

Framework Scheme for Students
Participating in Administrative
Activities

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1 Introduction

Students are actively participating in all kinds of ways in the areas of education, membership of the consultative council and extracurricular activities. To facilitate their participation in (administrative) activities, Avans University of Applied Sciences has formulated the following objectives:

- to create conditions to encourage students to take part in administrative activities,
- to determine and coordinate the nature of the administrative activities for which an extra remuneration is awarded, as well as the nature and scope of this remuneration.

This framework scheme describes the scope for the implementation of the policy.

2 General provisions

In this facilitation scheme, the terms below are understood as follows:

Graduation: a final examination as referred to in Section 7.10, paragraph 2, of the Dutch Higher Education and Research Act [Whw].

Avans University of Applied Sciences: the institution (university of applied sciences) that falls under the Avans Foundation and that is maintained by the Foundation.

Administrative activities: the administrative activities a student carries out as a member of administrative bodies of Avans University of Applied Sciences or of student organisations designated or recognised by the Executive Board.

Executive Board: the board of Avans University of Applied Sciences, which is also the board of the Avans Foundation.

Student Financial Support Committee (FOS): the committee set up by the Executive Board that is responsible for implementing the Profileringsfonds Scheme (fund for financial support of students), the Hardship Fund Scheme and the Framework Scheme for Students participating in Administrative Activities. Also referred to as the FOS Committee.

Study programme: a study programme as referred to in Section 7.3 of the Whw.

Admissibility of the application: the processing of the application, if the application has been submitted in full (containing all the necessary information) and on time (in accordance with the deadlines set).

Student: the student who is enrolled at Avans University of Applied Sciences and who applies for financial support under this scheme. In this scheme, 'he' and 'his' also include 'she' and 'her'.

Whw: Dutch Higher Education and Research Act.

3 The administrative activities

The following administrative activities qualify for facilitation:

- a. ***activities for student organisations linked to the University of Applied Sciences, namely:***
 - a1. membership of a committee of a study or student society that has a link to one or more schools or study programmes of Avans University of Applied Sciences.
- b. ***activities resulting from statutory schemes, namely:***
 - b1. membership of the Avans Joint Consultative Council (AMR),
 - b2. membership of a School Council (AR),
 - b3. membership of a Study Programme Committee
 - b4. membership of the Appeals Board or the Disputes Advisory Committee
- c. ***activities connected with education or student facilities, namely:***
 - c1. activities carried out at the request of the competent authority at Avans University of Applied Sciences relating to education and/or student facilities (for example within the context of educational support, information services, recruitment, introduction week)
- d. ***activities for a national organisation aimed at promoting an educational interest, a political interest or a general social interest, namely¹:***
 - d1. membership of the committee of a national student organisation of a substantial size with full legal capacity,
 - d2. membership of the committee of a political organisation for young people that is part of a political party represented in the States General,
 - d3. membership of the committee of a national organisation of a substantial size with full legal capacity that is geared towards promoting a general social interest.

Details of the remuneration for the administrative activities within the meaning of part a, the committee membership bursary, are provided in chapter 4. The remuneration for administrative activities within the meaning of parts b2, b3 and d is explained in greater detail in chapter 5.

For the administrative activities described in b1, b4 and c1, please refer to the relevant separate schemes, which consist of agreements regarding holiday pay and the student ambassador scheme (see iAvans for more information). Chapter 5 therefore does not apply to these activities.

Full-time and dual track students who experience a study delay as a result of administrative activities may qualify for financial support from the Profileringsfonds (fund for financial

¹ Students may qualify for an allowance for the administrative activities referred to under d on the basis of the Regulations concerning Administrative Rules relating to National Financial Support in Higher Education, provided certain conditions are met.

support of students). The procedure and conditions for financial support are described in the Avans University of Applied Sciences Profileringsfonds Scheme.

4 Committee membership bursary

1. *Conditions of the committee membership bursary*

A student is eligible for a committee membership bursary if he meets the following conditions:

- a. He is enrolled at Avans University of Applied Sciences as a full-time, part-time or dual track student and has paid Avans University of Applied Sciences statutory tuition fees for a study programme for which he has not yet been awarded a degree, or for which he has not yet passed the final examination.
- b. He is a member of the committee and is named as such in the articles of association or the most recent extract from the Chamber of Commerce of a study or student society that:
 - has full legal capacity
 - according to the articles of association is aimed at the Avans University of Applied Sciences student community in the regions where the Avans University of Applied Sciences is located.
- c. He waives his entitlement to graduation support as set out in the Profileringsfonds Scheme for the exceptional circumstances on the grounds of which he is awarded a committee membership bursary.
- d. He receives no remuneration for the committee position from the relevant study or student society or otherwise.
- e. He and the committee of the relevant study or student society comply with the procedural regulations of this scheme.

2. *Detailed provisions with regard to the committee membership bursary*

The following detailed provisions apply to entitlement to a committee membership bursary:

- a. Obtaining a committee membership bursary is not linked to whether or not a student obtains financial aid for studying; there is also no connection between obtaining a committee membership bursary and obtaining credits.
- b. The committee membership bursary will only be awarded to a student once and for a maximum period of 12 months.

3. *Applying for a committee membership bursary*

- a. Each academic year, 24 months of committee membership bursary are available for each study or student society as described above under 4.1.b. The committee of the society applies for the 24 months of committee membership bursary each year based on the committee positions within the relevant society, the number of hours that the society's committee estimates are spent on carrying out a committee position and the committee's own responsibility for ensuring an appropriate internal allocation.
- b. The committee submits the application to the Student Financial Support Committee (FOS) before 1 October of the academic year in question, using the relevant application form, which is included in this scheme as appendix 1. The application form must be accompanied by:
 - The most recent version of the articles of association and extract from the Chamber of Commerce;

- A description of the committee's objectives for the relevant academic year;
- An activity plan with a budget, in any event including a number of the following elements: holding lectures, organising company open days, activities with alumni, network meetings, introduction camp, higher professional education intro festival or excursions.

If the application is incomplete, the FOS Committee will give the committee the opportunity to submit the missing documents by a specified deadline. If the committee fails to submit the documents by the deadline the application will be declared inadmissible.

4. Processing of and decisions on applications

- a. The FOS Committee will reach a decision on the application within 6 weeks of the submission of the application, unless the application requires further investigation. If the committee is asked to submit missing information, this period will be suspended until the application is complete.
- b. The decision consists of:
 1. an acknowledgement that the administrative activity is eligible for remuneration in the form of a committee membership bursary. The acknowledgement will state how many months can be awarded for the relevant committee positions, or
 2. a rejection of the application, stating reasons, or
 3. the declaration of the application as inadmissible, on the grounds of late submission, or on the grounds of failure to submit a complete application by the specified deadline.
- c. The committee will be notified of the decision in writing, stating reasons. The decision will inform the committee that it may file an objection against the decision in writing, stating reasons, with the Disputes Advisory Committee.

5. Amount and payment of the support

- a. The amount of the committee membership bursary is based on the job load for the specified committee position and is expressed in months. The scope is a maximum of 12 months per student for the entire duration of his enrolment at Avans.
- b. The monthly amount of the committee membership bursary is €300.
- c. Committee membership bursaries are awarded based on the application referred to in article 3 and are registered in the name of, and paid to, the individual student.
- d. The student will be notified of the decision in writing, stating reasons. The decision will inform the student that he may file an objection against the decision in writing, stating reasons, with the Disputes Advisory Committee.

6. Reporting and accountability

The committee of the study or student society must render account to the FOS Committee before 1 July of the relevant academic year in the form of an annual report, in which the committee describes the extent to which the objectives described in article 3 have been achieved. The annual report is accompanied by a declaration from each committee member, signed by the chairperson of the committee (or the secretary in the case of the chairperson), stating that the committee member in question has actually and duly carried out the administrative activities, and stating that the committee member in

question has not received any other remuneration for the committee position from the relevant study or student society.

5 Remuneration for other administrative activities

The remuneration for the administrative activities described in article 3 under b2, b3 and d is paid in credits, unless the Examination Board decides to deviate from this on the basis of the curriculum for a study programme, stating the reasons for its decision. In this case, a financial remuneration may be awarded for administrative activities where there is a 'direct working relationship' within Avans University of Applied Sciences. The choice of the nature of the remuneration does not therefore lie with the student.

Responsibility for the decision on whether or not a financial remuneration should be awarded lies, depending on the activity in question, with the School Board, the management of the unit or the Executive Board.

The Examination Board is also responsible for decisions relating to intangible facilities, such as exemption from any obligation to attend in order to participate in assemblies and meetings, the possibility of taking an examination or re-sit at a later time than is specified in the examination timetable and the possibility of submitting reports, assignments, and so on later than scheduled.

1. Remuneration in the form of credits

The number of credits that the student can obtain for administrative activities (preferably broken down for each activity) is specified in the Education and Examination Rules of the study programmes in which the remuneration in the form of credits is awarded.

The Education and Examination Rules also indicate the (sections of) units of study for which these credits can be obtained.

The number of credits to be obtained will be determined by the Examination Board.

2. Remuneration in the form of financial remuneration

In the event of a financial remuneration, whether or not as a supplement to the maximum number of credits, which has already been awarded, reference is made to the appropriate agreements made by the Executive Board and/or School Board, depending on the administrative activity.

3. The application procedure

Notification of administrative activities to the Examination Board.

The student notifies the Examination Board, within 1 month of starting the administrative activity in question, that the student intends to carry out one or more administrative activities that qualify for a remuneration. For this purpose the student should use the notification form included in appendix 2.

4. Provisional determination of remuneration in the form of credits

On the basis of the notification form, the Examination Board determines whether the intended activities (except for d1 to d3) qualify for a remuneration in the form of credits.

5. Provisional determination of financial remuneration

In the event that the Examination Board has decided not to grant a remuneration in the form of credits, or the maximum number of credits has already been awarded, the student may submit an application, using an application form (included in appendix 3), for a (supplementary) financial remuneration for activities where there is a 'direct working relationship' within Avans University of Applied Sciences.

For school-related activities, the student sends the application form – enclosing the decision by the Examination Board – to the relevant School Board or management of the relevant department. The relevant School Board or management examines the application and informs the student of (the amount of) a possible financial remuneration.

6. Definitive award of credits and/or financial remuneration

If there is a possibility of credits being awarded, the student may, once the activity has been completed, request the actual awarding of these credits from the Examination Board.

If a financial remuneration is awarded, the student must submit an application for the actual awarding of the financial remuneration in accordance with the agreements made. The relevant School Board or management ensures that the relevant payment is made to the student.

6 The certificate

The student who has been participating in administrative activities during his studies receives a certificate describing the nature of the administrative activities and the period during which they were carried out. For this purpose, the student submits an application to the Examination Board using the form included in appendix 4. Following approval by the Examination Board, the certificate is drawn up by the Unit Finance & Student Administration (DFS) and added to the diploma documents of the student concerned. The format for the certificate is included in appendix 4.

7 Complaints, grievances and appeals

Any party concerned may file a complaint or appeal against a decision made on the basis of this scheme, in accordance with the Complaints and Grievances Procedure for students.

8 Final provisions

The Framework Scheme for Students Participating in Administrative Activities has been adopted by the Executive Board and will be reviewed annually.

Appendix 1

Model application form for committee membership bursary (to be drawn up)

Appendix 2.

Model notification form for administrative activities

To: The Examination Board of the school

Personal data

Surname:

Initials:

Address:

Postcode:

City/town:

Student number:

School:

Study programme:

Description of the administrative activity/activities that you wish to carry out

Position and duties:

Period:

Estimate of the total number of hours:

Signature

Date:

Applicant's signature:

Decision by the Examination Board:

Appendix 3

Model application form for financial remuneration for administrative activities

To: School Board or management of the department of

Personal data

Surname:

Initials:

Address:

Postcode:

City/town:

Student number:

School:

Study programme:

Description of the administrative activity/activities that you wish to carry out

Position and duties:

Period:

Estimate of the total number of hours:

Signature

Date:

Applicant's signature:

Decision by the School Board or management:

Appendix 4

Model application form for certificate for administrative activities

To: Examination Board.....

The undersigned hereby requests a certificate for the administrative activities carried out during his/her studies on the study programme

Personal data

Surname:

Initials:

Address:

Postcode:

City/town:

Date of birth:

Place of birth:

Details of studies

School:

Study programme:

Graduated: yes/no

Graduation date:

Details of the activities carried out

Activity:

Position:

Period:

Number of hours:

Signature

Date:

Applicant's signature:

Appendix 5

Model certificate for administrative activities

The Examination Board of the study programme

hereby declares that

name

date of birth

carried out the following administrative activities during his/her studies at Avans University of Applied Sciences:

- *activity/activities*
- *position*
- *period*

Breda/'s-Hertogenbosch/Tilburg

date

Name

Signature