

# University of Groningen Graduation Fund Regulations 2013-2014

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## **Introduction**

Article 7.51 of the Higher Education and Research Act (WHW) (Stb.2010, 119) contains regulations concerning financial support for students who incur study delay due to extraordinary circumstances.

Appendix 1 to these Regulations discusses joint regulations set up by the Hanze University of Applied Sciences Groningen and the University of Groningen for their joint student organizations.

**On 1 July 2013**, the Board of the University approved the regulations set out below concerning the granting of financial support on the basis of these legal regulations after approval by the University Council.

## **Chapter 1: General provisions**

### **Article 1. Definitions**

Ba:	the nominal duration of a Bachelor's degree programme
Basic grant period:	the period during which students receive a basic student grant in line with Chapter 3 of the WSF 2000
Committee grant:	financial support for committee membership
Board of the University:	the Board of the University of Groningen
CUOS:	Central Implementation Body for Student Societies; institution promoting the facilitation of student societies
DUO:	Dienst Uitvoering Onderwijs [Education Executive Agency].
Joint organization:	an organization for students registered at either the Hanze University of Applied Sciences or the University of Groningen
Hanze organization:	an organization for students registered at the Hanze University of Applied Sciences Groningen
Ma:	the nominal duration of a Master's degree programme
Consultative body grant:	Financial support for consultative body membership
University of Groningen organization:	an organization for students registered at the University of Groningen
Student:	a person enrolled as a student in a degree programme at the University of Groningen
Student Service Centre (SSC):	University of Groningen expertise centre for study supervision.
Student counsellor:	confidential advisor for students who have study progress problems, employed by the Student Service Centre
Study advisor:	advisor for study-related issues, employed by a faculty
Student Finance	the monthly grant paid to students by DUO on the basis of WSF 2000.
Top sport grant:	financial support for top athletes
UFC:	Universitaire Fondsencommissie [University Funds Committee], a committee installed by the Board of the University which advises the Board with regard to decisions made on the basis of these Regulations

Act: the Higher Education and Research Act (WHW: Wet op het Hoger Onderwijs en Wetenschappelijk onderzoek)

WSF 2000: Wet studiefinanciering 2000 (Student Finance Act 2000)

All other terms used in these regulations shall have the meaning that the Act ascribes to them.

## **Article 2. Extraordinary circumstances**

1. The following may constitute grounds for financial assistance:
  - a. illness
  - b. pregnancy and childbirth
  - c. physical, sensory or other performance disabilities
  - d. extraordinary family circumstances
  - e. lack of a programme of study that meets objective standards
  - f. a student's degree programme not being awarded reaccreditation while the student has not yet gained his/her degree.
  
2. Other exceptional circumstances include:
  - a. top-level sport
  - b. membership of a Programme Committee
  - c. membership of a consultative body
  - d. talented non-EEA students
  - e. committee membership for a recognized student organization.

## **Article 3. Conditions for financial support**

Notwithstanding the provisions of Chapter 6, the University of Groningen will provide financial support in the event of study delay from the Graduation Fund to students who:

- are enrolled as full-time students in a degree programme and have not yet gained their degree
- have paid the relevant statutory tuition fees to the University of Groningen
- are or were entitled to a performance-related grant on the basis of WSF 2000 during the period for which financial support is requested.

## **Article 4. Duration of support**

1. In addition to the provisions of Article 3, on the basis of these Regulations students shall be entitled to financial support for study delay incurred during the *Bachelor's phase* for one additional year calculated from the first year of registration in Higher Education (Ba + 1).
2. In addition to the provisions of Article 3, on the basis of these Regulations students shall be entitled to financial support for study delay incurred during the *Master's phase* for one additional year calculated from the first year of registration in Higher Education (Ma + 1).

## **Chapter 2: Study delay due to force majeure**

### **Article 5. Reporting study delay**

1. A student must immediately report to his/her study advisor as soon as it becomes clear that the extraordinary circumstance will last more than a month (resulting in a study delay of 5 ECTS credit points or more) to discuss how the study delay can be limited as much as possible.
2. After the initial report to the study advisor, the student must also contact the student counsellor immediately if the study delay increases during the academic year to more than 15 ECTS.
3. If the study advisor refers the student to a student counsellor, the student must make an appointment with the student counsellor within 4 weeks of reporting to the study advisor.
4. The study advisor or student counsellor will complete a digital registration form on the basis of the study delay circumstances. This form also includes the agreements made. The student must tick this digital form for approval via the website.
5. Students who are unable to report to the study advisor and/or the student counsellor themselves must appoint someone to do this for them.

### **Article 6. Advice from study advisor/student counsellor**

In order to qualify for financial support, the student must follow the study advisor's or student counsellor's advice and do everything he or she can to limit the delay as much as possible.

### **Article 7. Reporting obligation for performance disabilities**

In the event of expected study delay due to a performance disability or chronic illness, the student must report in accordance with the provisions of Article 5.

### **Article 8. Extension of student finance**

1. In the event that the study delay was caused by a temporary or structural performance disability, the student may in certain cases request extension of the performance-related grant from DUO after consultation with the student counsellor. The study delay upon which such a request is based must have been reported to the student counsellor in accordance with Article 5 of these Regulations.
2. Students who receive an extension to their performance-related grant on the basis of an extraordinary circumstance will not qualify for support from the Graduation Fund for the same circumstance.

### **Article 9. Extent of study delay**

1. The link between the extraordinary circumstance as referred to in Article 2.1 and the study programme will be taken into consideration when deciding on the extent of the study delay. Thus the number of months of study delay caused by an extraordinary circumstance can therefore normally only be calculated at the end of the period Ba+1 or Ma+1.
2. Financial support is only granted per full month.
3. No financial support will be granted for study delays of less than one month (less than 5 ECTS).

### **Article 10. Amount of financial support**

The financial support, related to the amount of study delay, will be equal to the basic grant and any supplementary grants and bonuses that the student received in the last month of the academic year in which the extraordinary circumstances occurred or in the last month of the basic grant period.

### **Article 11. Request for provisional financial support**

1. Students must request financial support by means of the digital request form on the

- website: [www.rug.nl/studievertraging](http://www.rug.nl/studievertraging).
2. The request can be submitted between 1 September and 1 February after the academic year during which the extraordinary circumstance occurred.
  3. The student must send the required documentary evidence to the Board of the University, attn. UFC, P.O. Box 72, 9700 AB Groningen, within 7 days of submitting the request form. The name and student number must be filled in on all documentary evidence.
  4. Students can check the status of the request procedure at any time via the website.
  5. Requests submitted on or after 1 February of the year after the academic year in which the extraordinary circumstance occurred will not be processed.
  6. If the request is incomplete, the student will be granted four weeks to complete the request. If the request is not completed within this term, it will not be considered further. The student will be notified of this.
  7. The Board of the University will make a decision with regard to the request after consultation with the UFC. This will take place as soon as possible but within a maximum of 8 weeks of receipt of the completed request.
  8. The decision will be:
    - a. either the granting of financial support,
    - b. or rejection of the request,
    - c. or nonconsideration of the request because it was submitted after the deadline,
    - d. or nonconsideration of the request because the request was incomplete and was not completed before the deadline.
  9. The decision, supported by reasons, will be communicated to the student in writing.

**Article 12. Request for definitive granting of financial support**

1. A request for definitive approval of provisionally granted financial support may be submitted:
  - a. one month before until no more than six months after the end of the period Ba+1 or Ma+1, or
  - b. one month before until no more than six months after termination of registration.
2. The decision will be:
  - a. either the granting of financial support,
  - b. or rejection of the request,
  - c. or nonconsideration of the request because it was submitted after the deadline,
  - d. or nonconsideration of the request because the request was incomplete and was not completed before the deadline.
3. The amount of financial support will depend on the amount of study delay actually incurred, which will be determined on the basis of a recent printout of the student's study results.
4. The decision, supported by reasons, will be communicated to the student in writing.

**Article 13. Documentary evidence**

The following documents must be submitted with requests for financial support:

- a. If the request is based on one of the grounds as referred to in Article 2.1.a and b: a declaration from a specialist (e.g. a physician or psychologist) stating during which period the circumstances occurred, or, if it concerns a request for a definitive grant, the statement of provisional approval issued previously.
- b. In the event of a structural performance disability or chronic illness as referred to in Article 2.1.c, a declaration by a specialist must be presented stating that it concerns a structural performance disability or chronic illness. This declaration only has to be submitted once.
- c. If the request is based on extraordinary family circumstances as referred to in Article 2.1.d: written proof of the extraordinary family circumstances.
- d. If the request is based on grounds as referred to in Article 2.1.e, a declaration from the

- faculty must be presented.
- e. If the request is based on loss of accreditation for the degree programme as referred to in Article 2.1.f: written proof and an explanation to support the request.
  - f. A notification from DUO stating the amount of the basic grant/supplementary grant in the last month of the academic year during which the extraordinary circumstances occurred, or the last DUO notification stating the amount of the basic grant/supplementary grant in the last month of the basic grant period.
  - g. A recent printout of the student's study results, authorized by the Student Administration Office.

**Article 14. Payment of financial support**

Payment will take place on the date indicated by the student. The date of payment must be within a year of deregistration.

**Chapter 2a: Compensation for extended Master's degree programmes**

**Article 15. Conditions and amount of compensation**

1. The University of Groningen will grant financial compensation to students who are registered at the institution for an extended Master's degree programme with a student workload of 90 ECTS or 120 ECTS.
2. Students must satisfy all conditions listed in Article 3 of these Regulations.
3. When the Board of the University decides the amount of financial compensation, it will base itself on the original last information or the last 'Message' concerning the basic grant + any supplementary grant/bonuses in line with the WSF 2000. The financial support will also comprise a sum to cover the costs of the student travel product that is in line with the amount that DUO reimburses for temporary absence abroad.
4. Financial compensation will be paid on the basis of the number of months of the academic year that the student was registered at the University of Groningen and will not extend the period corresponding to the student workload over and above 60 ECTS credit points.
5. Students can only qualify for financial compensation for one extended Master's degree programme at the University of Groningen.

**Article 15A. Request procedure**

1. Students who believe they qualify for financial compensation under Article 15 may submit a digital request via the University of Groningen website <http://www.rug.nl/studenten/studiebegeleiding/studievertraging/index>.
2. The request must be submitted within six months of registration terminating. Requests submitted after this period will not be processed, except in the event of force majeure.
3. Decisions will be made by or on behalf of the Board of the University as soon as possible, and in any case within 8 weeks. The Board of the University – or someone on its behalf – may consult the relevant Faculty Board, Programme Director or study advisor for advice before coming to a final decision.
4. The requester will be notified in writing of the decision.

**Chapter 3: Study delay due to top-level sport**

**Article 16. Conditions**

1. In addition to the provisions of Articles 3 and 4 of these Regulations, students who participate in sport at a top level as set out in Article 16.2 during the academic year are also eligible for financial support.
2. A student is regarded as a top athlete if he/she falls into one of the following categories:
  - a. he/she practises a sport at the level of recognized European and World

- Championship finals and/or Olympic Games, provided that the relevant sport is listed as a Category 1 sport by the NOC/NSF
- b. he/she has NOC/NSF A, B or High Potential status
  - c. he/she is part of the national youth selection of a Category 1 sport discipline, with a top sport programme recognized and supported by NOC/NSF
  - d. he/she does not fall into categories a, b or c but practises sport at least at a National Championships top level for seniors or participates in the highest national senior competition of top sport disciplines that fall with Category 1 of the NOC/NSF. The student must follow a top sport programme. The top sport coordinator will assess this. The criteria concerning the level and the top sport programme for this category are dependent on the relevant sport discipline and can be obtained from the top sport coordinator.
3. Notwithstanding the provisions of Article 16.2, a student can be identified as a top athlete by the Board of the University on the advice of the University of Groningen top sport coordinator.
  4. Students who do not satisfy the criteria may be considered for a top sport grant if they can demonstrate that they have participated in top sport for the entire top sport year, but as a result of exceptional incidental circumstances outside their control were not able to satisfy the criteria.
  5. The main condition for financial support is that the student must have earned at least 30 ECTS. These credit points must have been earned at the educational institution where the student was initially registered.

**Article 17. Amount of financial support**

1. Students can be awarded a top sport grant twice.
2. The top sport grant will amount to the basic grant plus any supplementary grants and contributions which the applicant received during the last month of the top sport year or in the last month of the basic grant period. In addition, the grant will also include € 133 in additional support. A fixed term of 6 months will be assigned for the calculation of the amount of the top sport grant.

**Article 18. Request procedure**

1. Students who want to be considered for a top sport grant must report to the top sport coordinator before the start of the academic year, or at the very latest before 1 November. The decision whether or not a top sport grant will be awarded will be taken at the end of the academic year. The decision, which will be taken on the basis of the criteria set out in Articles 16.2 or 16.3, will concern the academic year during which top-level sport was practised.
2. If the decision by the top sport coordinator at the end of the academic year is positive, the student can request a top sport grant after the academic year has ended, between 1 September and 1 February of the following year.
3. The top sport coordinator will forward the names of all students who are eligible for a top sport grant to the UFC.
4. Study delay incurred as a result of the adapted study programme does not have to be reported to the student counsellor.
5. Students must request financial support by means of the digital request form on the website: [www.rug.nl/studievertraging](http://www.rug.nl/studievertraging).
6. Students can check the status of the request procedure at any time via the website.
7. Requests for financial support submitted after 1 February of the year after the academic year during which top-level sport was practised will not be processed.
8. If the request is incomplete, the student will be granted six weeks to complete the request. If the request is not completed within this term, it will not be considered further. The student will be notified of this.
9. The Board of the University will make a decision with regard to the request after consultation with the UFC. This will take place as soon as possible but within a maximum of 8 weeks of receipt of the completed request.

10. The decision will be:
  - a. either the granting of financial support,
  - b. or rejection of the request,
  - c. or nonconsideration of the request because it was submitted after the deadline,
  - d. or nonconsideration of the request because the request was incomplete and was not completed before the deadline.
11. The decision, supported by reasons, will be communicated to the student in writing.

**Article 19. Documentary evidence**

1. The student must send the required documentary evidence to the Board of the University, attn. UFC, P.O. Box 72, 9700 AB Groningen, within 7 days of submitting the request form.
2. The name and student number must be filled in on all documentary evidence.
3. The following documents must be submitted:
  - a. a notification from DUO stating the level of the basic grant/supplementary grant in the academic year during which top-level sport was practised, or the last DUO notification stating the level of the basic grant/supplementary grant in the last month of the basic grant period.
  - b. a printout of the results proving that the 30 ECTS requirement has been met.

**Article 20. Payment of financial support**

1. Payment will take place in one instalment after the academic year/sport year.
2. If the student deregisters from the University or stops practising top sport activities, payment will be made for the number of months that the student was eligible for a top sport grant.

**Article 21. Facilities for top athletes**

1. A student who fulfils the conditions set out in Article 16 of these Regulations can apply to the top sport coordinator for the following top sport facilities during the entire year in which top-level sport is practised:
  - a. an adapted study programme
  - b. a free ACLO sports pass and fitness pass
2. The top sport coordinator may decide that an athlete who does not yet meet the criteria in Article 16 of these Regulations is still eligible for top sport facilities if this student is expected to meet the criteria in the near future.

**Chapter 4: Committees**

**Article 22. Conditions**

Students sitting on a programme committee during a certain academic year are eligible for financial support if they meet the criteria set out in Article 3 of these Regulations.

**Article 23. Amount of financial support**

The financial support consists of a remuneration of € 36.58 per meeting for a maximum of 12 meetings. Extraordinary circumstances may lead to compensation for more than 12 meetings.

**Article 24. Request procedure**

1. Requests for financial support for activities performed as a result of membership of a programme committee must be submitted in writing to the relevant Faculty Board between 1 September and 1 February of the academic year following that in which the activities were performed.
2. Requests submitted after 1 February of the year following the year when the activities were performed will not be processed unless the submitter can prove that the request

was delayed due to force majeure.

**Article 25. Documentary evidence**

The student must hand in a declaration to the faculty from the chair of the programme committee, stating that the student was indeed a member of the committee during the academic year to which the request pertains.

**Article 26. Payment of financial support**

Payment will take place once the academic year in which the membership occurred has ended.

**Chapter 5: Consultative bodies and committees**

**Article 27. Conditions**

1. Students who are members of a consultative body or committee as referred to in Appendix 2 of these regulations are eligible for financial support if:
  - a. they meet the requirements set out in Article 3 and
  - b. Article 4 of these Regulations.
2. In addition to the provisions of Article 27.1, a student must meet one of the following criteria:
  - a. the student gained a (provisional or definitive) positive study advice during the propaedeutic phase
  - b. the student started the propaedeutic phase of a University of Groningen Bachelor's degree programme in or after academic year 2011-2012 and met the criterion for a provisional or definitive positive study advice within two months of the start of the consultative body or committee membership
  - c. the student started a University of Groningen degree programme before academic year 2010-2011.

**Article 28. Amount of financial support**

1. The student is eligible for a consultative body or committee grant for up to six (complete) grant months per year.
2. Notwithstanding the provisions of Article 28.1, University Council Presidium members are eligible for a committee grant of up to ten grant months per year (Appendix 2b).
3. The financial support received by the student per consultative body or committee period consists of an amount equivalent to the basic grant, increased by any supplementary grants or bonuses that the requester received in the first month of the consultative body or committee period or in the last month of the basic grant period.
4. In addition to the financial support as referred to in Article 28.1, the consultative body or committee grant also includes the following additional support (amounts are determined on an annual basis):

a. Faculty Board advisory member	€ 483	per grant month
b. University Council Presidium member	€ 383	per grant month
c. University Council member	€ 383	per grant month
d. Faculty Council member	€ 383	per grant month
e. CUOS member	€ 383	per grant month
f. Member of the executive committee of a student facility:	€ 383	per grant month
g. Other committee memberships for student organizations:	€ 133	per grant month

**Article 29. Provisional and definitive committee grants**

The grant may be either provisional or definitive, depending on the application.

**Article 30. Requesting a provisional grant**

1. Provisional consultative body or committee grants must be requested within two

- months of the start of the consultative body or committee membership period.
2. Students who have received a provisional consultative body or committee grant must submit written confirmation of the membership period as set out in Article 34.c after their membership has ended but before 1 February of the following year. The written confirmation must be issued by the new board of the consultative body.

**Article 31. Requesting a definitive grant**

1. Definitive consultative body or committee grants must be requested between 1 September and 1 February of the year after the relevant consultative body or committee membership year.
2. A provisional consultative body or committee grant as referred to in Article 30 will be converted into a definitive grant after the written confirmation set out in Article 34.c has been submitted.
3. Requests submitted after 1 February of the year after the academic year in which the consultative body or committee activities took place will not be processed.

**Article 32. Request procedure**

1. Students whose primary registration is at the University of Groningen and who pay tuition fees to the University of Groningen can request a committee grant by completing the digital request form on the website [www.rug.nl/studievertraging](http://www.rug.nl/studievertraging).
2. The required documentary evidence as referred to in Article 34 must be handed in within 7 days of submitting the request form. These documents must be sent to the Board of the University of Groningen for the attention of the UFC, P.O. Box 72, 9700 AB Groningen, the Netherlands. If the request concerns committee membership of a recognized student organization, all documentary evidence must be collected and submitted in one package.
3. The student can check the progress of the request via the website referred to in Article 32.1.
4. If the request is incomplete, the student will be granted six weeks to complete the request. If the request is not completed within this term, it will not be considered further. The student will be notified of this.

**Article 33. Decision**

1. The Board of the University will make a decision with regard to the request after consultation with the UFC. This will take place as soon as possible and within a maximum of 8 weeks of receipt of the completed request. The decision will be:
  - a. nonconsideration of the request because it was submitted after the deadline,
  - b. or nonconsideration of the request because the request was incomplete and was not completed before the deadline,
  - c. or the granting of the committee grant,
  - d. or rejection of the request.
2. The decision, supported by reasons, will be communicated to the student in writing.

**Article 34. Documentary evidence**

Documentary evidence as referred to in Article 32.2 comprises:

- a) A notification from DUO, submitted by the student, stating the level of the basic grant/supplementary grant in the academic year during which he/she sat on a committee, or the last DUO notification stating the level of the basic grant/supplementary grant in the last month of the basic grant period. The student's name and student number must be stated on these documents.
- b) An appointment decision or, for a student organization, a registration overview from the Chamber of Commerce, collectively issued by the (new) board of the organization, and a written statement of the allocation of committee months.

- If a committee member qualifies for committee months: a copy of the approved minutes of the meeting during which the committee member was appointed and the membership period determined.
- c) When requesting a definitive grant or conversion of a provisional grant to a definitive grant: a declaration of membership period, confirming the period of committee membership.
  - d) If article 27.2.a or b applies: a statement issued by the Faculty Board to prove that the positive study advice requirement has been met.

**Article 35. Payment and repayment of committee grants**

1. Payment will occur on the date indicated by the student to the account number of the student. The date of payment must be within a year of deregistration.
2. If a student who is awarded support via these regulations prematurely deregisters, the committee grant will end on the date of deregistration, after which payment will occur on a pro rata basis.
3. The provisional committee grant will be reclaimed if a student does not meet the requirements set out in Article 34.c for conversion of a provisional committee grant into a definitive committee grant.

**Chapter 6: Membership of a consultative body or committee for PhD students**

**Article 36. Conditions**

A PhD student must be registered as such with the University of Groningen at the time the consultative body or committee activities are performed in order to qualify for this type of consultative body or committee grant.

**Article 37. Size of consultative body grant**

A PhD student who is a member of a Faculty Council or the University Council is eligible for financial support for 2 or 6 months respectively in the form of a grant to the same amount as his/her PhD student grant.

**Article 38. Size of committee grant**

1. A maximum of four grant months per year are available for board members of the *GOPHER* and *GRIN* student societies (see Appendix 2b).
2. PhD students who are receiving a University of Groningen PhD grant and who have been a board member of *GOPHER* or *GRIN* for an entire year are eligible for remuneration to the amount of two PhD grant months in accordance with the 'Grant Regulations for Dutch PhD Students at the University of Groningen'.
3. PhD students who are not receiving a University of Groningen PhD grant in accordance with the 'Grant Regulations for PhD Students of the University of Groningen' and who have been a board member of *GOPHER* or *GRIN* for an entire year are also eligible for remuneration to the amount of two grant months as if they did qualify for a PhD grant in accordance with the 'Grant Regulations for PhD Students of the University of Groningen'.

**Article 39. Request procedure**

1. PhD students must submit their consultative body or committee grant request to the University Funds Committee (UFC) within two months of their committee membership ending by completing the digital request form on the website: [www.rug.nl/studievertraging](http://www.rug.nl/studievertraging)
2. At the start of each committee year, the current *GOPHER* and *GRIN* boards must indicate which board members (no more than two) are eligible for a committee grant.
3. At the end of each academic year, the new board must state that the board member who is requesting a grant had been a member of the board during the entire year.

4. Articles 30 to 34 apply mutatis mutandis to the request procedure for financial support.

**Article 40. Documentary evidence**

Documentary evidence as referred to in Article 32.2 comprises:

- a. A statement to prove that the PhD student has been appointed a board member.
- b. When requesting a definitive grant or conversion of a provisional grant to a definitive grant: a declaration of membership period, confirming the period of committee membership.

**Chapter 7: Financial support for talented non-EEA students**

**Article 41. Conditions**

A talented student who is not a member of one of the groups set out in Article 2.2 of the Student Finance Act 2000 and does not have Surinamese nationality is eligible for financial support in the form of a 'knowledge grant' if:

- a. he/she resides in the Netherlands, Belgium, Luxembourg or one of the following states of the Federal Republic of Germany: North Rhine-Westphalia, Lower Saxony or Bremen
- b. and meets the criteria set by the faculty in question for eligibility for a 'knowledge grant'.

**Article 42. Request for financial support**

1. Students must contact the Board of the relevant faculty to request financial support.
2. Each faculty has its own request procedure and the amount of financial support may vary.

**Chapter 8: Board membership for non-students**

**Article 43. Conditions**

1. The University of Groningen will grant financial support to board members who are not registered as students at the University of Groningen or any other institution if:
  - a. they were registered as students at the University of Groningen in academic year 2012-2013 and earned the required number of ECTS credit points (60 ECTS per year) during the period they were enrolled in their degree programme, or
  - b. gained their Bachelor's degree at the University of Groningen within four years.
2. If a board member of a student organization uses this regulation, six committee months will be deducted from this student organization's entitlement.
3. Articles 34.b and c will continue to apply, with the proviso that the written statement of allocation of committee months must explicitly state that the organization will allocate six months less among the remaining board members.

**Article 44. Amount of financial support**

1. The total amount of financial support for committee members of student associations will be € 2400.
2. The total amount of financial support for committee members of the student facilities ACLO, USVA, KEI and ESN will be € 3900.

**Article 45. Agreement concerning board membership for non-students**

In order to qualify for this provision, the board member in question must sign an Overeenkomst Collegegeldvrij besturen [agreement concerning board membership for non-students] with the University of Groningen. This agreement must at least include the rights and duties of the board member and the date of payment of the financial support.

**Chapter 9: Transitional and final provisions**

**Article 46. Combinations**

In the event that a situation of force majeure is combined with membership of a committee or consultative body or top sport activities, the fixed term for these activities will be taken into consideration when determining the extent of the study delay. The maximum number of months of financial support per academic year is twelve.

**Article 47. Hardship clause**

In some cases a request for financial support may be granted if rejection would result in a situation of unfairness of overriding nature.

**Article 48. Deviation from the regulations**

In special cases the Board of the University may deviate from the provisions of these Regulations.

**Article 49. Date of commencement and validity**

These regulations shall take effect on 1 September 2013 and shall remain in force until 1 September 2014.

**Article 50. Citation and publication of the rules of procedure**

1. These regulations may be cited as: University of Groningen Graduation Fund Regulations 2013-2014.
2. These regulations have been sent to the Faculty Boards for reference, published on the internet and included as an appendix in the Students' Charter.

Groningen,

The Board of the University.

## **Appendix 1 University of Groningen and Hanze University of Applied Sciences Joint Regulations for Committee Grants**

### **Introduction**

These Regulations concern the allocation of committee months to student organizations that have students of the University of Groningen or both the University of Groningen and the Hanze University of Applied Sciences as members.

### ***Section 1: Categories and allocation models***

#### **Article 1. Categories**

There are 6 categories of student organizations: student facilities, study associations, student associations, sports associations, cultural organizations, and other organizations.

#### **Article 2. Allocation models**

1. The University of Groningen allocates the following numbers of committee grant months per year for University of Groningen and joint University and Hanze student organizations:

<b>Category</b>	<b>Maximum number of committee grant months</b>
Student facilities	174 months
University of Groningen study associations	635 months
Student associations	365 months
Sports clubs	410 months
Cultural organizations	75 months
Other organizations	120 months

2. The student facilities ACLO, ESN, KEI and Usva are allocated a fixed number of committee grant months:
3. ACLO and KEI are each allocated 45 months, and ESN and Usva 42 each.

#### **Article 3. Allocation models for University of Groningen study associations**

1. Within the 635 month allocation for University of Groningen study associations, the Board of the University of Groningen will determine a maximum number of committee grant months for the study associations of one faculty.
2. The maximum number of committee grant months per faculty is calculated by equally weighting the student numbers per faculty and the total number of committee grant months for study associations of that faculty on the basis of the CUOS assessment.
3. The maximum number of committee grant months per faculty will be determined for the period until and including the academic year in which the re-evaluation of the study association will take place.

### ***Section 2: Accreditation of student organizations***

#### **Article 4. Accreditation**

A University of Groningen and/or Hanze student organization can be accredited for inclusion in these regulations if the following conditions are satisfied:

- a) the general conditions that apply to all organizations
- b) the special conditions that apply to the categories of study associations, student associations, sports clubs, cultural organizations or other organizations.

#### **Article 5. General provisions**

The general conditions for accreditation are as follows:

- a) The organization has a legal personality and has full legal competence, which is

- demonstrated by
1. statutes drawn up by a notary, and
  2. a current registration with the Chamber of Commerce.
- The organization works on a non-profit basis.
- b) The statutes of the organization include at least:
    1. the purpose of the organization
    2. the activities of the organization
    3. the organizational structure
    4. who can sit on the board, how board members are elected or appointed and the appointment term for board members
    5. for associations: who can become members.
  - c) In addition, the statutes state at least the following:
    1. the organization focuses on the student body of the University of Groningen and/or Hanze University of Applied Sciences or a degree programme, school or faculty within the University of Groningen and/or Hanze.
    2. The organization's executive board consists of full-time or part-time students and/or scholarship PhD students and/or people using the opportunities for board membership for non-students, as referred to in Chapter 8 of the Graduation Fund Regulations 2010-2013.
    3. The organization is in principle open to all students enrolled at the University of Groningen and/or Hanze University of Applied Sciences, or to all students of a certain degree programme, school or faculty of the University of Groningen and/or Hanze University of Applied Sciences.
  - d) The organization draws up a budget, an annual report and annual accounts every year. For associations: the organization has an up-to-date membership administration including the names and student numbers of University of Groningen and/or Hanze students.
  - e) The organization offers a diverse and extensive range of activities, requiring board work throughout the year.
  - f) The organization and the range of activities related to its purposes involve a significant amount of management and administration.
  - g) The organization contributes to a positive image of the University of Groningen and/or Hanze University of Applied Sciences and of Groningen as a student city.
  - h) The organization complies with the agreements made in the University of Groningen and Hanze University of Applied Sciences Introduction Period Regulations.

#### **Article 6. Requesting accreditation**

1. Requests for accreditation and inclusion in the regulations must be submitted to:
  - a. the Board of the University of Groningen for University of Groningen or joint organizations
  - b. the Executive Board of the Hanze University of Applied Sciences for Hanze organizations.
2. Requests can be submitted annually until 15 November of the academic year during which the organization wishes to be included in the regulations.
3. The CUOS and the SSA will determine the procedural rules for the request procedure. The rules will be published in good time and will not contradict these regulations.
4. Any changes in the organization that may affect the accreditation must be reported to the relevant Board.

#### **Article 7. Accreditation of the organization**

The Board of the University of Groningen will make a decision concerning requests for accreditation of University of Groningen or joint organizations, bearing in mind the advice issued by the CUOS.

1. The Executive Board of the Hanze University of Applied Sciences will make a decision concerning requests for accreditation of Hanze organizations, bearing in mind the advice issued by the SSA.

2. Accreditation will take place as of 1 September of the academic year during which it was requested.
3. The decision concerning the accreditation, supported by reasons, will be communicated to the relevant organization in writing.

**Article 8. Accreditation period**

Accreditation is in principle granted for the period until the results of re-evaluation of the relevant category are implemented.

1. An organization will be included in the regulations for the period of one year:
  - a. if it concerns an organization that has previously been included and which has been granted the opportunity to meet a certain requirement
  - b. if significant changes are to be expected in the circumstances of an organization.

**Article 9. Allocation of number of committee grant months**

Upon accreditation of an organization, the Board also determines the number of months for committee grants, bearing in mind the advice issued by the CUOS or the SSA.

**Article 10. Re-evaluation of accredited organizations**

The organizations included in these regulations will be re-evaluated at least once every three years on the basis of the regulations as they apply in the year of re-evaluation.

1. The CUOS and the SSA will determine the procedural rules for the re-evaluation procedure. The rules will be published in good time and will not contradict these regulations.
2. The CUOS and the SSA are responsible for informing the student organizations about the re-evaluation procedure.
3. The organizations will be re-evaluated in:

a.	Student associations	November 2012
b.	Sports clubs	November 2012
c.	Study associations	November 2013
d.	Cultural organizations	November 2014
e.	Other organizations	November 2014

- and subsequently once every three years.
4. Withdrawal of accreditation of an organization on the basis of the re-evaluation will take effect on 1 September after the decision for withdrawal was made.
5. Allocation of a different number of committee grant months on the basis of a re-evaluation will take effect at the time of the first change of committee members on or after 1 September following the re-evaluation.

**Section 3: Categories of organizations**

**Article 11. University of Groningen study associations**

1. The University of Groningen and the Hanze University of Applied Sciences Groningen each determine their own rules for the allocation of committee grant months to their institution's study associations.  
The University of Groningen allocates committee grant months to faculty and degree programme-based study associations on the basis of the following rules.
2. The special conditions for a study association are as follows:
  - a. The association is open to and designed for students of a specific faculty or degree programme, or specific faculties or degree programmes.
  - b. The association organizes various activities for these students with content related to the field of the faculty/faculties or degree programme(s) in question.
  - c. The association has at least 150 University of Groningen students of the relevant faculty/faculties or degree programme(s), or at least 50% of the total number of students of the relevant faculty/faculties or degree programme(s), as full,

annually paying members.

- d. The association has a significant administrative burden that translates into at least 5 points in items a) to e) in the activity point list below.

Activity	points
a) Organization of major events, such as an annual conference or symposium, an excursion abroad or events lasting several days	max. 4
b) Organization of activities for specific target groups, such as prospective students, first-year students, international students, exchange students, final-year students or alumni	max. 4
c) Organization of regular activities for members, such as lectures, film nights, excursions within the Netherlands, company visits, job market orientation events, drinks receptions, parties or the publication and editing of a subject-specific journal	max. 5
d) Organization of annual activities for maintaining and promoting the degree programme's teaching quality throughout the academic year and regular meetings with the programme director and/or the Faculty Board	max. 2
e) Organization of a book sale	max. 1

3. The number of months for a study association is determined as follows.

An association that satisfies the general and special conditions will be granted 9 committee grant months.

The association can receive additional months on the basis of the following criteria: a) the range of activities, and b) the number of students of the relevant University of Groningen faculties or degree programmes as annual paying members.

4. Additional months on the basis of the range of activities are determined as follows on the basis of the above list of activities.

Points based on range of activities	Additional months
5, 6 or 7 points	0 months
8, 9 or 10 points	7 months
11, 12 or 13 points	14 months
14 points or more	21 months

5. Additional months on the basis of membership numbers are determined as follows.

Number of members	Additional months
up to 299 members	0 months
300 – 499 members	2 months
500 – 799 members	4 months
800 – 1249 members	6 months
1250 – 1999 members	8 months
2000 members or more	10 months

## Article 12. Student associations

1. Student associations must meet the following special conditions to qualify for inclusion in these Regulations.

- The aim of the association is to interact with students in a social sphere, with interdisciplinary contacts being stimulated.
- The association will organize various activities designed to enhance students' social lives.
- The association has at least 150 University of Groningen and/or Hanze students as full, annually paying members.
- The association is responsible for the exploitation of a building used for the association's purposes.

2. The number of committee grant months for a student association is determined as follows.

An association that satisfies the general and special conditions will be granted 25 committee grant months. An association may be allocated additional committee grant months on the basis of annually paying University or Hanze student members. The number of committee grant months is allocated on the basis of the following table.

Number of members	Total number of months
150 – 224 members	25 months
225 – 349 members	30 months
350 – 499 members	35 months
500 – 749 members	45 months
750 – 1199 members	55 months
1200 – 1799 members	65 months
1800 members or more	75 months

### Article 13. Sports clubs

1. Sports clubs must meet the following special conditions to qualify for inclusion in these Regulations.
  - a. The club is affiliated with ACLO and the aim of the club is to realize active sport participation by students in a club context.
  - b. The club organizes various activities for these students, including at least training and/or matches.
  - c. The association has at least 150 University of Groningen and/or Hanze students as full, annually paying members.
  - d. The club receives an allowance from the Sport Centre and ACLO to promote high-level competitive sports and/or the club is responsible for the exploitation of a building used for the club's purposes.
2. The number of committee grant months for a sports club is determined as follows. Sports clubs that satisfy the general and special conditions will be granted a number of committee grant months based on the number of annually paying University and/or Hanze student members.

The number of committee grant months is allocated on the basis of the following table.

Number of members	Total number of months	
	High-level competitive sports or own building	High-level competitive sports and own building
150 – 249 members	10 months	20 months
250 – 499 members	20 months	30 months
500 members or more	30 months	40 months

3. Ten months will be allocated for the exploitation of a building. If a building is used by more than one sports club, these 10 months are divided over these clubs.
4. Notwithstanding the provisions of the previous articles, a sports club with at least 200 full, annually paying University and/or Hanze student members which does not receive an allowance to promote high-level competitive sports nor is responsible for the exploitation of a building may be allocated 10 committee grant months.

### Article 14. Cultural organizations

1. Cultural organizations must meet the following special conditions to qualify for inclusion in these Regulations.
  - a) The organization is a foundation or association that aims to promote the cultural development of students.
  - b) The organization organizes various activities for students, including at least rehearsals, training or courses and events that are open to all students.
  - c) A minimum of 50 University of Groningen or Hanze students as full annually paying members applies to associations.
  - d) The organization has a significant administrative burden, demonstrated by its range of activities and student participation in them.
2. An organization that satisfies the general and special conditions will be granted 10 committee grant months. Organizations may be allocated additional committee grant months on the basis of the administrative burden due to the scope of and participation

in its activities.

The number of committee grant months is allocated on the basis of the following table.

Administrative burden	Number of months
low	10 months
medium	15 months
high	20 months

#### **Article 15. Other organizations**

1. Other organizations must meet the following special conditions to qualify for inclusion in these Regulations.
  - a) The organization is a foundation or association that satisfies the general conditions but does not belong to any of the other categories.
  - b) The organization is involved in one of the following fields:
    - promotion of student interests
    - religion for students
    - promotion of international contacts among students.
  - c) A minimum of 100 University of Groningen or Hanze students as full annually paying members applies to associations.
  - d) The organization has a significant administrative burden, demonstrated by its range of activities and student participation in them.
2. An organization that satisfies the general and special conditions will be granted 10 committee grant months. Organizations may be allocated additional committee grant months on the basis of the administrative burden due to the scope of and participation in its activities.

The number of committee grant months is allocated on the basis of the following table.

Administrative burden	Number of months
low	10 months
medium	15 months
high	20 months
very high	25 months

#### **Section 4: Transitional and final provisions**

##### **Article 16. Additional recommendation**

If the total number of committee grant months based on the recommendation issued by CUOS exceeds the total number of months available for the relevant category or faculty, CUOS will issue an additional recommendation for the distribution of the total number of committee grant months in the available allocation model among the organizations within one category or faculty.

##### **Article 17. Transitional regulations**

1. For academic year 2013-2014, the number of committee grant months for study associations will be determined in accordance with the application of these regulations to the re-evaluation in 2010-2011, with the proviso that 35% of the allocation per faculty is determined by the number of registered students on 30 September 2011 and 65% by the CUOS recommendations after the re-evaluation in 2011-2012.

## Appendix 2a Recognized student organizations

<b><i>Student associations</i></b>	<b><i>Number of committee grant months</i></b>
A.S.V. Dizkartes	55
Cleopatra A.S.G.	25
F.F.J. Bernlef	25
G.S.C. Vindicat atque Polit	75
G.S.V.	25
N.S.G.	35
R.K.S.V. Albertus Magnus	75
Unitas S.G.	25

<b><i>Sports clubs</i></b>	<b><i>Number of committee grant months</i></b>
AGSR Gyas	40
G.C.H.C.	30
G.S.A.C.	10
G.S.A.V.V. Forward	10
G.S.F.V. Drs. Vijfje	10
G.S.H.C. Forward	30
G.S.R. Aegir	30
G.S.V.V. Tjas	20
G.S.T.C.	14
G.S.V.V. Donitas	20
G.S.V.V. The Knickerbockers	30
G.S.Z. Mayday	30
T.A.M.	14
Veracket	24
Veracles	20

<b><i>Study associations</i></b>	<b><i>Number of committee grant months</i></b>
Archigenes	18
Chemische Binding	15
CLIO	29
Commotie	9
COVER	17
Diephuis	9
EBF	40
EPU	9
FMF	18
GFE	9
GLV Idun	20
Ibn Battuta	26
IK	18
JFV	40
MARUG	18
Meander	9
ODIOM	20
Panacea	33
Pharmaciae Sacrum	26
Pro Memorie	16
Prof. T.F.V. Francken	17
RISK	27
Simon van der Aa	9
SGOR	9

Soci�etas	9
Studiosae Mobilae	20
STUFF	9
TBV Lugas	17
Ubbo Emmius	20
VESTING	18
Vevonos	9
VIP	31

***Student facilities***                      ***Number of committee grant months***

ACLO	45
ESN Groningen	42
KEI	45
Usva	42

***Cultural organizations***                      ***Number of committee grant months***

GDS Kaliope	10
GMSG Bragi	10
Groninger Studenten Toneel	10
SGSC	15

***Other organizations***                      ***Number of committee grant months***

AEGEE	10
AIESEC	10
IFMSA	15
GSb	15
GSp	10
SIB	25
SOG	10
TEIMUN	10

**Appendix 2b. Consultative bodies and committees**

<b><i>Body/position grant months</i></b>	<b><i>Number of persons</i></b>	<b><i>Number of committee</i></b>
University Council / student member	11	6
University Council Presidium / student member	1	8
Faculty Board / advisory member	8	5
Faculty Council / student member	60	2
MW Faculty Board / advisor	1	5
O&O Council (UMCG) / student member	7	2
CUOS / member	5	4
GOPHER	2	2
GRIN	2	2