STUDENTS’ CHARTER 2016/2017

OF

RADBOUD UNIVERSITY NIJMEGEN

University-specific part

Adopted by the executive board on 11 July 2016 with the agreement of the University Student Council
Preface

Contents

1. General provisions .................................................................5
   1.1 Definition of terms............................................................5
   1.2 Relationship with the WHW .............................................5
   1.3 Objectives of the Students’ Charter ....................................5
   1.4 Contents and publication of the Charter .............................6

2. Entry and admission ..................................................................7
   2.1 Entry to the Bachelor’s Degree Programme ........................7
   2.2 Entry to the Master’s Degree Programme .........................8
   2.3 Entry to the university teacher-training programme ...........8

3. Enrolment and the associated rights and obligations ...............9
   3.1 Enrolment procedure.......................................................9
   3.2 Rights after enrolment......................................................9
   3.3 Cancellation of enrolment ...............................................10
   3.4 Tuition and examination fees ..........................................10
   3.5 Compensation and penalty stipulations or subsequent payment of tuition / examination fees ..........................................................10
   3.6 Discipline measures ......................................................10

4. Education ..............................................................................12
   4.1 Structure of the programmes and the Education and Examination Regulations ....12
   4.2 Schedule of the academic year .........................................13
   4.3 Student counselling and binding recommendation on continuing one’s studies ....13
   4.4 Language of instruction ..................................................14
   4.5 Academic integrity .........................................................14

5. Credits, interim and final examinations ....................................15
   5.1 Study load and ECs ........................................................15
   5.2 Interim examinations and final examinations ........................15
      5.2.1 Interim examinations ...............................................15
      5.2.2 Final examinations ..................................................15
   5.3 Titles..................................................................................15

6. Student participation ..............................................................17
   6.1 Participation in decision-making at university level ..................17
      6.1.1 The University Student Council .................................17

Radboud University
6.1.2 *The University General Assembly* .......................................................... 18
6.2 Participation in decision-making at faculty level ........................................... 19
6.2.1 *The Faculty Student Council* .................................................................... 19
6.2.2 *The Faculty General Assembly* ................................................................. 20
6.2.3 *The programme committee* ....................................................................... 20
6.3 Elections ........................................................................................................... 21

7. **Financial aid** ................................................................................................. 22
7.1 *Introduction* ..................................................................................................... 22
7.2 *Profiling Fund* .................................................................................................. 22
7.3 *National graduation financial aid* ................................................................. 22
7.4 *Emergency Fund* ............................................................................................ 22

8. **Legal protection** ............................................................................................. 24
8.1 *Introduction* ..................................................................................................... 24
8.2 *Central Complaints Office* ............................................................................. 24
8.3 *Appeal to the Examinations Appeals Board* .................................................. 24
8.4 *Objection with the Executive Board* ............................................................... 25
8.5 *Appealing to the Higher Education Appeals Tribunal* .................................... 25
8.6 *Undesirable Behaviour Regulations* ............................................................. 26
8.7 *Personal data protection* ................................................................................ 26

9. **Facilities for students** .................................................................................... 27
Preface

The Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek) prescribes in article 7.59 that universities are obliged to draw up a Students’ Charter. Section 7.59 applies to Radboud University Nijmegen through Article 12 of the Structure Regulations (Structuurregeling).

The Students’ Charter must be published by providing every student with the Charter when a student first enrols in a degree programme and, if necessary, also upon enrolment in a following academic year. At Radboud University Nijmegen this is done by publishing the Charter on the website. A paper copy of the Charter can be obtained from the Student Information Desk (Centrale Studentenbalie). Students are informed of this through the digital newsletter of the Student Affairs Office (Dienst Studentenzaken).

The Students’ Charter describes the legal position of students enrolled in Radboud University Nijmegen. The Students’ Charter also describes the legal position of external students, in so far as specific parts apply to them.

With regard to the legal position of incoming exchange students, the following applies. An incoming exchange student at all times has an agreement with the university, which provides that a student may follow a number of units of study. It ensues from this that the rights and obligations described in the Students’ Charter also apply to incoming exchange students. The descriptions in the Students’ Charter derived from regulations form an exception to this, where it is evident from the definitions and substance of the relevant regulations that they do not apply to incoming exchange students. The regulations concerned are:

- Regulations governing Application and Registration;
- Regulations governing Financial Aid for Students;
- Regulations governing Top Talent in Sport and Art;
- Regulations governing the Committee and Participation Work Certificate;
- Regulations governing the University and Faculty Student Councils.

The rights and obligations of students are laid down in regulations of Radboud University Nijmegen or in national legislation, including in Titles 1.2 and 3 of chapter 7 of the Dutch Higher Education and Research Act, (which are applicable through Article 12 of the Structure Regulations). No rights or obligations can be derived from the Students’ Charter itself. The text of the regulations referred to in the Students’ Charter will therefore prevail.

The Students’ Charter consists of a university-specific part and a programme-specific part. This is the university-specific part, which describes the rights and obligations applicable to all students enrolled in Radboud University Nijmegen. The programme-specific part only applies to students of the relevant degree programme and in any event contains the Education and Examination Regulations of that programme. The programme-specific parts are published in the study guide of the relevant degree programmes or are offered through the internet page of the programme.

Unlike the public universities, Radboud University Nijmegen is a special university. Of importance in this respect are the Structure Regulations of Radboud University Nijmegen, in which the board of governors and structure of the university are regulated.
1. General provisions

1.1 Definition of terms

In this Students’ Charter, the following words have the following meanings:

a. WHW: the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW);

b. Charter: the Students’ Charter, in which the rights and obligations of students are described;

c. Structure Regulations: the Structure Regulations of Radboud University Nijmegen;

d. Management and Administrative Regulations: the Management and Administrative Regulations of Radboud University Nijmegen;

e. AWB: the Dutch General Administrative Law Act (Algemene wet bestuursrecht);

f. Degree Programme/Programme: a coherent whole of units of study, aimed at the achievement of well-defined objectives in the areas of knowledge, understanding and skills which the person completing the programme must have;

g. Academic year: the period commencing on 1 September and ending on 31 August of the following year;

h. EER: the Education and Examination Regulations (Onderwijs- en Examenregeling, OER) A set of regulations, as stipulated in section 7.13 of the WHW, in which all procedures, rights and obligations are stated with regard to education and examination for every study programme or group of programmes at Radboud University;

i. Executive Board: the Executive Board of Radboud University Nijmegen: the university board as referred to in the WHW;

j. Higher Education: university education and higher professional education;

k. Executive Board of the Foundation: the executive board of the foundation Stichting Katholieke Universiteit, as referred to in the foundation’s articles;

l. WSF 2000: the Dutch Student Finance Act 2000 (Wet studiefinanciering 2000);

m. DUO: the Education Executive Agency (Dienst Uitvoering Onderwijs, DUO).

1.2 Relationship with the WHW

This Charter is the Students’ Charter as referred to in Section 7.59 of the WHW. The provisions of the Students’ Charter ensue from the provisions of the WHW (partly applicable through Article 12 of the Structure Regulations), the Structure Regulations and the Management and Administrative Regulations. The Students’ Charter is laid down by the Executive Board, with the agreement of the Student Council. All further references to the WHW in this Students’ Charter signify that this act is applicable through Article 12 of the Structure Regulations.

1.3 Objectives of the Students’ Charter

The objective of the Students’ Charter is to provide a description of the rights and obligations of students. These rights and obligations are laid down in regulations of Radboud University Nijmegen or in national legislation, including the WHW. No rights or obligations can be derived from the Students’ Charter itself. The text of the regulations referred to in the Students’ Charter will therefore prevail.

Attached to this Students’ Charter is a list of regulations of Radboud University Nijmegen specifically aimed at the protection of the rights of students.
1.4 Publication of the Charter

The Executive Board publishes the Charter on the university's website. A paper copy of the Charter can be obtained from the Student Information Desk (Centrale Studentenbalie). Students are informed of this through the digital newsletter of the 'Dienst Studentenzaken' (student affairs department). The Executive Board will ensure that the Students' Charter is adopted again prior to each new academic year.
2. Entry and admission

2.1 Admission to the Bachelor’s Degree Programme

General guidelines
In accordance with the WHW (applicable through Article 12 of the Structure Regulations), entry to a university bachelor's degree programme can be obtained in a number of ways:

a. VWO (pre-university education) diploma
b. WO (university) propaedeutic certificate
c. HBO (university of applied sciences) propaedeutic certificate
d. HBO degree certificate (final examination)
e. WO degree certificate (final examination)
f. a certificate approved by the ministry, issued in the Netherlands or abroad, which is considered to be equivalent to or higher than a VWO diploma
g. a certificate approved by the Executive Board, issued in the Netherlands or abroad, which in the opinion of the Executive Board is equivalent to or higher than a VWO diploma
h. a decision based on an entrance examination.

With regard to admission based on a VWO diploma, it applies that only a certain subject combination will give entry to certain bachelor’s degree programmes. Based on the recommendation of the examination board, the Executive Board will decide on admission based on the old type of VWO diploma. For students who received preliminary training in the Netherlands and have registered for a Bachelor’s degree programme at the Radboud University Nijmegen for the first time, the ‘Regeling Studiekeuzecheck’ (Regulations governing the study choice check) applies. These Regulations can be found in Appendix 14 with this student charter (only available in Dutch).

More information about admission to a university bachelor’s degree programme can be found in the Regulations governing Application and Registration, attached as Appendix 1 to this Charter and on www.studereninrijmegen.nl

Entry to numerus fixus programmes
A numerus fixus has been set for a number of degree programmes. Nationally, these are the bachelor’s degree programmes in medicine, dentistry and biomedical sciences. In addition, Radboud University Nijmegen has a university-specific numerus fixus for the bachelor’s degree programmes business administration.

There are three ways to be admitted to a degree programme that has a numerus fixus:
1. Direct placement: anyone who has an average VWO leaving examination grade of 8 or higher will be admitted directly to the university of his choice;
2. Decentralized admission: the universities may select some of the students themselves. It will be published on the university’s website whether the university will make use of the option of decentralized admission for the 2016/2017 academic year;
3. Weighted draw: the remaining available places will be allocated by means of a system of weighted draws.

More information about the rules and procedures for taking part in the draw for a degree programme with a numerus fixus can be found on the website of DUO.
Registration for a higher year of a degree programme with a numerus fixus
In the case of degree programmes with a numerus fixus, a student may only enrol in a higher year subject to the consent of the Executive Board. This applies to students who have not previously been enrolled in the same programme with a numerus fixus of the university in question.

2.2 Admission to the Master’s Degree Programme

A student may only start the master’s degree programme after completing the bachelor’s degree programme. In so far as there are no qualitative or quantitative restrictions, a student without a bachelor’s degree may already attend courses of a master’s degree programme. However, the student is not permitted to sit any interim examinations in the master’s phase if he is not yet in possession of a bachelor’s degree. The student is also not permitted to start working on his master’s thesis if he is not yet in possession of a bachelor’s degree.

Students who wish to enter a master’s degree programme which does not directly follow on from their bachelor’s degree programme, or students who have obtained a bachelor’s or other degree at another Dutch university or abroad will not be admitted outright. The requirements which must be met in the areas of knowledge, understanding, skills and language are laid down in the EER of the master’s degree programme.

The faculty’s dean determines per Master’s degree programme whether two intake moments apply (1 September and 1 February). The number of intake moments is governed in the Onderwijs- en Examenregeling (Education and Examination Regulations) of the Master’s degree programme in question.

2.3 Admission to the Radboud Docentenacademie

In order to be admitted to the teacher-training programme of the Radboud Docentenacademie, a degree certificate or master’s degree is required that is relevant to the school subject concerned. Before being admitted to the university teacher-training programme, proof of admission is required. The proof of admission will be issued by or on behalf of the examination board of the university teacher-training programme of the Radboud Docentenacademie.

More information about the admission requirements can be found on the website of the Radboud Docentenacademie (http://www.ru.nl/docentenacademie)
3. Registration and the associated rights and obligations

3.1 Registration procedure

Anyone wishing to make use of educational facilities, examination facilities or other facilities must enrol in the relevant university: either as a student (full-time, part-time or dual) or as an external student. The relevant sections of the WHW (Sections 7.32, 7.33, 7.37, 7.43, 7.44, 7.45, 7.45(a), 7.46 and 7.48) apply through Article 12 of the Structure Regulations of Radboud University Nijmegen. The WHW provides that the Executive Board may adopt further procedural rules with regard to the registration and deregistration of students and with regard to the refunding of tuition fees. Radboud University Nijmegen has laid this down in the Regulations governing Application and Registration (Appendix 1 to this Charter). These regulations stipulate, among other things, the amount of the tuition and examination fees and the conditions of registration.

Registration will be for one degree programme and for a whole academic year. If registration takes place during the academic year, it will be valid for the remainder of the academic year.

3.2 Rights after registration

In accordance with Section 7.34 of the WHW, a person enrolled as a student has the following rights:
1. to attend the courses of the degree programme and, in principle, of the entire university, except in those cases where a restriction has been set by the Executive Board;
2. to sit final and interim examinations within the programme;
3. to access the libraries, laboratories, etc.;
4. to make use of student facilities, including the services of the student counsellor;
5. to receive student counselling, in particular applicable to those who form part of an ethnic or cultural minority whose higher education attendance is significantly lower than that of Dutch nationals who do not form part of such a minority;
6. in the event of a decision by the Minister or the university to terminate the degree programme: the possibility to complete the programme within a reasonable time at the same or another university.

In accordance with Chapter 2 of the Regulations governing the University and Faculty Student Councils, students will have the right to vote after enrolling.

In accordance with Section 7.36 of the WHW, a person enrolled as an external student has the following rights:
1. to sit final and interim examinations within the programme;
2. to access the libraries, laboratories, etc..

3.3 Cancellation of registration

The registration will be cancelled in accordance with Sections 7.12(b), 7.37(5), 7.42, 7.42(a) and 7.57(h) of the WHW:
Students’ Charter 2016/2017 Chapter 3 Registration and the associated rights and obligations

1. on the last day of the academic year: 31 August;
2. at the request of the student, with effect from the following month;
3. if it has not been possible to collect the tuition fees payable;
4. upon the student’s death, with effect from the first month after his death;
5. if the student, through his actions or remarks, has proved unsuitable for performing one or more professions for which the programme or the preparation for this professional practice was training him;
6. following the recommendation of the examination board, in the event that serious fraud, committed by the student, has been established.

3.4 Tuition and examination fees

Prior to the start of the academic year, the Executive Board stipulates the tuition and examination fees in the Regulations governing Application and Registration, as well as the fees for following a pre-Master’s programme. The exact amounts are stated in Chapter 4 of the Regulations governing Application and Registration and on the website: www.ru.nl/studenten.

It is laid down in Chapter 5 of the Regulations governing Application and Registration when a reduction or refund of tuition fees is possible.

3.5 Compensation and penalty stipulations or subsequent payment of tuition / examination fees

A person who is not enrolled but makes use of educational or examination facilities is liable to pay compensation pursuant to Article 27 of the Regulations governing Application and Registration.

3.6 Disciplinary measures

In accordance with Article 8 of the Structure Regulations, the Executive Board is authorized to take measures if a person behaves in such a manner that this breaches the peace on the campus.

Article 8 of the Structure Regulations of Radboud University Nijmegen reads as follows:

‘The Executive Board may set conditions and take measures concerning the proper proceedings in the university buildings and on the university grounds. These measures may entail that a person who has violated the conditions or seriously breached the peace may wholly or partially be denied access to those buildings or grounds.’
Explanatory notes

A serious breach of the peace includes, for example, if injury or loss is caused to staff or students or damage or loss is caused to university buildings, grounds or facilities such as libraries and ICT facilities, or if nuisance is caused, education is hindered or peaceful studying is disturbed.
4. Education

4.1 Structure of the programmes and the Education and Examination Regulations

Programmes can be structured on a full-time, part-time and/or dual basis; this is provided for in the Education and Examination Regulations. The WHW provides that Education and Examination Regulations (EER) are adopted for every programme or group of programmes. The Education and Examination Regulations are adopted or amended by the dean, based on the advice of the programme committee. In order to adopt or amend the Education and Examination Regulations, the dean requires the prior consent of the faculty General Assembly.

Section 7.13(2) of the WHW prescribes that a number of matters must in any case be included in the Education and Examination Regulations. The list of statutory requirements of the Education and Examination Regulations is published on the website of Radboud University (http://www.ru.nl/studenten/tijdens-studie/regelingen/studentenstatuut).

In addition to the statutory requirements, Radboud University Nijmegen has included additional requirements in Article 10 of the Management and Administrative Regulations, which the Education and Examination Regulations of every programme of Radboud University Nijmegen must comply with:

- one or more compulsory interim examinations with a philosophical nature of at least 6 EC;
- elective courses of at least 6 EC for elective examinations;
- for the master’s degree programmes, the obligation for each student to write an academic thesis or to take part in a research project, possibly in the form of a work placement, and to write an academic report about this.

The Executive Board has also included in the model Education and Examination Regulations that every bachelor’s degree programme has a compulsory bachelor’s final project. The adopted Education and Examination Regulations may differ from the model Education and Examination Regulations, in which case the dean must provide the faculty with an explanation.

The Executive Board must ensure that the courses on offer are published in good time before the commencement of the academic year through study guides and/or the internet, so that prospective students are able to form a proper opinion of the contents and structure of the courses and the examinations.

Participation of students in the decision-making concerning the Education and Examination Regulations

Before the dean adopts the Education and Examination Regulations, the programme committee will give advice concerning the Education and Examination Regulations, in accordance with Article 34 of the Structure Regulations. Subsequently, in accordance with the University/Faculty General Assembly Regulations, the dean will request the consent of the Faculty General Assembly prior to adopting or amending the Education and Examination Regulations.
The programme committee will also give advice on the annual assessment of the manner in which the Education and Examination Regulations are implemented. In addition, the programme committee may give the dean and the director of the relevant educational institute solicited and unsolicited advice about all matters concerning education in the programme. If the advice of the committee is not followed, the relevant decision must be supported by reasons. The programme committee may request a review. The programme committee, half of which consists of academic staff while the other half consists of students enrolled in that programme, is set up for each programme in accordance with faculty regulations.

4.2 Schedule of the academic year

In the guidelines for the year schedule and lecture hours, agreements at university level have been laid down regarding the schedule of the academic year. Based on these guidelines, the agreements are worked out in detail annually in the *Schedule of the academic year*, which is determined by the Executive Board. In accordance with the guidelines for the year schedule and lecture hours, this *Schedule of the academic year* is included in the university-specific part of the Students’ Charter as *Appendix 6*.

The academic year commences on 1 September and ends on 31 August of the following year. The academic year is divided into 2 terms. The same applies to periods during which no teaching is permitted. Provisions have also been included concerning the periods during which no interim or final examinations may be held.

Faculties are permitted to deviate from the instruction-free period during the holidays in May. This is only permitted if there is a demonstrable need in the interests of education, for example because the feasibility of the curriculum would otherwise be adversely affected. If a faculty decides to deviate from the established year schedule this must first be reported promptly to the Executive Board and then to the students concerned.

4.3 Student counselling and binding recommendations on continuing one’s studies

The WHW provides that students are entitled to student counselling. In concrete terms, students are entitled to the following:

- to receive student counselling and the services of a student counsellor of the Student Affairs Office. In providing student counselling, particular attention is paid to students who form part of an ethnic or cultural minority (Section 7.34 of the WHW);
- The monitoring of student progress and individual student counselling are regulated in the Education and Examination Regulations (Section 7.13 of the WHW);
- The propaedeutic phase is structured in such a way that the student will obtain an understanding of the contents of the programme. The propaedeutic phase furthermore has a referral and selecting function, which is also expressed in a recommendation (on continuing one’s studies) at the end of the first year of the propaedeutic phase (Section 7.8 of the WHW);
- The following in any case form part of the system of student counselling and guidance in the first year: 1) a form of mentorship, 2) an individual meeting with the student in the first term, 3) a preliminary recommendation (on continuing one’s studies) and 4) guidance in the second term for students whose preliminary recommendation was not to continue their studies or where there were doubts in this regard.
In accordance with Section 7.8(b) of the WHW, at the end of the first year of being enrolled in the propaedeutic phase a recommendation is made to every full-time student regarding the continuation of his studies within or outside the programme.
A binding rejection will be attached to a recommendation not to continue (binding recommendation not to continue one’s studies). The consequence of the rejection based on the binding recommendation not to continue one’s studies is that the student will not be able to enrol again in the same bachelor’s degree programme at Radboud University Nijmegen for a period of three years. The dean of the relevant faculty may determine that the binding rejection also applies to one or more related programmes within the faculty. The manner in which the binding recommendation is implemented is laid down in the Education and Examination Regulations of the programme.

The university will also make a preliminary recommendation after the end of the first term. The recommendation on continuing one’s studies will be made on behalf of the dean by the first-year recommendation committee set up by the dean.

### 4.4 Language of instruction

In view of Section 7.2 of the WHW, it is possible within Radboud University Nijmegen to derogate from the rule that the Dutch language is the language of instruction and for holding interim and final examinations (reference is made to Appendix 5: Code of Conduct for Foreign Language Education).

### 4.5 Academic integrity

Within Radboud University Nijmegen all those involved in education and research are responsible for maintaining academic integrity. To this end, the general principles of professional academic behaviour must at all times be observed. These principles, which are also endorsed by Radboud University Nijmegen, are worked out in detail in the Netherlands Code of Conduct for Academic Practice (Nederlandse Gedragscode Wetenschapsbeoefening). A brief summary, made by VSNU (association of universities in the Netherlands), is attached to the Regulations on Academic Integrity at Radboud University Nijmegen (Appendix 12). Based on these regulations, everyone has the right to file a complaint if staff at the university are or are suspected of breaching the academic integrity.
5. **Credits, interim and final examinations**

5.1 **Study load and ECs**

The study load of the bachelor's degree programmes is 180 EC and the study load of the Master's degree programmes is at least 60 EC. The study load of the programme as a whole and of the individual units of study (= subjects) must be included in the Education and Examination Regulations. The study load of a subject (and of a degree programme) is expressed in ECs. An EC is equivalent to 28 hours of study. The dean must ensure that the Education and Examination Regulations are assessed regularly, with particular attention paid to the study load: if necessary, it must be adjusted.

5.2 **Interim examinations and final examinations**

5.2.1 **Interim examinations**

There is an interim examination for each subject. An interim examination is an examination of the knowledge, understanding and skills of the student with regard to a specific unit of study, as well as the assessment of that examination by at least one examiner designated for that purpose by the examination board. The Education and Examination Regulations must state in what manner the student is able to learn of the questions and assignments in connection with a written interim examination and the assessment standards.

After determining the result of an interim examination, the examiner will provide the faculty office with the necessary information to make the result known to the student.

5.2.2 **Final examinations**

Radboud University Nijmegen provides bachelor's degree programmes and master's degree programmes. The bachelor’s degree programmes have a propaedeutic examination and the bachelor’s examination. The master’s degree has the master’s examination. The examination board will determine the result of the final examination if the student has passed the interim examinations of the units of study constituting the propaedeutic phase, the bachelor's degree programme or the master's degree programme. Under the Regulations on Degree Classifications, Radboud University Nijmegen can issue graduating students two special distinctions: cum laude and summa cum laude. The Academic and Examination Regulations for each degree programme specify the requirements for obtaining these distinctions.

A student may request the examination board of a degree programme to sit an examination within the degree programme with a programme compiled by himself from units of study. The examination board involved will decide whether the request can be granted.

Those who pass a final examination will, after the required verification, receive a certificate as proof, stating the components of the examination and any related qualifications. Those who have passed at least two interim examinations but not the final examination will, at their request, receive a statement by the examination board which will in any case specify which interim examinations have been passed; this is referred to as 'an academic record'. Furthermore, for each interim examination they have passed, students
5.3 Titles

Section 7.10(a) of the WHW stipulates which titles someone may use if he has passed the final examination of the programme.

The bachelor’s degree programme has a bachelor’s examination (180 EC) after three years which, if passed, will - depending on the fields of study of the programme - entitle the graduate to use the following title:

- degree programmes of the Faculties of Science and Social Sciences, the Nijmegen School of Management and the Faculty of Medical Sciences entitle the graduate to use the title of Bachelor of Science ( abbreviated to BSc and placed after the graduate’s name)
- degree programmes of the Faculty of Philosophy, Theology and Religious Studies and the Faculty of Arts entitle the graduate to use the title of Bachelor of Arts (abbreviated to BA and placed after the graduate’s name)
- degree programmes of the Faculty of Law entitle the graduate to use the title of Bachelor of Laws (abbreviated to LLB and placed after the graduate’s name)

Those who have passed the master’s examination (60 or 120 or 180 EC) will, depending on the fields of study of the programme – be entitled to use the following title:

- degree programmes of the Faculties of Science and Social Sciences, the Nijmegen School of Management and the Faculty of Medical Sciences entitle the graduate to use the title of Master of Science (abbreviated to MSc and placed after the graduate’s name)
- degree programmes of the Faculty of Philosophy, Theology and Religious Studies and the Faculty of Arts entitle the graduate to use the title of Master of Arts (abbreviated to MA and placed after the graduate’s name)
- degree programmes of the Faculty of Law entitle the graduate to use the title of Master of Laws (abbreviated to LLM and placed after the graduate’s name).

Those who have passed the master’s examination (60 or 120 or 180 EC) will also be entitled to use the Dutch title of ‘drs.’ or, in the case of a law degree, the Dutch title of ‘mr.’. The titles ‘drs.’ or ‘mr.’ are placed before the graduate’s name. The English and Dutch titles may not be used together with one's name simultaneously.
6. Student participation

Student participation in decision-making is laid down in three regulations: the Structure Regulations (Structuurregeling), the University/Faculty General Assembly Regulations (reglement UGV/FGV) and the University/Faculty Student Council Regulations (reglement USR/FSR).

6.1 Participation in decision-making at the university level

Participation in decision-making at university level is through a Works Council, Student Council and a University General Assembly, consisting of the Works Council, a delegation of the academic staff of Radboudumc and the elected section of the Student Council. In actual practice, the Works Council and University Student Council meet together in the General Assembly.

6.1.1 The University Student Council

Composition and working procedure
The University Student Council consists of 8 elected members and 1 appointed member for each recognized umbrella organization. The term of office of the members is 1 year and commences on 1 September.

The Executive Board adopts the Student Council Regulations. The duties and powers of the Council and also how elections are organized as well as dispute settlement rules are laid down in these regulations. The charter has to be approved beforehand by 2/3 of the members of the student council (with votes from the chosen members and appointed members weighing equally).

Duties and powers
The Executive Board requires the prior approval of the University Student Council for a decision to be taken regarding the adoption or amendment of:

a. the general policy concerning students, except in so far as elements are or have already been subject to the approval of the University General Assembly;
b. the policy concerning student facilities;
c. the Students’ Charter;
d. the regulations governing financial aid for students;
e. the University/Faculty Student Council Regulations.

If the Student Council withholds its approval of an intended decision of the Executive Board, the Executive Board may withdraw the intended decision or submit it to the Executive Board of the Foundation.

Other duties
1. The University Student Council promotes openness, public access and joint consultation within the university;
2. the University Student Council will endeavour to eliminate the discrimination of students and to promote the equal treatment of students within the university.
6.1.2 The University General Assembly

Composition and working procedure
The elected members of the University Student Council also have powers in connection with the University General Assembly, of which the members of the Works Council and a delegation of the academic staff of Radboudumc are members. The Executive Board adopts the University General Assembly Regulations. The duties and powers of the University General Assembly as well as dispute settlement rules are laid down in these regulations. The regulations require the prior approval of 2/3 of the number of members of the University General Assembly.

The chairmen of the Executive Board, the Works Council and the University Student Council will chair the University General Assembly by turns. The meeting schedule will be adopted beforehand for one year. The Executive Board will be responsible for convening the meeting and will decide on the agenda in consultation with the General Assembly. The meeting will adopt resolutions by a simple majority vote, with blank votes and abstentions being disregarded. For the rest, the joint votes of the present members of the Works Council and the members on behalf of Radboudumc will weigh as much as the joint votes of the present elected members of the University Student Council.

Duties and powers
The Executive Board requires the prior approval of the University General Assembly for every decision to be taken regarding the adoption or amendment of:

a. the institutional plan;
b. the manner in which the quality of the education and research is controlled;
c. the Management and Administrative Regulations;
d. the University General Assembly and the Faculty General Assembly Regulations;
e. the rules concerning safety, health and well-being.

In 2015 the WHW was changed to provide the University Councils, or the University General Assemblies (whichever is appropriate) of regular public universities with right of consent on the main aspects of budgeting. It was agreed that Radboud University’s General Assembly will also have right of consent on the main aspects of budgeting. The Executive Board and the University General Assembly have made additional agreements in which the implementation of this right is further specified. These specification have not been added to the Students’ Charter yet.

If the University General Assembly withholds its approval of an intended decision of the Executive Board, the Executive Board may withdraw the intended decision or submit it to the Executive Board of the Foundation.

Other duties and powers
1. The Executive Board will request the advice of the University General Assembly beforehand about a decision to be taken by the Executive Board regarding the general policy concerning the continued existence and the proper course of events within the university and in the event of an important organizational change, in so far as the structure of the university is concerned;
2. Twice a year the Executive Board will grant the University General Assembly the opportunity to discuss the general course of events at the university with the Executive Board.
3. the Executive Board will request the advice of the University General Assembly beforehand
   about a decision to be taken by the Executive Board regarding the university tuition fees.

### 6.2 Participation in decision-making at the faculty level

The dean will designate a student assessor for a period of 1 year, on the recommendation of the Faculty
Student Council. The assessor will attend the meetings of the dean and vice-deans and will have an
advisory role at these meetings.

Participation in decision-making at faculty level is through a Representative Council of the Works
Council, a Faculty Student Council and a Faculty General Assembly of the Representative Council
of the Works Council and the Faculty Student Council.

#### 6.2.1 The Faculty Student Council

**Composition and working procedure**

The Faculty Student Councils have 6 elected members. An exception to this is formed by the Faculty of
Law, which has 4 members and the council of the Faculty of Medical Sciences, which has 8 members.

The term of office of the members is 1 year and commences on 1 September.

The Executive Board adopts the Faculty Student Council Regulations. The duties and powers of the
Faculty Councils and also how elections are organized as well as dispute settlement rules are laid down in
these regulations. The regulations require the prior approval of 2/3 of the number of members of the
University Student Council.

The dean will chair the consultation meetings, unless provided otherwise by the Faculty Regulations. The
meeting schedule will be adopted beforehand for one year. The dean will be responsible for convening the
meeting and will decide on the agenda in consultation with the Student Council.

**Duties and powers**

The dean requires the prior approval of the Faculty Student Council for a decision to be taken regarding
the adoption or amendment of:

a. the implementation of the quality control of the education;
b. the policy concerning the students and the student facilities in the faculty.

If the Student Council withholds its approval of an intended decision of the dean, the dean or the Faculty
Student Council may submit the dispute to the Executive Board.

**Other duties**

The Faculty Student Council is authorized to make its views known and to make proposals with regard to
the implementation of the education and the matters referred to above.
6.2.2 The Faculty General Assembly

**Composition and working procedure**
The Faculty General Assembly consists of the members of the Representative Council and the members of the Faculty Student Council. The Executive Board adopts the University/Faculty General Assembly Regulations. The duties and powers of the Faculty General Assembly as well as dispute settlement rules are partly laid down in these regulations. The regulations require the prior approval of 2/3 of the University General Assembly.

The dean will chair the consultation meetings, unless provided otherwise by the Faculty Regulations. Meetings will be held:
- on a proposal from the dean or the chair of the consultation meeting;
- at the reasoned request of at least 3 members of the Faculty General Assembly.

The meeting will adopt resolutions by a simple majority vote, with the joint votes of the members of the Representative Council constituting 6/10 of the total number of votes and the votes of the members of the Student Council constituting 4/10 of the total number of votes.

**Duties and powers**
The dean requires the prior approval of the Faculty General Assembly for every decision to be taken regarding the adoption or amendment of:
- the Faculty Regulations;
- the Education and Examination Regulations;
- the manner in which the quality of the education and research within the faculty is controlled;
- the policy plan.

If the Faculty General Assembly withholds its approval of an intended decision of the dean, the dean may withdraw the intended decision or submit it to the Executive Board.

**Other duties and powers:**
1. The dean will request the advice of the Faculty General Assembly beforehand regarding a decision to be taken about an important organizational change, in so far as the structure of the faculty is concerned;
2. twice a year the dean will grant the Faculty General Assembly the opportunity to discuss the general course of events in the faculty with him;
3. the Faculty General Assembly is authorized to make its views known with regard to the developments in the areas of education, research and social services of the faculty;
4. the advice to the Executive Board with regard to the appointment of a professor, as well as the resolution to appoint a director of an educational or research institute, may only be given after this has been discussed with the Faculty General Assembly.

6.2.3 The programme committee

Every individual programme has a programme committee. The duties of the programme committee are:
1. to give advice about the Education and Examination Regulations;
2. to assess, annually, the manner in which the Education and Examination Regulations are implemented;
3. to give the dean and the director of the relevant educational institute solicited and unsolicited advice about all matters concerning education in the programme.

If the advice of the committee is not followed, the relevant decision must be supported by reasons. The programme committee may request the relevant body to review the matter.

Rules about the composition of the committee and the manner in which members are appointed are laid down in the Faculty Regulations. Half of the total number of members of the programme committee come from the students enrolled in the programme in question.

6.3 Elections

The Charter does not contain any provisions concerning the elections. Information about the election of the members of the Student Councils and the student members of the programme committees can be found in Chapter 2 of the University/Faculty Student Council Regulations. Information about the election of the members of the Representative Councils of the Works Council can be found in the Works Council Regulations.
7. Financial aid

7.1 Introduction
In most cases, students will be entitled to student finance. In this Students’ Charter, the entitlement to student finance will only be dealt with indirectly. For further information about student finance, reference is made to the information brochures and the website of DUO. Various important financial schemes for students will be dealt with in this chapter.

7.2 Profiling Fund
Students who have lost time on account of special circumstances and have not yet graduated will, under certain circumstances, be entitled to a payment from the Profiling Fund (Profielingsfonds). The whole scheme with its specific conditions and procedures has been attached to this Charter as Appendix 2: Regulations governing Financial Aid for Students 2016-2018.

The special circumstances for which a student may receive financial aid are:
- illness of the student;
- pregnancy of the student (4 months maximum);
- special family circumstances;
- physical, sensory or other impairment of the student;
- committee activities recognized by the Executive Board;
- development of top talent in sport or art alongside the student’s studies;
- an insufficiently feasible degree programme;
- if the student is enrolled in a programme which has not been reaccredited.

7.3 National graduation financial aid
In addition to financial aid through universities, national graduation financial aid is also available. The conditions an organization must comply with in order to qualify for this aid are included in paragraph 6 of the Higher Education Finance Regulations. These organizations are mainly political youth organizations or national organizations focused on promoting a social or educational interest.

Organizations that believe they qualify for this form of aid may send their application to DUO in Zoetermeer.

7.4 Emergency Fund
The Emergency Fund of Nijmeegs Universiteitsfonds may provide aid to students enrolled in Radboud University Nijmegen in the event of a financial emergency situation. Universiteitsfonds will in that case make an interest-free loan available which must be repaid in instalments. The emergency situation must be of an incidental nature; Universiteitsfonds does not provide a long-term solution in the event of financial difficulties. To apply for a loan, a student can contact the Student Information Desk to make an appointment with one of the student counsellors. In order to ensure that the application is dealt with promptly, the student must be able to present his student card and valid identification. The maximum amount that can be borrowed is EUR 700. Repayment will be in instalments. In some cases, it is possible to borrow tuition fees or examination fees.
The Emergency Fund has special arrangements for students who are referred on to a consultancy agency for educational or careers guidance, for dyslectic students who require a diagnostic examination and for students with an impairment. For more information, an appointment can be made with the student counsellor or go to the website www.ru.nl/snuf/subsidies-fondsen/noodfonds/.
8. Legal protection

8.1 Introduction

If a student has a complaint or disagrees with a certain decision taken by the university, there are a number of ways to proceed. In some cases, lodging a complaint is the right solution, in other cases a student can object or file an administrative appeal. The possibilities of legal protection available to a student will depend on the type of decision. In this chapter, a broad description of the legal protection available to students is described for each type of decision. This concerns legal protection in connection with:
- decisions of examiners and/or the examination board;
- decisions of the Executive Board;
- undesirable behaviour;
- personal data protection;
- all other complaints.

8.2 Central Complaints Office

The Central Complaints Office (reference is also made to Appendix 13, Central Complaints Office Regulations) is a low-threshold, transparent facility for students who wish to report something or who have a complaint or dispute (notice of objection or appeal) and its aim is to provide practical solutions. Through the student site, www.ru.nl/studenten, the Central Complaints Office can be found under the heading ‘legal position’, where a description is provided of the Central Complaints Office, as well as an explanation of the different points of contact, procedures and time frames. A link is also provided to the digital complaints form. All the regulations that provide for the legal position of students can also be found here. A more detailed description can be found on the website of the university on internet page http://www.ru.nl/currentstudents/legal-affairs/objections-appeals/

8.3 Appeal to the Examinations Appeals Board

An examiner, the examination board, the committee for first-years’ study advice, or the admissions committee may make a decision the student disagrees with. It is laid down in Article 52 of the Structure Regulations against which decisions of examiners and/or the examination board and against which other decisions a student may appeal to the Examinations Appeals Board (College van Beroep voor de Examens).

The decisions concerned are:

a. decisions of examination boards and examiners;

b. decisions of the Executive Board concerning the determination of the number of credits, in connection with the annual student progress monitoring, obtained by students who have received a progress-related grant at any time in the academic year in question or who have received a performance-related grant for the first time;

c. decisions of the committees issuing recommendations (on continuing one’s studies) regarding whether the student may continue the bachelor's degree programme;

d. decisions based on the additional examination of the knowledge of subjects or programme elements designated by the Minister of Education, Culture and Science, that did not form part of the diploma that gives entry to the degree programme;
e. decisions of entrance examination boards regarding an admission test, and
f. decisions regarding the admission to a university teacher-training programme.

A refusal to decide is equated with a decision.

Appeals must be filed within a six-week period. The composition and working procedure of the Examinations Appeals Board are laid down in Articles 50 to 55 of the Structure Regulations and in the *Standing Orders of the Examinations Appeals Board (Appendix 7)*.

### 8.4 Objection with the Executive Board

Certain decisions of the Executive Board directly affect a student’s interests. If a student disagrees with such a decision, he or she may lodge a notice of objection with the Executive Board.

**Notice of objection lodged with the Executive Board**

The *Objection Procedure (General Administrative Law Act) Regulations (Appendix 8)* specify against which decisions of the Executive Board a student may object and which procedures apply. A description is given below of what is laid down in these Regulations.

Students may lodge a notice of objection to the following decisions within a specific period of time:

a. decisions regarding the entry requirements and any exemptions as well as the enrolment in the teacher-training programme;

b. decisions regarding enrolment, (refund of) tuition fees, maximum period of enrolment, financial aid;

c. decisions regarding a breach of house rules and disciplinary measures.

The Executive Board may decide to consult the Disputes Advisory Committee concerning a notice of objection. The committee will issue its recommendations regarding the case to the Executive Board within a six-week period. The Executive Board will inform the student of their decision no later than 10 weeks following receipt of the notice of objection. The decision on the notice of objection will state the possibility of appealing to the Higher Education Appeals Tribunal.

### 8.5 Appealing to the Higher Education Appeals Tribunal

The Appeals Tribunal is an independent body that tries cases concerning higher education (universities and universities of applied sciences). A student may lodge an appeal if he or she disagrees with a decision of the Examinations Appeals Board or a decision on the notice of objection of the university’s Executive Board, as referred to in 8.3. The Appeals Tribunal will deliver a final judgment on this matter.

An appeal must be lodged in writing and is subject to time limits. A court fee must be paid for lodging an appeal.

More information about the procedure at the Higher Education Appeals Tribunal can be found on www.cbho.nl.
8.6 Undesirable Behaviour Regulations

There are special Undesirable Behaviour Regulations to protect students against undesirable behaviour, including sexual harassment. Students who are confronted with undesirable behaviour may lodge a complaint directly or through a confidential adviser with the Undesirable Behaviour Committee. The further procedure is explained in detail in the Undesirable Behaviour Regulations, which are attached to this Charter as Appendix 9: Undesirable Behaviour Regulations.

8.7 Personal data protection

How the personal data of students is dealt with is regulated in accordance with the Dutch Personal Data Protection Act (Wet Bescherming Persoonsgegevens). The Executive Board has adopted regulations which are attached to this Charter as Appendix 10: Regulations governing Personal Data Protection at Radboud University Nijmegen. The Regulations governing Personal Data Protection at Radboud University Nijmegen provide for the following:

- for which purpose the collected data may be used;
- by and to whom data may be provided; and
- what a student can do if he believes that his personal data is not being handled correctly.
9. Facilities for students

Students are entitled to student facilities. These in any case include the services of a student counsellor. If a student is enrolled as an external student, this does not legally give the student entitlement or access to or entitlement to use the student facilities. External students may use most of the student facilities at the university (therefore not the educational facilities).

Radboud University Nijmegen has facilities for students that include the following:

- Student Information Desk
- Central Complaints Office
- Study and Career Centre
- Student counsellors
- Student psychologists
- Study and career trainers and adviser
- On-line Student Portal
- Sports centre
- Facilities for top sportsmen/women / top talent
- Central Student Administration Office
- Admission Office
- The central bureau for examinations
- Stichting Nijmeegs Universiteitsfonds (SNUF)
- Emergency Fund
- Confidential adviser for undesirable behaviour
- University catering services
- International Office
- Culture on Campus
- Decentralized student facilities
- Information
- Student guidance
- Student counselling
- University Library

More information about these facilities can be found on the website www.ru.nl/currentstudents/