is valid for the three academic years following the review year.

¹ at the HU: the examination attached to an Ad-programme, bachelor's examination or, respectively, the examination attached to a funded master's degree programme; at UU: master's examination, (veterinarian) medicine examination, pharmacy examination or Master's exam.

3. Student organisations wishing to be considered for placement/continuation on the triennial list must complete the questionnaire prepared for this purpose, within a deadline to be specified by the UU Education & Research Directorate and the HU Education, Research & Student Affairs Department.
4. Placement on the triennial list after review is, in principle, effective for a period of three academic years, unless the criteria of Article 3 are no longer met during that period.

Article 6 Obligations of Organisations Placed on the Triennial List

1. Organisations on the triennial list are required to provide, within a deadline to be specified by the heads of the UU Education & Research Directorate and the HU Education, Research & Student Affairs Department, an overview of the student representatives to whom they wish to award scholarships for student representatives, indicating the amount in scholarship funding per person. The total amount may not exceed the amount for which the organisation is eligible.
2. If a student representative resigns from the management position prematurely, the body concerned must immediately notify the heads of the UU Education & Research Directorate and the HU Education, Research & Student Affairs Department.
3. If an organisation is disbanded, the relevant body should immediately notify the heads of the UU Education & Research Directorate and the director of the HU Education, Research & Student Affairs Department.

SCHOLARSHIPS FOR STUDENT REPRESENTATIVES DUE TO SPECIFIC ACTIVITIES

Article 7 Scholarships for Student Representatives due to Specific Activities

1. One or multiple scholarships for student representatives may be made available for specific activities organised for the benefit of the HU/UU student community that meet the conditions set out in Article 3.
2. Applications for these must be submitted in writing to the heads of the UU Education & Research Directorate and the HU Education, Research & Student Affairs Department, before the start of the activity and using the form provided for this purpose.
3. The heads of the UU Education & Research Directorate and the HU Education, Research & Student Affairs Department decide on the application on behalf of their Executive Boards.

SIZE OF THE SCHOLARSHIP FOR STUDENT REPRESENTATIVES

Article 8 Size of the Scholarship for Student Representatives

1. One scholarship month amounts to € 425.00. The size of the budget for scholarships for student representatives in a student organisation is the total number of months listed in the triennial list times € 425.00.
2. The board allocates the budget for scholarships for student representatives from the UU among UU student representatives of the student organisation, and the budget of scholarships for student representatives from the HU among HU student representatives of the student organisation

Article 9 Restrictions on the Accumulation of Scholarships for Student Representatives

In total, an individual student:

- may not receive more than € 4,250.00 for scholarships for student representatives under this scheme over the course of an academic year;
- who only follows a funded bachelor's degree programme can receive a maximum of € 6,375.00 for scholarships for student representatives under this scheme;
- who, after completing a funded bachelor's degree programme, follows a funded master's degree programme can receive a total maximum of € 8,500.00 for scholarships for student representatives under this scheme.

APPLICATION PROCEDURE, PROCESSING AND DECISION

Article 10 Application

1. Applications for scholarships for student representatives must be submitted using the digital form provided for that purpose before the management position starts. Applications submitted after the first of June of the academic year in which the management activities take place will not be considered.
2. An application consists of two parts:
 - the application in accordance with Article 6(1) of these regulations; and
 - the subsequent application of the individual management and/or committee member requesting the allocation and disbursement of the amount distributed under (a),

Article 11 Processing and Decision

1. Applications from HU students are processed by the head of the HU Education, Research & Student Affairs Department, applications from UU students are processed by the Director of the UU Education & Research Directorate. The head or director decides on the application on behalf of the Executive Board, no later than eight weeks after receiving the application.
2. The decision includes:
 - either the rejection of the application; or
 - the granting of a scholarship for student representatives over a period to be determined; or
 - the notification that the application will not be considered because it was not submitted on time.
3. The reasoned decision shall be communicated to the applicant in writing. In the decision, the applicant will be informed of the option of lodging an objection against the decision with the Executive Board.
4. The scholarship for student representatives is disbursed in equal monthly instalments. An instalment is paid at the end of the month to which it relates. The first instalment will start from the month following the month in which the application is received

Article 12 Withdrawal and Recovery

1. The heads of the UU Education & Research Directorate and the HU Education, Research & Student Affairs Department are authorised to withdraw the decision to grant a scholarship for student representatives and to recover amounts awarded and/or paid out under a scholarship for student representatives if:
 - the student prematurely ceases to fulfil his management position;
 - the activities for which the scholarship for student representatives was awarded have not taken place;
 - upon further investigation, the conditions attached to the scholarship for student representatives as set out in Chapter 2 and Article 9 of these regulations are found to have not been met.
2. The reasoned decision shall be communicated to the applicant in writing. In the decision, the applicant will be informed of the option of lodging an objection against the decision with the Executive Board. HU students can submit objections to the head of the Education, Research & Student Affairs Department (OO&S) within two weeks or submit an appeal to the HU Legal Protection for Students Office (Dispute Resolution Committee) within six weeks

FINAL CLAUSES

Article 13 Hardship Clause

The heads of the UU Education & Research Directorate and the HU Education, Research and Student Affairs Department are authorised to deviate from the provisions of these regulations if their strict application would lead to a case of extreme unfairness.

Article 14 Entry Into Force

These regulations come into force on 1 September 2015.