



‘Compensation for board activities grants scheme’ for board members of student organizations of HU University of Applied Sciences Utrecht and Utrecht University.

Regeling Bestuursbeurzen voor studentbestuurders in studentenorganisaties van Hogeschool Utrecht en de Universiteit Utrecht

Article 7.51 and Article 7.51h of the Higher Education and Scientific Research Act (WSF) (Stb.1992, 593) contain the directive to issue more detailed regulations for the conditions under which a student is eligible for a compensation for board activities. The Executive Boards of HU University of Applied Sciences Utrecht and Utrecht University have issued the following regulations regarding the award of compensation for board activities, approved by the Employees’ and Students’ Council on 8 July 2015 and by the University Council on 15 May 2015 respectively.

GENERAL PROVISIONS

Article 1: Scope

These regulations are applicable to students who carry out (administrative) activities in a student organization, and not to student members of administrative or participatory bodies within the Utrecht University or HU University of Applied Sciences Utrecht.

Article 2: Setting of the budget

Every year the Executive Boards of HU and UU set the budget for compensation for board activities per calendar year. Based on the ratio of the HU/UU student members in the various organizations, Utrecht University and HU University of Applied Sciences Utrecht seek a suitable allocation of the compensation for board activities and the corresponding funds. Working on the basis of the set budget, the Executive Boards then decide the three-yearly allocation of compensation for board activities in Article 5 and the number of compensation for board activities for specific activities referred to in Article 7 for the academic year that begins in the calendar year in question.

CONDITIONS

Article 3: Conditions for student organizations

The condition for award of a compensation for board activities is that the Executive Boards of HU and/or UU have determined that a student organization meets the general requirements and specific criteria as set out in the “Policy Framework - Requirements for student organizations seeking support from HU University of Applied Sciences and Utrecht University” (*Beleidskader Financiële Ondersteuning Studentenorganisaties*) issued by the Executive Boards.

Article 4: Conditions for board members

1. In order to be eligible for a compensation for board activities, as referred to in Article 8, a student must meet all the following requirements:

- a. the student fulfils a board function for which a compensation for board activities is available on the basis of this scheme
- b. the student who applies for a compensation for board activities from HU University of Applied Sciences Utrecht or from Utrecht University is enrolled "as a student" at either HU or UU during his administrative year, has paid statutory tuition fees there and also receives student finance (*studiefinanciering*) in that year;
- c. Applicable to students enrolled at Utrecht University.
The board function is carried out:
 - by an higher-education (WO) Bachelor's student: within the first 60 enrolment months in higher education
 - by a student in an one-year higher-education Master's programme: within the first 72 enrolment months in higher education
 - by a student in a two-year higher-education Master's programme: within the first 84 enrolment months in higher education
 - by a student in a three-year higher-education Master's programme: within the first 96 enrolment months in higher education
 - by a student in a four-year higher-education Master's programme: within the first 108 enrolment months in higher education
- d. Applicable to students enrolled at HU University of Applied Sciences Utrecht.
The board function is carried out:
 - by a higher professional education (HBO) Bachelor's student: within the first 72 enrolment months in higher education
 - by a student in a one-year higher professional education (HBO) Master's programme: within the first 84 enrolment months in higher education
 - by a student in a one-and-a-half-year higher professional education (HBO) Master's programme: within the first 90 enrolment months in higher education
 - by a student in a two-year higher professional education (HBO) Master's programme: within the first 96 enrolment months in higher education
- e. (if applicable) the student is demonstrably not being considered for a binding negative advice concerning continuation or discontinuation of studies for the programme for which he is enrolled during the administrative year;
- f. at the reference date the student has acquired an average study progress of 30 credits per year of enrolment at an institution for higher education. The determination of this factor assumes the following reference dates:
 - board activities that commence between 1 September and 1 January: 1 September
 - board activities that commence between 1 January and 1 May: 1 January
 - board activities that commence between 1 May and 1 September: 1 May
 When determining the study progress requirement, all registered amounts of credits acquired in higher-education programmes can be counted. Here, account is taken of any study delay that arose due to
 - special circumstances that led to financial compensation for study delay
 - board activities that were awarded a compensation for board activities, and
 - participation in an HU/UU administrative or participatory body;
- g. at the commencement of the board function the student has not yet passed the final examination¹ for the programme he is currently taking, as a result of which he no longer meets the applicable conditions set out in this article.

2. Subject to the conditions specified in the first section, the student who:
 - is not entitled to student finance (*studiefinanciering*) because he does not meet the nationality requirements of Article 2.2 WSF 2000; or because of the nationality requirements is eligible only for the tuition fees loan,
 - does however meet the other conditions for entitlement to student finance (*studiefinanciering*) (such as age, etc.), may be eligible for a compensation for board activities as referred to in Article 8.

¹ At HU: an examination for an Ad programme, Bachelor's examination or an examination for a funded Master's programme; at UU: Master's examination, medical or veterinary examination, pharmacist examination or doctoral examination.

PROCEDURE FOR THREE-YEARLY ALLOCATION OF COMPENSATION FOR BOARD ACTIVITIES

Article 5: Three-yearly allocation of compensation for board activities

1. Once every three years (2012, 2015, 2018 etc.) the Executive Boards carry out the following assessments, based on the criteria referred to in Article 3:
 - which student organizations are eligible for compensation for board activities in the next three academic years, and
 - The amount of compensation for board activities for which the student organization in question is eligible.
2. Before March 1st of the year subsequent to the assessment year referred to in the first section, the Executive Boards issue the three-yearly list with compensation for board activities for board members of UU and HU respectively. The list is valid for the three academic years subsequent to the assessment year.
3. Student organizations wishing to be eligible for inclusion/continuation on the three-yearly list should submit the relevant application form within the period specified by the Academic Affairs Office (UU) and Office of Academic and Student Affairs (HU).
4. Following assessment, organizations are in principle placed on the three-yearly list for a period of three academic years, unless the criteria referred to in Article 3 are no longer fulfilled during that period.

Article 6: Obligations of organizations placed on the three-yearly list

1. The organizations placed on the three-yearly list are obliged, within a period specified by the management of the Academic Affairs Office (UU) and Office of Academic and Student Affairs (HU), to provide a statement indicating to whom they wish to award compensation for board activities, stating per person the amount of the compensation for board activities. The total amount may not be higher than the amount for which the organization is eligible.
2. If a board member vacates his board function prematurely, the board of the organization in question must immediately notify the directors of the Academic Affairs Office (UU) and the Director of Academic and Student Affairs (HU).
3. If an organization is wound up, the board of the organization in question must immediately notify the management of the Academic Affairs Office (UU) and the Director of Academic and Student Affairs (HU).

COMPENSATION FOR BOARD ACTIVITIES FOR SPECIFIC ACTIVITIES

Article 7: Compensation for board activities for specific activities

1. One or more compensation for board activities may be made available for specific activities that are organized for the benefit of the student communities of Utrecht University/HU University of Applied Sciences Utrecht, and which meet the conditions set out in Article 3.
2. Applications for this compensation must be submitted in writing before the start of the activity in question, using the designated form, to the directors of the Academic Affairs Office (UU) and Academic and Student Affairs (HU).
3. The directors of the Academic Affairs Office (UU) and Academic and Student Affairs (HU) will rule on the applications on behalf of the Executive Boards.

SIZE OF COMPENSATION FOR BOARD ACTIVITIES

Article 8: Size of compensation for board activities

1. One administrative month amounts to 425 euros. The total size of the budget for compensation for board activities for a student organisation is the number of months stated in the three-yearly list multiplied by 425 euros
2. Executive Board distributes the UU compensation for board activities budget of UU among members of UU student boards of the student organizations and the HU compensation for board activities budget among members of HU student boards of the student organizations.

Article 9: Limits on accumulation of compensation for board activities

In total, a student may:

- receive no more than € 4,250 in the course of an academic year on the basis of these regulations;
- receive no more than € 6,375 on the basis of these regulations if he is only taking a financed Bachelor's degree;
- receive no more than € 8,500 on the basis of these regulations if he is taking a funded Master's degree programme after a funded Bachelor's degree programme.

APPLICATION PROCESSING AND DECISION PROCEDURE

Article 10: Application

1. Applications for an compensation for board activities must be submitted using the designated digital form before the student starts in the board function. Applications submitted after June 1st of the academic year in which the board activities take place will not be considered.
2. Applications consist of two parts:
 - The request in conformity with Article 6 Section 1 of these regulations; and
 - The subsequent request from the individual board member and/or committee member who is requesting the award and payment of the amount allocated under a.

Article 11: Processing and decision

1. Applications from HU students are processed by the Director of Academic and Student Affairs, and those from UU students by the director of the Academic Affairs Office. The director will decide on the application on behalf of the Executive Board within eight weeks of receipt of the application.
2. The decision will be one of the following:
 - the application will be rejected;
 - a compensation for board activities will be awarded for the period to be determined;
 - the application will not be considered due to late submission.
3. The decision will be supplied to the applicant in writing, and will include the reasons for the decision. In the decision, the applicant will be informed that he may lodge an objection to it with the Executive Board.
4. The compensation for board activities will be paid in equal monthly instalments. The amount for each period will be paid at the end of the month in question. The first period commences at the start of the month subsequent to the month in which the application is received.

Article 12: Revocation, recovery of amounts paid

1. The directors of the Academic Affairs Office (UU) or Academic and Student Affairs (HU) are empowered to revoke any decision to award an compensation for board activities and to recover any compensation for board activities payments if:
 - the student vacates his board function prematurely;
 - the activities for which the compensation for board activities was awarded have not taken place;
 - subsequent investigations reveal that the conditions for the compensation for board activities mentioned in Chapter 2 and Article 9 of these regulations scheme have not been complied with.
2. The decision will be supplied in writing to the application, stating the reasons for the decision. In the decision, the applicant will be informed that he may lodge an objection to this with the Executive Board.

CONCLUSION

Article 13: Hardship clause

The directors of the Academic Affairs Office (UU) and Academic and Student Affairs (HU) are authorized to deviate from the provisions in this scheme if their strict application were to result in serious inequity.

Article 14: Entry into force

These regulations enter into force on 1 September 2015.