FONDS Regulations 2018-2020

The FONDS Regulations are an elaboration of Article 7.51 to 7.51i of the Dutch Higher Education and Research Act (WHW). Adopted by the Executive Board on 17 July 2018, with the agreement of the University Student Council. Modified on: Adopted by the Executive Board on 16 July 2019, with the agreement of the University Student Council. Applicable from 1 September 2018 to 31 August 2020.

Table of contents

• Chapter 1: General provisions
• Chapter 2: Support for personal circumstances
• Chapter 3: Support for students who are members of boards and/or participational bodies
• Chapter 4: Support for recognised top talents in sport, art and culture
• Chapter 5: Support for non-EEA students
• Chapter 6: Support for stay abroad
• Chapter 7: Final provisions
• Chapter 8: Explanatory notes on individual articles
• Appendix A: Procedure for reviewing committee work
• Appendix B: Guidelines and criteria for the review procedure for student organisations
• Appendix C: Rules for individual support for stay abroad
Chapter 1: General provisions

1. Definition of terms
In these regulations, the following definitions apply:
- Executive Board: the Executive Board of Radboud University Nijmegen;
- Statutory tuition fees: the statutory tuition fees in accordance with Article 7.45 of the WHW;
- DUO: The Dienst Uitvoering Onderwijs (Education Executive Agency);
- WHW: Dutch Higher Education and Research Act;
- WSF: Dutch Student Finance Act 2000;
- Performance grant: higher education performance grant as referred to in Article 5.1 of the WSF 2000;
- Performance grant period: the period, in accordance with Article 5.2 clause 1 of the WSF, in which the student is entitled to the performance grant (base loan + possible supplementary grant). If a student who, on account of nationality, is not entitled to a performance-related grant on the commencement of his or her studies, this student will be treated, during the first year of enrolment, as if he or she is entitled to a performance-related grant from that date;
- Student: a natural person enrolled as a student in a full-time degree programme at Radboud University and who pays tuition fees for this to Radboud University.
- Performance grant extension: extension of the performance grant for higher education as referred to in Article 5.2b of the WSF 2000;
- Basic loan: the basic loan for higher education as referred to in Articles 3.15 and 3.18 of the WSF 2000;
- Board month: a committee month is a monetary amount intended as compensation for the expected study delay incurred by a student who is a board member of a committee or participational body, expressed in months.

2. Purpose of these regulations
These regulations are an elaboration of Section 7.51 up to Section 7.51i of the WHW. These regulations aim to describe the rules and procedures for providing financial aid to students. The support in Chapters 2, 3, and 4 of these regulations are intended for students who, due to special circumstances, have incurred a study delay or are expected to do so. The basic principle in this respect is that the student tries to minimise the study delay as much as possible. The support in Chapter 5 and 6 of these regulations consists of the provision of financial aid.

3. Scope of the financial aid
Radboud University provides financial aid in the following cases:
1.1 The student has incurred a study delay due to personal circumstances;
1.2 The student has incurred or is expected to incur a study delay due to board work for a committee or a participational body;
1.3 The student has incurred a study delay due to participation as a top talent in sports, art and culture;
1.4 The student has incurred or is expected to incur a study delay due to the degree programme in which the student is enrolled losing its accreditation;
1.5 The student does not meet the nationality requirement as referred to in Article 7.51d of the WHW;
1.6 The student is studying abroad.

4. Entry into force
These regulations will enter into force on 1 September 2018 and will be valid until 31 August 2020.
Chapter 2. Support for personal circumstances

This chapter contains an elaboration of the financial aid for students who apply for it based on the circumstances described in Chapter 1, Article 3.1.1.

1. Conditions for support

1.1 The personal circumstances relate to:
   a. illness of the student;
   b. pregnancy and childbirth of the student;
   c. special family circumstances;
   d. physical, sensory or other impairments of the student;
   e. an insufficiently feasible degree programme;
   f. informal care.

1.2 To be eligible for support, the following stipulations apply:
   a. The personal circumstances referred to in Chapter 2 Article 1.1 must have occurred during the performance grant period + 1 year;
   b. The student is enrolled as a full-time student and pays tuition fees to Radboud University Nijmegen. This applies both to the time of application and the time of payout;
   c. The student has not already obtained a degree during the performance grant period + 1 year for the degree programme for which he or she is enrolled. An exception to this can be made in the case of a double degree programme;
   d. If the student has incurred a study delay due to a physical, sensory or other impairment, he or she should - if and in so far as this applies to him or her - also take advantage of the opportunity to extend the performance-related grant for higher education.

1.3 To be eligible for support the student must:
   a. Report every individual circumstance specified in Chapter 2 Article 1.1, which leads or could lead to a study delay, to the student dean. Following this report, a mandatory discussion with the student dean will take place;
   b. Make binding (study) agreements during the interview with the student dean which are focused on limiting the study delay, taking into account the circumstances and welfare of the student;
   c. Report these personal circumstances as soon as possible, but in any case, within 3 months after the occurrence of (1) the personal circumstance or (2) the study delay resulting from it. No claim can be made for support due to personal circumstances or a study delay that took place more than 3 months before the personal circumstances were reported;
   d. If a student was not in a position to report their personal circumstances promptly and can sufficiently demonstrate that personal circumstances were previously mentioned, then it is possible to deviate from the procedure described in Chapter 2 Article 1.3a and 1.3c in situations in which reasonable judgment permits it.
2. Final report
   a. At the end of the academic year in which the report was made, the student will be
      requested to submit the missing information. The requested information must be
      received by the Student Affairs Office no later than 15 October following the end of
      the academic year.
   b. In a progress report, the student dean will document the number of study delay
      months due to personal circumstances in the previous academic year. At the end of
      the performance grant period + 1 year, the total incurred study delay due to personal
      circumstances will be determined, based on this progress report.

3. Duration of support
   The duration of the financial aid is determined by the relationship between the personal
   circumstances and the nominal study programme, taking into account the curriculum and
   examination schedule. The basic premise in this respect is a study load of 60 EC per year
   (= 5 EC per month).

4. Application process support
   a. The request for financial aid must be submitted to the Student Affairs Office at least 3
      months before the expiry of the performance-related grant period + 1 year. The
      following must be handed in along with the request:
         • A copy of the most recent DUO notification regarding the amount of the
           performance grant received monthly under the WSF 2000 by the student
           making the request. This does not apply if the applicant, on the basis of their
           nationality, is not eligible for or has not requested a performance grant.
   b. The Executive Board will decide on the request within 60 days of receiving it. If the
      request is granted, the Executive Board will decide during which period the financial
      payment will be made.

5. Start of the financial aid
   a. Payments will commence no later than four months after expiry of the performance-
      related grant + 1 year, unless the student has expressly stated that he or she wishes
      to start receiving the financial aid on another date.
   b. The payment of the financial aid will cease after expiry of the period during which the
      student is entitled to financial aid or on the month in which the student ceases to be
      enrolled.

6. The amount of the financial aid
   The monthly amount of financial aid is equal to:
   a. €292.13 for the 2019/2020 academic year;
   b. plus any additional performance-related grants for higher education that the applicant
      has received in the last month;
   c. if the student is eligible for an extension of the performance grant for higher education
      as referred to in Article 6.2a of the WSF 2000:
• the payment of the supplementary grant as specified under Article 6a for the extension period (12 months) will expire. This financial aid is provided in the form of a gift;
• and as a result, a claim can be submitted to have the debt forgiven. This will be deducted from the total payment from the Profiling Fund.
Chapter 3: Support for students who are members of boards and/or participational bodies

This chapter contains an elaboration of the financial aid for students who apply for it based on the circumstances described in Chapter 1, Article 3.1.2.

1. General conditions for support
To qualify for support, the following terms and conditions apply:
   a. The student is enrolled as a full-time student throughout the entire academic year and pays tuition fees to Radboud University Nijmegen;
   b. The student is a board member for an organisation that is included in the distribution of board months. The criteria to be met by the organisation are described in Appendix A;
   c. The student has not obtained a degree for the degree programme for which he or she is enrolled. An exception to this can be made in the case of a double degree programme.

2. Additional condition for support for more difficult positions
The conditions specified in 1.a to 1.c in this chapter apply for the first 8 board months. An additional condition applies for more difficult positions that have been designated 9 or more board months. The student must satisfy the provisions specified in Chapter 3, Articles 1a to 1d in order to be eligible for the first 8 board months. To be eligible for the remaining board months, the student must submit a personal plan. In the personal plan, the student makes agreements regarding the combination of their study programme, board work, and the personal circumstances in the year during which the student will perform the board work. The motivation and study progress of the student are also taken into account here. Based on the above conditions and an evaluation of the personal plan, the student dean will provide a recommendation to the Director of Student Affairs who will determine whether the remaining months will be granted.

3. Application procedure
   a. Prior to the academic year, the committee of the organisation will be requested to specify their new committee members. The allocated committee months will be distributed evenly between the committee members specified. If an equal distribution is not appropriate based on the actual administrative load per position, then the committee can indicate an alternative on the distribution form. The basic premise for this allocation is that the board months will be allocated in accordance with the expected workload of the board members.
   b. In this process, the board of the organisation will state which students are to be appointed to specific board positions.
   c. The individual committee members will receive a message via the Osiris platform to initiate the payment request and to submit additional information.
   d. Depending on the level of responsibility of the board functions, the following submission deadlines apply*:
Boards with:
- positions from 9 to 12 board months: before 1 October
- positions up to 9 board months: before 1 December
* In deviation of these dates, boards or board members who do not take up office at the start of an academic year are subject to different submission dates. Contact the ICT Helpdesk for this.

4. Start of the financial aid
- For positions for which up to 8 board months are awarded:
  Payment of the total support amount will take place in the form of a gift at the end of the academic year in which the board work is performed. The payment will be made no later than 1 July.
- For positions from 9 to 12 board months:
  Payment of the total support amount will take place in the form of a gift, during and after completion of the academic year in which the board work is performed. Payment will be made in two parts, the first no later than 1 March and the second no later than 1 October.

5. Duration of the financial aid
a. A student who accepts a board position must carry out his or her duties the entire duration of the board membership.
b. If a student ends their participation in board activities in the meantime, the board of the student organisation will report this as soon as possible to the Student Affairs Office. The right to financial support expires at that time. Awarding support to their successor is possible;
c. During each academic year, no more than twelve board months of financial support can be awarded;
d. Maximum support of 18 board months per student during the entire period of enrolment applies to any study delay on the basis of board work. This does not apply to positions in participational bodies or the combination of participational bodies and board positions.

6. The amount of the financial aid
a. The amount of one board month for the 2019/2020 academic year is €292.13.
b. If a student is able to present a DUO statement that verifies the student’s right to a supplementary grant, the student can request this grant in the application procedure.
Chapter 4: Support for recognised top talents in sport, art and culture

This chapter contains an elaboration of the financial aid for students who apply for it based on the circumstances described in Chapter 1, Article 3.1.3.

1. Conditions for support
   a. Students who, based on Article 4 or Article 9 of the Regulations for Top Talent in Sport and Art, have been recognised as a top talent and who incur a study delay on account of practising their sport or developing their art at a top level may qualify for financial aid. The student must also meet the reporting requirement in Chapter 2, Article 1.1.3. In cases of top talents in sport, only students with a status as referred to in Article 3(d) of the Regulations for Top Talent in Sport and Art may qualify for financial aid from the Profiling Fund.
   b. If the student concerned is eligible for compensation from the study guarantee fund of NOC*NSF, he or she must first make use of this before being eligible for financial aid. The amount that is paid from the study guarantee fund of NOC*NSF will be deducted from the financial aid to which the student is entitled on the basis of these regulations.

2. The support application procedure
   The application and commencement process for financial aid is in accordance with Articles 4 and 5 of Chapter 2 of these regulations.

3. Duration of the financial aid
   a. For each academic year that a student is recognised as being a top talent, as stipulated for in Articles 4 and 9 of the Regulations for Top Talent in Sport and Art, the delay in studies incurred will be registered in the manner stipulated in Chapter 2, Article 2 of these regulations.
   b. In the case of a course duration of 4 years (including the Master’s degree programme), a student may register a maximum study delay of 12 months during the entire period of enrolment. In case of a course duration that exceeds 4 years, this maximum will be increased by 3 months for each additional year. The accumulated months are paid in accordance with Chapter 2 Article 5 of these regulations and to the extent that this is necessary to complete the final examination.

4. The amount of the financial aid
   The (monthly) amount for the 2019/2020 academic year is €292.13.
Chapter 5: Support for non-EEA students

This chapter contains an elaboration of the financial aid for students who apply for it based on the circumstances described in Chapter 1, Article 3.1.5.

1. Conditions for support
   a. The student does not meet the nationality requirement as referred to in Article 7.51d of the WHW.
   b. The student is enrolled as a full-time student and pays tuition fees to Radboud University Nijmegen.
   c. An advisory committee on grant programmes for non-EEA students provides the Executive Board with a recommendation regarding a grant for the student. In doing so, the committee maintains the following selection criteria:
      • Academic quality;
      • Motivation;
      • Extra-curricular activities;
      • Recommendations of references (usually).

2. Support application procedure
   a. The Executive Board determines how many grants are available each year.
   b. The student must submit an application before the end of the applicable deadline prior to the academic year to which the grant application applies. The student must include the following documents in the application:
      • Proof of academic quality;
      • Motivation letter;
      • Curriculum vitae;
      • Letters of recommendation (usually).
   c. The Executive Board decides whether to award the grant based on the recommendation of the advisory committee on grant programmes for non-EEA students.

3. Start of the financial aid
   The financial aid will commence at the start of the (first) academic year.

4. Duration of the financial aid
   Depending on the grant programme, the grant will be awarded for the nominal duration of the study programme or for the duration of one academic year.

5. The amount of the financial aid
   The amount of the financial aid depends on the grant programme but generally does not exceed the difference between the institutional tuition payable by the student and the statutory tuition, plus additional costs for health insurance premiums, liability insurance and administration fees for residence permits.
Chapter 6: Support for stay abroad

This chapter contains an elaboration of the financial aid for students who apply for it based on the circumstances described in Chapter 1, Article 3.1.6.

1. Conditions for support

To qualify for support, the following terms and conditions apply:

a. The student is enrolled as a full-time student throughout the entire academic year and pays tuition fees to Radboud University Nijmegen;

b. The activity for which the grant has been requested is relevant to the study programme of the student and the content has been approved by the International Office of the faculty;

c. The student will receive credits for this activity and/or the courses that the student will take;

d. The student declares that they will not be receiving any other external funding for the same expenses;

e. The student will not be receiving a grant from the Radboud Honours Academy for the activities;

f. Once during each study phase, the student is eligible for an individual travel grant.

2. Support application procedure

a. The student must submit an application for a stay abroad to the International Office of the faculty. Depending on the type of stay abroad, this application may contain:
   - The period of the stay abroad;
   - The type of activity and a brief description;
   - The host institution where the activity will take place.

b. If the International Office of the faculty conditionally approves the application, the student will receive an invitation from the central International Office to begin the grant application.

c. If the application satisfies the requirements, the applicant will receive a grant agreement, which must be submitted prior to departure.

d. All documents must be provided to the central International Office no later than 2 weeks prior to departure. If this condition is not met, then the application will not be processed.

e. The student will then receive a temporary award letter specifying the grant amount.

f. Within one month of the end of the stay abroad, the student must submit the following documents:
   - A statement form, a confirmation of participation, or some other document of proof verified by the host institution that the student participated in the activity for which the student travelled abroad.
   - A report of the stay abroad. This report may be published (without identifying information) on the Radboud University website as inspiration for other students to consider a stay abroad.

g. The preliminary allocation of 75% of the grant amount will be disbursed in advance and the remaining 25% will be disbursed after submission of all documents upon completion of the stay abroad. If the documents provided are incorrect or incomplete, the student will have to repay the preliminary allocation and advance payment.
h. If the student does not satisfy the abovementioned conditions or does not submit the required documents within the mandatory time frame, the student will have to repay the entire grant amount.

3. Start of the financial aid
Provisions regarding the commencement of the support are included in Annex C of these regulations.

4. Duration of the financial aid
Provisions regarding the duration of the support are included in Annex C of these regulations.

5. The amount of the financial aid
Provisions regarding the amount of the support are included in Annex C of these regulations.
Chapter 7: Final provisions

1. Concurrence
If, within the same period, the circumstances in Chapters 2, 3, and 4 of these regulations coincide, it will be determined which circumstance has led to the most significant study delay. During each academic year, no more than twelve months of financial support can be awarded.

2. Hardship clause
The Executive Board may, under conditions other than those specified in these regulations, take measures to prevent serious inequities.

3. Safety net clause
In all cases not covered fully or partially by these regulations, the decision lies with the Executive Board. In case of ambiguity or inconsistency arising due to conflict between these regulations and the relevant legal provisions, on the basis of the WHW, the legal provisions will apply.

4. Right of objection
Objections to the decisions of the Executive Board on the basis of these regulations can be submitted within 6 weeks.
Chapter 8: Explanatory notes on individual articles

Explanatory notes for Chapter 1: General provisions

Article 1: Definition of terms
The term “performance-related grant period” is formulated in such a way that, in the case of an international student who is not entitled to a performance-related grant based on the WSF 2000 on account of his or her nationality, the university treats this student as if he or she is in fact directly entitled to a performance-related grant at the time of his or her first year of enrolment at Radboud University.

Explanatory notes for Chapter 2: Support for personal circumstances

Article 1: Conditions
Article 1.1.a: The “illness” mentioned here is the special circumstance stipulated in Article 7.51(2)(c) of the WHW.

Article 1.1.b: In the case of pregnancy, including childbirth, it is assumed that the delay will usually not exceed a period of 4 months. If there are complications during the pregnancy or childbirth as a result of which the period of delay will be increased (i.e. will exceed 4 months), this will be considered as “illness” (a). This is the special circumstance stipulated in Article 7.51(2)(c) of the WHW.

Article 1.1.c: “Special family circumstances” are understood to mean a major unforeseen change in the domestic situation, such as long-term care due to the illness of a partner, child or children, or parents. This is the special circumstance stipulated in Article 7.51(2)(e) of the WHW.

Article 1.1.d: In case of disabilities - which by definition are chronic as opposed to "illness" - the possibility exists to request an extension of the performance-related grant period. The student dean, together with the student will assess the type of financial aid for which the student is eligible: extension of the performance-related grant period and/or months of financial aid from the Profiling Fund. This is the special circumstance stipulated in Article 7.51(2)(d) of the WHW.

Article 1.1.e: The term “an insufficiently feasible degree programme” refers to circumstances within the degree programme as a result of which the student is prevented from making progress with his or her studies, without the student being or having been able to exercise any influence on this at all. The basic premise is an annual study load of 60 EC per year. This is the special circumstance stipulated in Article 7.51(2)(f) of the WHW.

Article 1.2.a: Only the study delay will be compensated if the circumstances causing the delay occur during the performance-related grant period + 1 year. In the case of international students who do not receive a performance-related grant, it is assumed that the performance-related grant period has commenced at the time of the student's first year of enrolment. In this regard, the period of financial aid for international students is generally limited to the first five years of enrolment, with the provision that this period will be extended if the course duration is longer (such as the two or three-year Master's programmes).
Article 1.2.c: Students pursuing a double degree may be exempt from the condition which stipulates that the student has not yet graduated within the performance-related grant period (+1 year). This is subject to the condition that the student has been enrolled in both degree programmes from the first or second year of enrolment in Radboud University Nijmegen and/or has obtained sufficient credits for each of these degree programmes, so that when the student obtains one degree a substantial part of the other degree programme has already been successfully completed. If the first enrolment is in a degree programme with a longer course duration (exceeding 4 years), the student will also be regarded as a double degree student if he or she has enrolled in the second degree programme in the third year. Whether an exception can be made is at the discretion of a student dean. This also applies in the event that a student follows a second degree programme (after completing the first degree programme) within the performance-related grant period + 1 year and incurs a study delay due to force majeure.

A student must first report to the student advisor, who will prepare a digital report for the student dean. The student will subsequently be obliged to have a meeting with a student dean in order to discuss which measures must be taken to minimise the study delay as much as possible. Note: if a report is prepared which reads "too late", only the personal circumstances that occurred after the report was made will be considered valid. This will mean that the student concerned may lose 3 months or more of financial aid.

Explanatory notes on Article 2. Determining the (scope of) the study delay
This stipulates that the decision, if positive, is a conditional or unconditional entitlement to financial aid for a number of months: “registration of a study delay”. The implementation or actual granting of the financial aid will occur at the end of the performance-related grant period + 1 year following a request as referred to in Chapter 2, Article 2.

- To determine the study delay, the number of credits that could have been obtained in the period in which the special circumstance occurred will be taken into account, with 60 EC per academic year (5 EC per month) being taken as the starting point.
- In the event of a combination of board work and a delay due to other personal circumstances, the board months already paid out will be deducted from the number of months registered as a result of personal circumstances. If a student is faced with a situation in which personal circumstances coincides with a board position, the student has two options:
  1. Give up the board position, which will result in a reduced entitlement to board months (in proportion to the term during which the position has already been held);
  2. Continue to hold the board position, knowing that the number of board months will be deducted from the registered study delay.

Example of variant 2: a student holds a position for which the student is paid for 6 board months. During that same year, the student incurs a study delay of 6 months on account of special family circumstances. These circumstances occur halfway through the student’s board membership term. The student gives up the position. The student is only paid for 3 board months. Of the delay incurred, 6 - 3 months = 3 months will then be registered.

Example of variant 2: a student holds a position for which the student is paid for 6 board months. During that same year, the student incurs a study delay of 6 months on account of special family circumstances. These circumstances occur halfway through the student’s
board membership term. The student decides to continue to hold the position. Of the delay incurred, 6 - 6 months = 0 months will then be registered.

**Explanatory notes on Article 4: Support application procedure**
The requested documents are required to determine the amount and duration of the payment.

**Explanatory notes on Article 5: Start of the financial aid**
In these regulations, it has been decided that payment will begin after expiry of the performance-related grant period + 1 year. This not only avoids potential problems, but also enables the scope of the study delay to be reliably determined. Should the student nevertheless wish to receive the financial aid at some other point in time, for whatever reason, the student must contact the Student Affairs Office (student dean).

**Explanatory notes on Article 6: The amount of the financial aid**

a. The monthly amount of financial aid is equal to 60.1% of the basic loan for higher education. The reference date for the amount of the basic loan for higher education is from September of the academic year in which the financial aid is requested. This amount also applies to international students who are not eligible for study finance. For the academic year 2019/2020, this amount is €292.13.

b. If, during the final month of the performance-related grant, a student receives a supplementary grant, the student will receive, per month of financial aid from the Profiling Fund, an amount equivalent to the supplementary grant plus a possible single parent supplement. Students with a supplementary grant to which DUO has granted a performance grant extension, will receive 12 months of additional supplementary grant. For students receiving financial aid from the Profiling Fund due to a chronic illness or disability, the payment of the supplementary grant for the first 12 months will lapse as this supplementary grant has already been compensated for through the extension of the performance grant for higher education. However, if a student is entitled to more than 12 months of financial aid from the Profiling Fund, the supplementary grant for these additional months will be compensated.

c. Students with a chronic illness and/or disability can claim a one-year extension of the performance grant for higher education based on Article 5.2b of the WSF 2000. If students are granted an extension of their performance grant for higher education, these students under Article 6.2a of the WSF 2000 are eligible for partial remission of their student debt, provided they graduate within the graduation period of the performance grant. In some cases, the student may - at the recommendation of the student dean - ask DUO for an extension of that graduation period. If the student is eligible for an extension of the performance grant for higher education, then, for the purposes of the FONDS regulations, it will be assumed that the student is also eligible for the partial remission of Article 6.2a of the WSF 2000. The amount of debt remission is deducted from the total payment from the Profiling Fund. A negative payment from the Profiling Fund is not possible.
Explanatory notes for Chapter 3: Support for students who are members of boards and/or participational bodies

Explanatory notes on Article 1: Conditions
Article 1.a: For students enrolled in the ALPO Pedagogical Sciences Bachelor's programme, the requirement that tuition fees must be paid to Radboud University does not apply. These students pay tuition fees to the HAN University of Applied Sciences.

Article 1.b: Once every two years, student associations and foundations will be reviewed by the Review Committee, which will provide advice on the number of board months to be awarded. The criteria which an organisation must meet and the procedure to be followed are described in Appendix A to these regulations.

Explanatory notes on Article 6: The amount of the financial aid
Article 6.a: The monthly amount of financial aid is equal to 60.1% of the basic loan for higher education. The reference date for the amount of the basic loan for higher education is from September of the academic year in which the financial aid is requested. This amount also applies to international students who are not eligible for study finance. For the academic year 2019/2020, this amount is €292.13.

Article 6.b: If a student can verify receipt of a supplementary grant with documents from DUO, the student can request that the supplementary grant be offset. The reference date for the amount of the supplementary grant which the student receives is September of the academic year in which the board work is carried out and the financial aid is requested. For each board month, the monthly amount of the supplementary grant will be disbursed.

Explanatory notes for Chapter 4: Support for recognised top talents in sport, art and culture

Explanatory notes on Article 1: Conditions
If a student has been recognised as a top talent based on the criteria and procedure of the Regulations for Top Talent in Sport and Art, he or she will be entitled to financial aid from the Profiling Fund. A student may claim this entitlement (accrued months) after the expiry of the performance-related grant, to the extent that this is necessary to complete the final examination. It is therefore not a fixed entitlement. The Regulations for Top Talent in Sport and Art stipulate that only elite athletes with a B, HP, IT or NT status are eligible for financial aid from the Profiling Fund. Students who compete in sport at top level and who are also entitled to a payment from the student guarantee fund of the NOC*NSF are not able to make use of both regulations in order to ensure they do not receive a higher total amount of financial aid per month than other students.

Explanatory notes on Article 3: Duration of the financial aid
Based on these regulations, it is possible that a top talent does not incur any study delay in the first few years but that he or she incurs a delay of 12 months in one year due to a more intensive training programme (e.g. in a pre-Olympic year). The wording of Article 17 makes this flexibility possible. The maximum of 18 board months is also applicable for a student who is a board member and a top talent.
Article 4: The amount of the financial aid
The monthly amount of financial aid is equal to 60.1% of the basic loan for higher education. The reference date for the amount of the basic loan for higher education is from September of the academic year in which the financial aid is requested. This amount also applies to international students who are not eligible for study finance. For the academic year 2019/2020, this amount is €292.13.

Explanatory notes for Chapter 5: Support for non-EEA students
Radboud University has multiple grant programmes aimed at attracting students from outside the EEA. More information on these programmes can be found at www.ru.nl/scholarships.

Explanatory notes on Article 1: Conditions
This concerns financial aid for students who do not meet the nationality requirements and are required to pay the higher institutional tuition fee. This concerns students who are not a national of a country in the EEA (EU, Norway, Switzerland, Iceland and Liechtenstein) or Surinam. This is in compliance with Article 7.51d of the WHW. A committee (usually a faculty sub-committee) will select students from the various grant applications on the basis of academic quality, motivation, extracurricular activities and references. It is possible that additional selection criteria are introduced depending on the grant or degree programme for which the grant is requested.

Explanatory notes on Article 2: Application procedure
The Executive Board has appointed a committee to select candidates who qualify for a grant. This committee may set up faculty sub-committees, given that grant programmes in a number of cases may be linked to a faculty or specific degree programme.
APPENDIX A to the FONDS Regulations: Procedure for reviewing board work

This appendix is an elaboration of Chapter 3 of the FONDS Regulations 2018-2020.

Article 1: Definitions

The following students are entitled to financial aid:

1. Members of the board of university associations or members of participational bodies specified in the table.

<table>
<thead>
<tr>
<th>Position</th>
<th>Board months for 2018/2019 and 2019/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessor</td>
<td>11</td>
</tr>
<tr>
<td>USC chair</td>
<td>12</td>
</tr>
<tr>
<td>USC vice-chair</td>
<td>11</td>
</tr>
<tr>
<td>USC secretary</td>
<td>11</td>
</tr>
<tr>
<td>USC member</td>
<td>8</td>
</tr>
<tr>
<td>FSC chair</td>
<td>3</td>
</tr>
<tr>
<td>FSC member</td>
<td>2</td>
</tr>
<tr>
<td>Member of programme committee</td>
<td>1</td>
</tr>
<tr>
<td>Assessor Onderwijsinstituut NWI</td>
<td>2</td>
</tr>
<tr>
<td>Member of Education Policy Committee</td>
<td>2</td>
</tr>
<tr>
<td>Member of OMT 1, 2, 3 and T</td>
<td>2</td>
</tr>
<tr>
<td>Member of OMT 4</td>
<td>3</td>
</tr>
<tr>
<td>Member of KO</td>
<td>3</td>
</tr>
<tr>
<td>SOOS (total)</td>
<td>15</td>
</tr>
</tbody>
</table>

2. Performing board work for a student organisation recognised by the Executive Board.

Article 2: Criteria

This article lists the criteria for the student organisations referred to in Article 1 clause 2.

2.1 Recognised organisations

1. Full legal capacity;
2. Focused on the university or faculty community of Radboud University or on the student community, as evidenced by their charter;
3. In the case of associations: 75% of the members must be enrolled at Radboud University or the HAN University of Applied Sciences. In the case of foundations: 75% of the board members must be enrolled at Radboud University or the HAN University of Applied Sciences;
4. At least 50 members must be enrolled as a student at Radboud University or the HAN University of Applied Sciences. Unless the student organisation can prove that, due to its specific nature and activities, it is not possible to have over 50 student members (e.g. capacity limitations).

Article 3: Review Committee

The Student Affairs Office will create a Review Committee comprised of 2 staff members and 6 students. The student members will be appointed at the recommendation of the University Student Council. An employee of Stichting Nijmeegs Universiteitsfonds will be an advisory member. The Review Committee consists of two sub-committees: the assessment committee, which consists of 4 students and 2 staff members from the Student Affairs Office and the appeals committee, which consists of 2 students and two staff members from the Student Affairs Office.

Article 4: Review procedure

4.1 All organisations that are recognised on the basis of Article 2 of Annex A in accordance with the regulations will be evaluated by the Review Committee once every three years to determine how many committee months for which these organisations are eligible. The review will be conducted in the same year in which the student organisations are recognised. This requires a transitional period:
   1. The organisations that are reviewed during the 2019-2020 academic year (excluding study-related and faith-based organisations) will receive a three-year allocation.
   2. The organisations that are reviewed during the 2020-2021 academic year (including study-related and faith-based organisations) will receive a two-year allocation. These organisations will be subjected to the "standard review" in 2022-2023. This allows us to bridge the gaps between the periods when the organisations are reviewed (every other year).

4.2 If an organisation need not be assessed in accordance with Article 4.2 of Appendix A, it may request a voluntary assessment from the Review Committee. This allocation is valid until the subsequent standard review is held.

4.3 In September, the Student Affairs Office will inform the organisations of the upcoming required assessment.

4.4 The organisation’s documents that are required and requested must be received by the Review Committee by 15 November at the latest. The necessary documents are:

- a completed application form;
- the articles of association;
- the most recent annual report, including the financial statements;
- the most recent budget.
- activity plan for the upcoming year; description of positions.
4.5 If the documents are submitted later than the deadline specified in Article 4.4, this will automatically result in the Review Committee providing a recommendation to award 0 board months. The organisations and positions concerned will then be assessed by the appeals committee. The possibility to appeal will no longer apply.

4.6 By applying the criteria and conditions of Appendices A and B of these regulations, the assessment committee will prepare a recommendation for the allocation of the board months. The Review Committee will inform all the assessed organisations and positions, in writing, of the intended recommendation of the assessment committee.

4.7 Every organisation or position reviewed by the assessment committee may submit a written appeal to the appeals committee of the Review Committee against the preliminary recommendation within 4 weeks of the date of the intended recommendation. This appeal may only be made on the basis of the originally completed intake forms. The appeals committee will also review all the organisations that have submitted the intake form after the deadline specified in Article 4.4.
APPENDIX B to the FONDS Regulations: Guidelines and criteria

Review procedure
This appendix is an elaboration of Chapter 3 of these regulations and Appendix A

Part 1: Assessment of the board workload for regular board months
Once every three years, the Review Committee will assess the administrative workload per organisation or position. In order to be able to determine the board workload as objectively as possible and to be able to allocate the available board months as fairly as possible, the Review Committee applies a number of general principles as well as a number of weighting factors depending on the type of organisation or position.

A. General principles
When distributing the grants and assessing the committee workload, the Review Committee will abide by the following principle:
- an absolute maximum of 72 committee months per organisation, with the exception of incidental months.

B. Weighting factors (general)
The board months are allocated on the basis of the number of members (in the case of associations), the description of the role, and the activities offered. In addition, these organisations must be able to plausibly demonstrate the added value of the activities for Radboud University.

Number of members (for associations): the starting point is the number of student members as of 1 November of the academic year in which the student association is being reviewed. Only full student members studying at Radboud University or the HAN University of Applied Sciences are included in this count. Full membership is the case if the member pays a membership fee and is eligible to vote in the association’s general members meeting. Persons who are members at a greatly reduced membership fee or who sign up to use certain services of the association are not included.

Scope of activities (for foundations): since foundations do not have any members, the number of students who directly benefit from the activities is used instead. The greater the range of activities, the greater the weight in the allocation of board months.

Activities offered: the Review Committee bases this on a description of the activities and other documents an organisation has submitted (including the annual report and financial statements). In assessing the activities offered, the Review Committee uses the following principles:
- The Review Committee only allocates board months to student organisations who make targeted efforts to organise activities that are specific to the nature of the student organisation. For instance, a sports association must primarily focus on sports activities and only occasionally organise parties. Activities that are not specific to the student organisation and for which other student organisations at Radboud University are or could be responsible, do not qualify for board months. Some indicators of an organisation’s specific nature are:
• the articles of association;
• its activity offerings;
• the way in which the organisation advertises and/or positions itself.

• The scope of the activities organised, in comparison to what the Review Committee may reasonably expect of a well-functioning organisation.
• Introductory activities of student organisations - to the extent to which these contribute to the substantive programme of the university or faculty introduction period - are taken into account in the activity offerings.
• The activities benefit at least 50 students of Radboud University or the HAN University of Applied Sciences, taking into account Article 2 of Appendix A. The greater the range of activities, the greater the weight in the allocation of board months.

C. Types of organisations and the use of weighting factors

We distinguish between the following four categories of student organisations:

1. Student organisations;
2. Student/faculty associations;
3. Umbrella organisations;
4. Organisations that organise social or administrative activities;
5. Positions related to the management and administration of the organisation.

Sports associations, recreational clubs, cultural, and faith-based organisations are included in the student organisation category.

1. Student organisations:
In order to determine the number of board months, the number of members and the activities offered are taken into account. If an association can be regarded as the main tenant or subtenant and the association is able to demonstrate, based on a description of the positions and activities, that it performs activities related to building management, the Review Committee may include this in the assessment.

2. Study and faculty associations
In order to determine the number of board months, the number of members and the activities offered are taken into account.

3. Umbrella organisations:
The number of members who benefit from the activities, the job description, and the activity offerings (where these can be verified as supplementary to the activity offerings of the member organisations) impact the determination of the number of committee months. Organisations which have a statutory or non-statutory position with a dual function that exists between the committee membership of the umbrella organisation and that of the associated member organisation are not eligible for support.

4. Organisations that organise administrative and social activities:
Organisations considered to organise administrative or social activities are those whose activities are in the interest of the institution and benefit a substantial number of students. The job description, the activity offerings, and the number of members who benefit from the
activities impact the determination of the number of committee months. The organisation’s contribution to the image and the national or international profile of Radboud University may also be taken into account.

5. Positions related to the management and administration of the university: The starting point for determining the number of board months for the organisations or positions referred to in Article 1 clause 1 of Appendix A is the realistic time investment.

D. Collaboration with the HAN University of Applied Sciences
RU and HAN use the same four categories of student organisations as specified in Annex B, Article C. Student organisations that fall under the categories of “student organisation” and “umbrella organisations” are only reviewed by RU. HAN will handle the distribution of their own committee months. Study-related associations at HAN will be reviewed by HAN and those at RU will be reviewed by RU. HAN and RU will both review organisations that organise administrative and social activities.

Part 2: Incidental activities
If, after a standard review, there are unused committee months remaining after distributing the available months, up to 100 months can be allocated for incidental activities during that same academic year.
APPENDIX C: Individual Support Regulations for stays abroad/conference participation and study, internships, or research abroad

Introduction

Radboud University encourages its students to gain international learning experience in the context of their study programme. Radboud University supports its students in doing this with a financial contribution from the Profiling Fund/Internationalisation Fund. These regulations describe the various types of grants, conditions, and procedures.

Types of grants

<table>
<thead>
<tr>
<th>Grant</th>
<th>Duration of stay</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long term grant *</td>
<td>At least 2 months</td>
<td>Study/internship/research abroad</td>
</tr>
<tr>
<td>Short term grant</td>
<td>Minimum 1 week, maximum 2 months</td>
<td>Summer or winter programmes or other short-term courses/activities</td>
</tr>
<tr>
<td>Preceptorship grant *</td>
<td>Minimum 1 month, maximum 4 months</td>
<td>Preceptorships abroad</td>
</tr>
<tr>
<td>Conference grant</td>
<td>Up to 1 week</td>
<td>The condition is that the conference theme is closely related to a specialisation of the degree programme and that there be active participation in the conference, e.g. presentation of a poster, participation in work groups, or holding a lecture.</td>
</tr>
</tbody>
</table>

* Maximum compensation for 4 months
* If the student has received a Holland Scholarship, this counts as a long-term grant.

- The grants are meant to provide a compensation for the expenses of study-related activities abroad. As a component of the grant application, the student signs a grant agreement, in which he or she declares that the grant will only be used for this purpose.
- The grant amounts are fixed and are provided on an individual basis.
- The grant amounts and the budgets for these grants are established annually by the Executive Board of Radboud University.
- The short-term grants are matched by the faculties. Each year, in consultation with the faculties, the quantity of short term grants available to each faculty is determined. These grants are distributed on a first come, first served basis, during which the International Office of the relevant faculty makes a selection from the applications.

**Questions**
The student can contact the central International Office with any questions.

**Objections**
If the student does not agree with the decision regarding a grant request, then the student can object to the decision in writing. If the student would like to make an objection, the student must write an e-mail to studentexchange@ru.nl with an explanation of the objection within 3 weeks of receiving the decision.