

### **PART III Administrative Grants Institutional Bodies**

The General Section shall apply unless specifically waived in this section.

#### **Article 1 Applicability**

1. Condition for financial assistance under this part of the regulation is the capacity of
  - a. member of representative council at university or faculty level;
  - b. member of a program committee (OLC);
  - c. auditor of a faculty board (FB).
2. The student who invokes this part of the regulation is presumed to have experienced study delay as a result of their work for the University. The General Provision that study delay must be demonstrated in order to grant financial assistance will be abolished.

### **Administrative Grant Institutional Bodies**

#### **Article 2 Eligibility, conditions for the Administrative Grant Institutional Bodies**

A person who possesses the capacity mentioned in article 1 of this part of the regulation is entitled to a board scholarship if the other conditions in this part of the regulation (insofar as they apply) are also met.

#### **Article 3 Scope of the Administrative Grant Institutional Bodies**

1. The amount of the Administrative Grant for Institutional Bodies is expressed in units. One unit consists of the amount mentioned in the appendix Statement of Allocation of the Student Support Regulation.
2. For serving a full academic year, the size of the Administrative Grant for Institutional Bodies to be awarded will be the number of units, listed in the appendix Statement of Allocation of the Student Support Regulation. If participation has not taken place for the full academic year, the size of the number of units will be adjusted proportionately.

### **Attendance fees**

#### **Article 4 Terms and Conditions of attendance fees**

1. The student to whom article 1 paragraph A applies, is entitled to payment of attendance fees. The right to payment of attendance fees arises if the student member has attended at least 80% of the number of meetings and 80% of the duration of the meeting. This should be evident from the minutes. Only the meetings from the annual schedule of the respective body are counted. If the student member has met these requirements, the maximum amount will be paid.
  - a. Members of the OLC must have attended 100% of the meetings for the amount to be awarded.
2. The student to whom article 1 paragraph C applies, shall be entitled to payment of attendance fees if the faculty board has decided that the auditor has performed satisfactorily in accordance with the mutually made arrangements.
3. A meeting referred to in paragraph 1, shall exist if:
  - a. It concerns a meeting of a board member with the full University Student Council (USR), Faculty Student Council (FSR) or Joint Assembly (GV). A note is made in the minutes of the member who enters the meeting after it has begun or leaves it before the end of the meeting;
  - b. it concerns a formal meeting of the full USR or GV, of which the Secretary takes minutes. A note shall be made in the minutes of the member who enters the meeting after it has begun or who leaves before the end of the meeting.

4. If in an agenda discussion between
  - a. a member of the Executive Board and the USR, or the GV,
  - b. a member of the FB and the FSR, or the GV,jointly decided on an extra meeting, then no entitlement to a supplement to the attendance fees arises. However, if the number of extra meetings exceeds the number of meetings listed in the annual schedule of the relevant body by 25% or more, the student members shall be granted a supplement to the attendance fee. This additional attendance fee is equal to the amount granted per regular meeting to the student member who attended all meetings of the relevant body.

## Procedure

### **Article 5 Application**

1. An application for an Administrative Grant for Institutional Bodies must be submitted no later than the deadlines mentioned in paragraphs 2 and 3 of this article using the form established for this purpose. The same deadline also applies if the administrative year is not the same as the academic year.
2. This application must be accompanied by at least the following documents:
  - a. At start of term: Administrative Grant Institutional Bodies USR
    1. A member of the USR submits their information by form no later than September 30 so that the Grant can be paid in five installments;
    2. the credential, confirming their election.
  - b. After the end of the academic year: Administrative Grant Institutional Bodies and attendance fees
    1. No later than October 31, the student member submits the form for the request for payment of the Grant (does not apply to USR members) and attendance fees.
    2. The student member also submits their credential or appointment letter. This applies to FSR members, auditor of the FB, student members of program management and members of OLC (i.e. not USR members).
3. The Registrar or Secretary or the Chair of the FB shall provide the Student Organization Recognition Committee with an overview of the number of meetings of the relevant body and in how many of these meetings the applicant participated. It may be sufficient for the Registrar or Secretary to prepare one document for all members of the relevant body collectively.

### c. After completion of academic year: Grant auditor FB

1. By October 31, the auditor shall submit the Administrative Grant Institutional Bodies application form.
2. The auditor shall submit their letter of appointment.
3. The FB declares (briefly) to the Student Organization Recognition Committee whether the auditor has performed satisfactorily. This is related to their attendance at FB meetings and their input.

### **Article 6 Payment of board scholarship**

The Administrative Grant for Institutional Bodies is paid in the form of a lump sum at the end of the board year (except for the USR). Payment must be made no later than the end of December of that year.

**Article 7 Process and decision**

1. The director of SOZ will, on behalf of the Executive Board, decide on the request for financial assistance within eight weeks of receipt.
2. The decision shall be communicated to the applicant in writing, with a (brief) statement. The decision includes:
  - a. The granting of the facility, or;
  - b. the rejection of the application.
3. Against a decision, or the failure to make a decision within eight weeks after submitting a complete request for financial assistance, the student may submit an objection to the Executive Board in accordance with the objection procedure established by the Executive Board. The objection period is six weeks.
4. Against decisions of the Executive Board on the objection, the student may appeal to the Council of State, upon payment of court fees. The appeal period is six weeks.

