

Student facilities regulation

a. for students performing at the top level of sport or in a cultural field

b. for members of the University Student Council and Faculty Student Councils

For the purpose of readability, only the masculine form is used in this text.

Preface

1. The Student Facilities Regulation is intended for
 - a. students who, in addition to pursuing their studies, perform at the top level of sport or in a cultural field and who are hindered in performing because of the requirements of the degree programme, and
 - b. students who are members of the University Student Council (USC) or a Faculty Student Council (FSC) who are unable at that time to exercise their duties as member of the USC or FSC because of the requirements imposed by the degree programme.

Article 1 Procedure recognition of "top student"

1. Vrije Universiteit Amsterdam (VU Amsterdam) has a Central Committee Facilities Regulation (hereinafter to be referred to as 'the Committee'). The Secretariat is part of the Student and Educational Affairs department.
2. Students who perform at top level of sport or in a cultural field must submit a request for recognition of their special status with the Secretariat of the Committee, c/o Student & Educational Affairs Department. Students who are members of the University Student Council or Faculty Student Council have the option to invoke this regulation in that capacity.
3. The Committee checks whether the student meets the requirements as referred to in Articles 2 or 3.

Article 2 Conditions for students performing at top level in sports

1. To qualify for the status of top-level athlete, the student must:
 - a. have a status as A, B, or High Potential or a status as International, New Talent or Promising awarded by the NOC*NSF, to be evidenced by an entry in the register of the NOC*NSF;
 - b. practise a sport at the level of recognized finals in European Championships, World Championships or the Olympics on the basis of a sport registered on the NOC*NSF's most recent List of Top Level Sports and International Competitive Sports;
 - c. Applications made by students who do not meet the criteria referred to in 2.1.a or 2.1.b are assessed by the Central Committee Facilities Regulation on the basis of the documents submitted by the applicant. The Central Committee Facilities Regulation may obtain advice from Topsport Amsterdam for the purposes of assessing the application.
2. The student must include a statement with his request for recognition, showing a status as referred to in paragraph 1.

Article 3 Conditions for students performing at top level in a cultural field

1. A student may be designated as someone who performs at top level in culture, if he demonstrates that he meets each of the following conditions:
 - a. he performs his art within a professional or semi-professional organization aimed at one of the arts.
 - b. he demonstrates that his artistic activities are regularly performed at top level at national and international venues, festivals or art galleries of high repute.

2. Students who perform individually at top level in a cultural field also qualify¹
Paragraph 1b applies to him;
3. With his request for recognition, the student must submit a.
 - a. a list of performances for the following 12 months. The list must state the particulars as referred to in the appendix.
 - b. the original letter of the organization in question signed by the artistic director or reputable expert of the cultural discipline in question, with sufficient evidence that the student meets the conditions of paragraph 1.

Article 4 Decision by the Executive Board

1. The Executive Board takes a decision based on the Committee's recommendation. The student will receive a ruling in which the decision of the Executive Board is set out. The board of the faculty where the student is enrolled, will receive a copy of the ruling, including a copy for the relevant Examination Board.
2. If the Executive Board disagrees with the Committee's advice, the Executive Board will inform the Committee stating its reasons.
3. A negative ruling by the Executive Board may be appealed by lodging a notice of objection.

Article 5 Condition for members of the University Student Council and Faculty Student Councils

A student who is a member of the University Student Council (USC) or a Faculty Student Council (FSC) must demonstrate that he is obliged to attend a formally convened meeting of the USC or FSC which coincides with compulsory attendance at a course or with a scheduled exam pertaining to the degree programme.

Article 6 Facilities Examination Board

1. The student submits his request to qualify for the facilities referred to in this regulation to the Examination Board in writing, and demonstrates, by including documentary evidence, that his activity at top level in sports or in a cultural field or that his activity as a member of the University or Faculty Student Councils prevents him from sitting the exam on the set date and that waiting until the following regular exam will lead to an unacceptable delay in studies.
2. The student includes the Executive Board's decision as referred to in Article 5. A member of the FSC or the USC includes evidence that he has been appointed a member of the council. The Examination Board will take a decision that is open to appeal.
3. The Examination Board may decide as follows:
 - a. to allow the exam or exams it has designated to be held on another date outside the set exam dates and in a different format, if necessary.
 - b. to request the examiner in question to allow the student to submit his written assignments (papers, theses, etc.) after the deadline. For that purpose the examiner will set a new submission date, taking into account the student's proved activities.
 - c. to grant exemption from the sequence of the exams set by the Academic and Examination Regulations, if necessitated by the student's proved activity and to prevent a delay in studies. If the degree programme is structured in such a way that the sequence of exams cannot be changed, the Examination Board will endeavour to compensate the student in another way.
 - d. to refuse the facility, specifying reasons.
4. An exception as referred to in this article is permitted unless the effort that the programme must make to do so is disproportionate or unless the programme's final

attainment levels cannot be achieved without meeting the obligation in the prescribed manner.

Article 7 Facilities Faculty Board

1. The student should submit his request to qualify for the facilities referred to in this regulation in writing to the Director of Studies²¹, and must demonstrate, by including documentary evidence, that his activity in top level sport or a cultural field or that his activity as a member of the University or Faculty Student Council prevents him from attending a compulsory component of the programme. If the applicant is granted permission, an alternative requirement will be imposed.
2. The student includes the Executive Board's decision as referred to in Article 5. A member of the FSC or the USC includes evidence that he has been appointed a member of the council.
3. The Director of Studies may decide as follows:
 - a. he ensures customized study advice for the student, where necessary;
 - b. he ensures – if applicable – that the student is allocated in groups, if necessary outside the existing provisions;
 - c. he decides to issue the study advice, after the student has been given the opportunity to sit exams, jointly representing 60 credits as indicated in the study schedule.
 - d. if a standard which must be met in order to continue with the next phase of the degree programme has been set in or is based on the Academic and Examination Regulations, the Director of Studies will enable the student to start the following phase of the degree programme before he has complied with that standard³²

The Director of Studies will determine at that time when the standard must be met, taking into account the student's proved activities which were the reason to grant the facility.
 - e. to refuse the facility, specifying reasons.
4. The Faculty Board may take other, additional measures.
5. An exception, as referred to in this article, is permitted unless the effort that the programme must make to do so is disproportionate or the programme's final attainment levels cannot be achieved without meeting the obligation in the prescribed manner.
6. The student can lodge a notice of objection with the Executive Board against decisions made by the Director of Studies. The student can bring an appeal to the Examination Appeals Board against the decision referred to in paragraph 3c (study advice).

Article 8 Entry into force, short title

1. The 2010 Student facilities regulation expires. This regulation will enter into force on 1 September 2015.
2. This regulation can be cited as "Student Facilities Regulation".

¹ The name of the relevant body may vary; it may also be programme board, for example. In the absence of an administrative level of this kind, the student must consult the Faculty Board through the Education Office.

² Please note: this concerns phases within the degree programme. Early admission to another degree programme (in particular the Master's programme) is not possible.

Appendix

Top student in a cultural field

Article 3(3): the Committee intends to get a clear view of the top student's position in the art discipline in question. This requires information that can be verified objectively, e.g. concert schedules. In this case, the following information is necessary in any case:

- list of performances with the following information:

- Date of performance
- Name of the venue
- Name of the organizer (concert or otherwise)
- Name/names of the co-performers and position of the applicant regarding the other performers (e.g. lead singer or background singer)
- Title/titles of the works to be performed

Internal rules of Central Committee Facilities Regulation

1. The Central Committee Facilities Regulation (Committee) consists of five members. Composition of the Committee:
 - a. Head of Course and Career Information Centre (chairperson)
 - b. Head of VU Sports Centre
 - c. VU Sports coordinator (sport applications) or Head of Griffioen (culture applications), depending on the nature of the application. One of them will participate in assessing the applications by members of a consultation body.
 - d. USC member or student to be appointed by the USC.
 - e. Academic advisor
2. The Executive Board appoints the Committee members. Committee members a, b and c are appointed by virtue of their office. Committee member d rotates every year, committee member e rotates every three years. The latter may be reappointed. Committee member e is nominated by the Student & Educational Affairs Director.
3. The Committee advises the Executive Board on whether the student applying for the facilities to which the regulation entitles, actually performs at top level in sports or a cultural field in accordance with the criteria of the Student Facilities Regulation.
4. The Committee draws up a meeting schedule and announces this through the student portal of VU Amsterdam.
5. Student applications are submitted to the Committee's Secretariat (head of Course and Career Information Centre) located at Student & Educational Affairs, within three weeks before the date on which the Committee will convene.
6. If an application is incomplete, the Committee's Secretariat will request the applicant to supplement the application within a term of no more than two weeks. Applications that have not been completed in time will not be taken into consideration.
7. The Executive Board receives the Committee's advice within three weeks of the meeting.
8. The Executive Board will take a decision on the application within three weeks of receiving the advice.
9. If a student demonstrates that a decision must be taken on his application in the short term, he must submit a substantiated request for that purpose with the Committee's secretariat. The chairperson handles the application as soon as possible, but no later than within two weeks.

The decision is conditional. In the next meeting the decision is put to the Committee for approval. If the Committee does not approve the decision, the chairperson will immediately inform the applicant and the faculty in question, followed by written confirmation. The student is given the opportunity to submit a modified request. This request is subsequently handled by the Committee.