

Administrative and management regulations Radboud University

Adopted by the Executive Board on August 15, 2023 after prior approval of the university joint meeting on July 3, 2023 with the approval of the supervisory board on September 15, 2023.

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Chapter 1 General provisions

Article 1 Legal basis

These regulations are based on article 6 of the Dual Board Structure Regulations (*Structuurregeling*) of Radboud University Nijmegen (hereinafter: Radboud University).

Article 2 Scope

1. These regulations apply for Radboud University and all other organisational units that are part of it.
2. These regulations apply for the faculties referred to in section 2.7 without prejudice to the provisions of the relevant faculty regulations.

Article 3 Purpose

1. In these regulations the rules have been laid down for the management, administration and structure of Radboud University.
2. Without prejudice to the provisions of the first paragraph, these regulations set out or describe:
 - a. the rules referred to in article 7.59a paragraph 1 of the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*, hereinafter referred to as 'the Act') in relation to the legal protection of students;
 - b. the rules in relation to the procedure for nomination and appointment of the rector magnificus, in accordance with article 9.3 paragraph 5 of the Act;
 - c. the rules in relation to the tasks, composition of and manner of appointment of the doctorate board, in accordance with the provisions of article 9.10 paragraph 3 of the Act;
 - d. which faculties are part of the university and which degree programmes have been set up in these faculties, in accordance with article 9.11 of the Act; and
 - e. the rules in relation to setting up university institutes and the rules in relation to the management, administration and structure of these institutes as referred to in article 9.21 paragraph 1 of the Act.

Article 4 Definitions

1. The terms used in these regulations that are also used in the Act have the same meaning as these terms have in the Act, unless stated otherwise in paragraph 2.
2. In these regulations the following terms have the following meaning:
 - a. Central Office Legal Protection students (*Centraal Loket Rechtsbescherming studenten*): the accessible and unequivocal facility set up by the executive board as referred to in article 7.59a paragraph 1 of the Act;
 - b. university institutes: the institutes referred to in article 37 of the Dual Board Structure Regulations that operate - fully or in part - outside the faculty structure.

Chapter 2 Management, administration and structure

Section 2.1 In general

Article 5 Organisation chart

Radboud University is organised in the manner specified in the organisation chart in appendix 1.

Section 2.2 Rector magnificus

Article 6 In general

In view of article 4 of the Dual Board Structure Regulations, the rector magnificus is a member of the executive board.

Article 7 Appointment rector magnificus; nomination procedure

1. The rector magnificus is appointed by the supervisory board on the recommendation of an appointments advisory committee to be set up by the supervisory board.
2. The following persons sit on that committee in any case:
 - a. the chairperson of the executive board,
 - b. a member of or on behalf of the section of the university joint meeting (*universitaire gezamenlijke vergadering*) that has been elected by the staff, and
 - c. a member of or on behalf of the section of the university joint meeting (*universitaire gezamenlijke vergadering*) that has been elected by the students.
3. The appointments advisory committee lays down the procedure for the nomination, drafts a profile and submits both to the executive board for approval, after hearing the deans of the faculties and the daily management of the university joint meeting (*universitaire gezamenlijke vergadering*).

Section 2.3 Doctorate board

Article 8 In general

In view of article 9 of the Dual Board Structure Regulations, the university has a doctorate board.

Article 9 Duties of the doctorate board

1. The duties and powers of the doctorate board follow from chapter 7 of the Act and are also described in that chapter.
2. In addition to the provisions of the first paragraph, the doctorate board is heard, at the executive board's request, about the application of the professorship policy of the university.

Article 10 Composition of the doctorate board

1. The doctorate board is composed of the rector magnificus and the deans of the faculties.
2. The doctorate board is chaired by the rector magnificus.

Article 11 Appointment procedure for the doctorate board

The rector magnificus and the deans are not appointed as, respectively, chairperson and members of the doctorate board; they hold these positions in their capacity as such.

Section 2.4 University institutes

Article 12 Research institutes

1. In view of the provisions of article 37 of the Dual Board Structure Regulations the executive board has set up the following research institute:
 - a. Donders Centre for Neuroimaging (DCCN).
4. The management, administration and structure of the research institute referred to in paragraph 1 is laid down in more detailed regulations. Those regulations are attached to these regulations as appendix 2.

Article 13 Administration university institutes

1. The executive board adopts guidelines concerning the management and administration of the university institutes and may issue instructions that must be observed by the directors of these institutes when exercising the authority conferred to them.
2. These guidelines and instructions referred to in paragraph 1 relate to the areas of:
 - a. personnel and working conditions,
 - b. finances,
 - c. housing,
 - d. provision of information, and
 - e. registration of education and research data.

Section 2.5 Central services and organisational units

Article 14 Central services; organisational units

1. When exercising their duties, the executive board is supported by central services and organisational units, which are also available to units - or to the management of these units - that are part of Radboud University, including the faculties.
2. The following central services and organisational units are part of Radboud University:
 - a. Radboud services, and
 - b. the administrative office.

Article 15 Rules for appointment of directors of central services and organisational units

The procedure for appointing and reappointing directors and division directors of the central services and organisational units has been worked out in more detail in the internal working instructions 'Procedure for (re)appointments Top Management' (*Procedure bij (her-) benoemingen Topkader*).

Article 16 Administration central services and other organisational units

1. The executive board adopts guidelines concerning the administration of the central services and organisational units and may issue instructions that must be observed by the directors or division directors of these services when exercising the authority conferred to them.
2. The guidelines and directions referred to in paragraph 1 relate to the areas of:
 - a. personnel and working conditions,
 - b. finances,
 - c. housing, and
 - d. provision of information.

Section 2.6 Advisory and consultative bodies

Article 17 Committee of deans

1. At Radboud University, a committee of deans has been set up, in view of article 9 of the Dual Board Structure Regulations.
2. The deans of the faculties constitute the committee of deans.

3. The committee of deans advises the executive board, upon the board's request or at the committee's own initiative.

Section 2.7 The faculties

Article 18 The faculties and the degree programmes

1. In view of article 11 of the Dual Board Structure Regulations, Radboud University has the following faculties:
 - a. the faculty of philosophy, theology and religious studies, of which the faculty of theology is part,
 - b. the faculty of arts,
 - c. the faculty of law,
 - d. the faculty of medical sciences,
 - e. the faculty of science,
 - f. the faculty of social sciences,
 - g. Nijmegen School of Management.
2. The faculties listed in paragraph 1 are the degree programmes that have been set up and are referred to in appendix 3. The degree programmes are set up by separate decision of the executive board. The up-to-date overview of the degree programmes can always be consulted on the website of the national register for educational institutions (*register voor onderwijsinstellingen (RIO)*).

Article 19 Management of the faculties - appointment procedure dean and vice-dean

1. The rules with respect to the appointment of the dean and other members of the faculty board are laid down in the Dual Board Structure Regulations. In addition to the provisions of the Dual Board Structure Regulations, the applicable procedure for the appointment of the dean and vice-dean is laid down in paragraph 2 and further.
2. In the event of a vacancy, the executive board appoints a committee of a maximum of five members, one of who – who will also be the chairperson of the committee – is directly appointed by the executive board. The other members are appointed on the recommendation of the dean of the relevant faculty, amongst these one member is recommended by the faculty student council and one by the departmental committee (*onderdeelcommissie*). The committee referred to in the first sentence is instructed to make a recommendation to fill the vacancy.
3. Before appointing a dean or a vice-dean, the executive board hears the faculty joint meeting (*facultaire gezamenlijke vergadering*) in confidence.
4. The procedure for appointing and reappointing the dean, the vice-deans and the director operations has been worked out in more detail in the internal working instructions 'Procedure for (re)appointments Top Management' (*'Procedure bij (her-) benoemingen Topkader'*).

Article 20 Administration of the faculties

1. The executive board adopts guidelines concerning the administration of the faculties and may issue instructions that must be observed by the deans when exercising the authority conferred to them.
2. The guidelines and directions referred to in paragraph 1 relate to the areas of:
 1. personnel and working conditions,
 2. finances,
 3. housing,
 4. provision of information, and
 5. registration of education and research data.

Article 21 Provisions on education in faculties

1. The academic year commences on 1 September and ends on 31 August of the following year. The executive board provides for, in outline, the division of the academic year.
2. Apart from the mandatory components, the education and examination regulations for the bachelor's degree programme include in any case:

- a. one or more mandatory interim examinations of a philosophical nature, amounting to a total of at least 6 ECs; and
 - b. elective courses and pertaining interim examinations, amounting to a minimum of 6 ECs.
3. Apart from the mandatory components, the education and examination regulations for the master's degree programmes include at least the obligation for each individual student to write an academic master thesis. The education and examination regulations may determine that the obligation to write an academic master thesis may be substituted by the student's participating in a research project or a traineeship which is then to be reported on in an academic manner.

Chapter 3 Legal protection

Section 3.1 In general

Article 22 Central Office Legal Protection students

1. A person involved, as referred to in article 7.59a paragraph 3 of the Act, may file, at the Central Office Legal Protection students:
 - a. an appeal as referred to in article 7.61 of the Act (section 3.2 below);
 - b. an objection as referred to in article 7.63a of the Act (section 3.3 below);
 - c. a complaint as referred to in article 7.59b of the Act (section 3.4 below).
2. The Central Office Legal Protection students ensures that the appeal, the objection or the complaint is forwarded to the competent body.

Article 23 Character provisions of this chapter 3

1. For further information, this chapter and parts of this chapter include applicable provisions and elements of applicable provisions laid down in the Act and the Dual Board Structure Regulations. The relevant provisions or elements of provisions are of an exclusively descriptive nature in this chapter.
2. The provisions in the Act and the Dual Board Structure Regulations referred to in paragraph 1 are attached, for completeness' sake, as appendix 4.

Section 3.2 Appeals

Article 24 In general

Radboud University has an examination appeals board as referred to in article 7.60 of the Act.

Article 25 Composition of examination appeals board and appointment of members

1. Without prejudice to the provisions of article 7.60 of the Act, the examination appeals board consists of:
 - a. a chairperson and a deputy chairperson, to be appointed by the executive board, having heard the committee of deans;
 - b. a member of the academic staff of each faculty and a deputy member for each member, to be appointed by the executive board on the recommendation of the dean of the relevant faculty;
 - c. four student members and three deputy student members, one member or deputy member from each faculty, to be appointed by the executive board on the recommendation of the dean of the relevant faculty.
2. The members referred to in the first paragraph under a and b are appointed for a period of five years, the members referred to in the first paragraph under c are appointed for a period of two years.
3. The chairperson and the deputy chairperson must meet the requirements set for eligibility as a judge of a district court (*arrondissementsrechtbank*).
4. The examination appeals board deliberates and decides in a chamber of three or five members.
5. The executive board discharges members and deputy members of the examination appeals board upon their own request or if they no longer hold the office on the basis of which they were appointed. When reaching the age of seventy, the members and the deputy members are discharged taking effect the following month. They will also be discharged if they are rendered unfit to perform their duties for reasons of illness or disability.

Article 26 Procedure for lodging appeals

1. The notice of appeal must be lodged within a period of six weeks.
2. Before handling the appeal, the examination appeals board sends the notice of appeal to the body the appeal has been brought against, inviting that body to enter into consultations with the persons involved to see whether an amicable settlement can be reached. In the event the appeal is lodged against an

examiner's decision, the notice is sent – as referred to in the previous sentence – to the relevant board of examiners. The relevant body informs the examination appeals board, within three weeks, of the outcome of these consultations, thereby submitting the relevant documents. Should an amicable settlement appear to be impossible, the examination appeals board will deal with the notice of appeal.

3. The examination appeals board takes a decision within a period of ten weeks, effective from the day following the day that the term set for lodging an appeal has lapsed.
4. In the event the examination appeals board should consider the appeal well-founded, it annuls the decision, either in whole or in part. The board is not entitled to take a new decision to replace the decision that was wholly or partially annulled. The board may decide that a new decision should be taken in the matter, or, in the event a decision was refused, that the issue should be decided on again, or that the interim examination, the final examination, the admission test, the additional test or any part thereof, should be administered again under conditions to be laid down by the board. In so far as this should be required, the body whose decision was annulled provides in the matter once again, with due observance of the board's decision. The board may set a term for this.
5. If immediate urgency should require so in view of the interests involved, the appellant may request the chairperson of the examination appeals board to take a provisional decision, pending a decision on the merits, by filing an application stating reasons for this request. The chairperson decides on this request after having heard the body or the relevant examiner in question, or at least after having summoned them.

Article 27 Rules of procedure

1. In view of article 7.62 of the Act, the examination appeals board provides for rules of procedure, in which further rules are laid down with respect to:
 - a. the number of members and the composition of the chamber referred to in article 25, fourth paragraph;
 - b. the procedure referred to in article 26, second paragraph and the cases in which this procedure need not be applied;
 - c. the way in which the board's secretarial office is provided for;
 - d. the procedure by means of which the chairperson is replaced; and
 - e. the course of proceedings at the examination appeals board.
2. The rules of procedure require the executive board's approval.

Article 28 Obligation to provide information

In view of article 7.63 of the Act, the bodies, the members of staff and the examiners provide the examination appeals board with any information that the board should deem necessary for exercising its duties.

Section 3.3 Objections

Article 29 In general

Radboud University has a disputes committee as referred to in article 7.63a paragraph 1 of the Act.

Article 30 Competence disputes committee in case of objections

In view of the provisions of article 7.63a of the Act, the disputes committee delivers its opinion on notices of objection to written decisions by bodies of Radboud University constituting a legal act pursuant to the Act and the regulations based on it or objections filed to the absence of such decision. The previous sentence does not apply to decisions referred to in article 7.61 of the Act.

Article 31 Composition of disputes committee and appointment of members

1. Article 7:13 first to sixth paragraphs of the General Administrative Law Act (*Algemene wet bestuursrecht*) equally applies to the disputes committee. The members of the disputes committee are functionally independent.

2. Without prejudice to the provisions of the first paragraph, the disputes committee delivers its opinion with at least three members, amongst whom the chairperson or the deputy chairperson.
3. Without prejudice to the provisions of the first paragraph, the members of the disputes committee are appointed by the executive board for a period of three years and they can be reappointed at most two times.
4. The disputes committee is supported by an administrative secretary. The administrative secretary is appointed by the executive board.

Article 32 Procedure objections

The rules for handling objections are laid down by the executive board in the Regulations for processing notices of objection filed by students (*Regeling behandeling bezwaarschriften studenten*). These regulations are attached to these management and administration regulations as appendix 5.

Section 3.4 Complaints

Article 33 In general

In view of article 7.63a paragraph 5 of the Act, the executive board has charged the disputes committee referred to in article 29 with delivering its opinion on complaints. Article 31 applies equally.

Article 34 Competence disputes committee in case of complaints

The disputes committee delivers its opinion on complaints as referred to in article 7.59b of the Act to the executive board.

Article 35 Procedure for complaints

The rules for handling complaints are laid down by the executive board in the Regulations for processing complaints filed by students (*Regeling behandeling klachten studenten*). These regulations are attached to these management and administration regulations as appendix 6.

Chapter 4 Provision of information on administrative issues

Article 36 In general

1. Every member of the university community may address the executive board with a request for information on an administrative issue that has been laid down in a document. In the event the request pertains to administrative issues that rest with an other university body, the applicant will be referred – if necessary – to the body that will take over handling of the request from the executive board.
2. The request is handled, as much as possible, in accordance with the provisions of the Government Information (Public Access) Act (*Wet openbaarheid van bestuur*).

Chapter 5 Transitional provisions

Article 37 Transitional law phasing out degree programmes

1. The degree programmes referred to in article 18 that are being 'phased out' are registered as such in the register for educational institutions (*register voor onderwijsinstellingen (RIO)*). Enrolment in these degree programmes is no longer possible.
2. For students who enrolled in one of the degree programmes that is being phased out prior to the termination of enrolment transitional arrangements apply. These students may sit the final examination of the relevant degree programme until the date laid down in the register referred to in the first paragraph.

Article 38 Transitional law handling complaints and objections filed by students

Complaints and objections that have been accepted for processing before 1 January 2024 are handled in accordance with the rules that applied before 1 January 2024.

Chapter 6 Final provisions

Article 39 Catch-all provision

In all situations these regulations do not provide for or do not provide for in full, the executive board decides.

Article 40 Adoption and amendment

These regulations are adopted by the executive board, having obtained prior consent from the university joint meeting; these regulations also require the approval of the supervisory board.

Article 41 Governance model Radboud University

All that has been adopted and described in these regulations with respect to management, administration and structure is worked out in more detail in the governance model of Radboud University.

Article 42 Publication

1. The executive board ensures appropriate publication of these regulations and of any interim amendments that may be made to them.
2. Without prejudice to the provisions of the first paragraph, the appendices may also be published separately from these regulations.

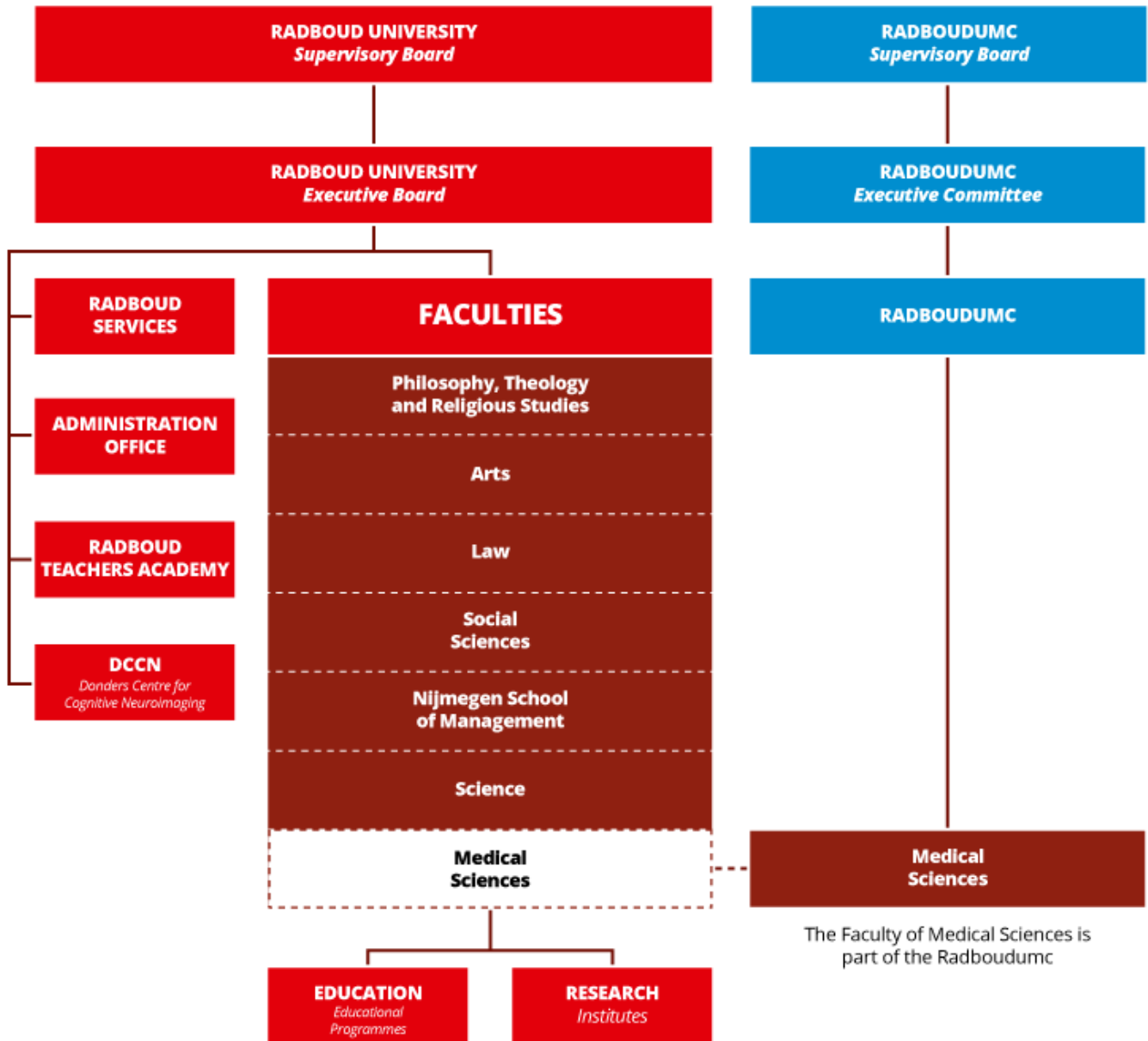
Article 43 Citation form

These regulations can be referred to as the Management and Administration Regulations 2023.

Article 44 Entry into force

1. These regulations and any amendments to these regulations take effect on September 15, 2023 and at that moment supersede the Management and Administration Regulations 2015.
2. Contrary to the provisions of the first paragraph, the provisions of these regulations that are connected with the legal protection of students including the provisions in Chapter 3, take effect on January 1, 2024.

Appendix 1 Organisation chart Radboud University



Appendix 2 Regulations DCCN

Article 1 General provisions

1. There is a F.C. DONDERS CENTRE FOR COGNITIVE NEUROIMAGING, with its registered office in Nijmegen, hereinafter: F.C. Donders Centre.
2. F.C. Donders Centre is an international centre for research into central aspects of cognition in relation to the organization of the central nervous system.
3. F.C. Donders Centre is a research institute on the context of article 37 of the Dual Board Structure Regulations of Radboud University.
4. Within F.C. Donders Centre faculties of Radboud University, RadboudUMC and a number of external partners, to be referred to hereinafter as 'participants', work together.

Article 2 Management board

1. The board of F.C. Donders Centre (hereinafter: the board) has a maximum of seven members.
2. The members of the board are appointed, suspended and discharged by the executive board of Radboud University.
3. Participants each nominate, to the executive board of Radboud University, one candidate for appointment as a member of the board.
4. Three members are appointed on the board on behalf of Radboud University.
5. The members that sit on the board on behalf of Radboud University are appointed and discharged on the basis of a recommendation to that effect by the Faculty of Social Sciences (one member), the Faculty of Sciences (one member) and UMC Radboud (*Universitair Medisch Centrum St Radboud*) (one member) respectively.
6. The board elects a chairperson from their number. The chairperson is a board member appointed by Radboud University.
7. Membership of the board ends, in any case, when the employment relation with the institute that has nominated the relevant person is terminated.
8. Board members may resign at any time. They inform the chairperson of the board of their resignation by way of written notification.
9. If a seat on the board remains vacant for more than one year, the executive board of Radboud University fills the vacancy. Appointment takes place, as much as possible, in accordance with the provisions of the first paragraph.

Article 3 Director

1. The executive board of Radboud University appoints, suspends and discharges the director on the recommendation of the board of the F.C. Donders Centre.
2. The director is appointed for a period of five years, whereby this term is automatically renewed for the same period, subject to a decision to the contrary.

Article 4 Duties and powers of the board

1. The board is charged with:
 - a. determining the policies in general;
 - b. supervising the day-to-day management;
 - c. determining the budget, the investment budget and the annual accounts.
2. The board is accountable to the executive board of Radboud University.

Article 5 Method of operation of the board

1. The board meets at least twice a year.

2. The chairperson convokes the board meetings and sets the agenda.
3. The quorum for taking board decisions is half of the members plus one, amongst which a majority of the members appointed on behalf of Radboud University.
4. Every member casts one vote. Decisions are taken by an absolute majority of the votes cast, amongst which a majority of the members appointed on behalf of Radboud University.
5. A decision pertaining to a nomination for appointment, suspension or discharge of the director is taken in a board meeting with a two-third majority of the votes cast, amongst which a majority of the members appointed on behalf of Radboud University.
6. The director attends the board meetings. He has an advisory voice. The board may decide to meet without the presence of the director.

Article 6 Duties and powers of the director

1. The director is charged with the day-to-day management.
2. The director sets guidelines in relation to:
 - a. the quality of the research to be carried out;
 - b. the procedures to accept research assignments;
 - c. requirements and procedures for appointment, supervision and periodic assessment of personnel;
 - d. position and manner of placement of guest researchers;
 - e. entering into contracts in connection with the exploitation of F.C. Donders Centre.
3. The director is accountable to the board.
4. The director provides the board with the information the board requires to be able to perform its tasks properly.

Article 7 Participation

Participation in F.C. Donders Centre can exclusively be effected by means of entering into an agreement with the Foundation Radboud University.

Article 8 Final provisions

1. The regulations enter into force on 1 January 2001.
2. In all cases which these regulations do not provide for, the executive board of Radboud University decides.

Appendix 3 Overview of degree programmes

Faculteit der Filosofie, Theologie en Religiewetenschappen

Naam opleiding	Niveau	Croho	Vorm ¹			EC
			D	V		
Religiewetenschappen	BA	50902	D	V		180
Filosofie	BA	56081		V		180
Theologie	BA	56109	D	V		180
Filosofie (research)	MA	60128		V		120
Theologie	MA	60257	D	V		180
Filosofie (60)	MA	60822		V		60
Filosofie (120)	MA	60823		V		120
Theologie & Religiewetenschappen	MA	60824	D	V		60

Faculty of Law Faculteit der Rechten

Naam opleiding	Niveau	Croho	Vorm			EC
			D	V		
European Law School	BA	50017		V		180
Rechtsgeleerdheid	BA	50700	D			180
Notarieel Recht	BA	56828		V		180
International and European Law	MA	60224		V		60
Onderneming en Recht (research)	MA	60386		V		120
Nederlands Recht	MA	66451	D	V		60
Fiscaal Recht	MA	66827		V		60
Notarieel Recht	MA	66828	D	V		60
Fiscaal Recht	PIM	75107		V		60

Faculteit der Letteren

Naam opleiding	Niveau	Croho	Vorm			EC
			D	V		
English Language and Culture	BA	50290		V		180
Griekse en Latijnse Taal en Cultuur	BA	56003		V		180
Geschiedenis	BA	56034		V		180
Romaanse Talen en Culturen	BA	56074		V		180
Taalwetenschap	BA	56803		V		180
Nederlandse Taal en Cultuur	BA	56804		V		180
Duitse Taal en Cultuur	BA	56805		V		180
Algemene Cultuurwetenschappen	BA	56823		V		180
Kunstgeschiedenis	BA	56824		V		180
Communicatie- en Informatiewetenschappen	BA	56826		V		180
Kunst- & cultuurwetenschappen	MA	60087		V		60
Letterkunde	MA	60813		V		60
Taalwetenschappen	MA	60815		V		60
Oudheidstudies	MA	60821		V		60

¹ D = deeltijd variant, V = voltijd variant, L = duale variant

Noord-Amerika Studies	MA	60845		V		60
Historical, Literary and Cultural Studies (research)	MA	60857		V		120
Linguistics and Communication Sciences (research)	MA	60960		V		120
Europese Studies (joint degree)	MA	65002		V		120
Geschiedenis	MA	66034		V		60
Communicatie- & informatiewetenschappen	MA	66826		V		60
Educatie in de Taal- en cultuurwetenschappen	MA	68536		V		120

Faculteit der Managementwetenschappen

Naam opleiding	Niveau	Croho	Vorm			EC
Bedrijfskunde	BA	50645		V		180
Economie en Bedrijfseconomie	BA	50950		V		180
Politologie	BA	56606		V		180
Bestuurskunde	BA	56627		V		180
Geografie, Planologie en Milieu	BA	56947		V		180
Political Science	MA	60203		V		60
Human Geography	MA	60466		V	L	60
Business Administration	MA	60644		V		60
Economics	MA	66401		V		60
Bestuurskunde	MA	66627		V		60
Spatial Planning	MA	66655		V	L	60
Environment and Society Studies	MA	66839		V		60
Educatie in de Mens- en Maatschappijwetenschappen	MA	68532		V		120
Bedrijfskunde	PIM	75104	D			60

Faculteit der Medische Wetenschappen

Naam opleiding	Niveau	Croho	Vorm			EC
Geneeskunde	BA	56551		V		180
Tandheelkunde	BA	56560		V		180
Biomedische Wetenschappen	BA	56990		V		180
Molecular Mechanisms of Disease (research)	MA	60322		V		120
Geneeskunde	MA	66551		V		180
Tandheelkunde	MA	66588		V		180
Biomedical Sciences	MA	66990		V		120
Kwaliteit en Veiligheid in de Patiëntenzorg	PIM	75126	D			60

Faculteit der Natuurkunde, Wiskunde en Informatica

Naam opleiding	Niveau	Crono	Vorm			EC
				V		
Chemistry	BA	56943		V		180
Molecular Life Sciences	BA	56944		V		180
Science	BA	56948		V		180
Wiskunde	BA	56980		V		180
Natuur- en Sterrenkunde	BA	56984		V		180
Biology	BA	59325		V		180
Computing Science	BA	59326		V		180
Information Sciences	MA	60255		V		60
Computing Science	MA	60364		V		120
Medical Biology	MA	60610		V		120
Biology	MA	66860		V		120
Mathematics	MA	66980		V		120
Physics and Astronomy	MA	66984		V		120
Molecular Sciences	MA	66991		V		120
Educatie in de Bètawetenschappen	MA	69345		V		120

Faculteit der Sociale Wetenschappen

Naam opleiding	Niveau	Crono	Vorm			EC
				V		
Culturele Antropologie en Ontwikkelingssociologie	BA	50035		V		180
Sociologie	BA	56601		V		180
Psychologie	BA	56604		V		180
Pedagogische Wetenschappen	BA	56607		V		180
Communicatiewetenschap	BA	56615		V		180
Artificial Intelligence	BA	56945		V		180
Pedagogische Wetenschappen van Primair Onderwijs	BA	59329		V		180
Onderwijswetenschappen	MA	60099		V		60
Social and Cultural Science: Comparative Research on Societies (research)	MA	60132		V		120
Anthropology and Development Studies	MA	60253		V		60
Psychologie	MA	60260		V		60
Behavioural Science (research)	MA	60266		V		120
Curriculumontwikkeling voor Primair Onderwijs	MA	60473	D			60
Cognitive Neuroscience (research)	MA	60506		V		120
Sociologie	MA	66601		V		60
Pedagogische Wetenschappen	MA	66607		V		60
Communicatiewetenschap	MA	66615		V		60
Artificial Intelligence	MA	66981		V		120

Naam opleiding	Niveau	Croho	Vorm			EC
Leraar Voorbereidend Hoger Onderwijs in de Bètawetenschappen	MA	68533	D	V		60
Leraar Voorbereidend Hoger Onderwijs in de Taal en Cultuurwetenschappen	MA	68534	D	V		60
Leraar Voorbereidend Hoger Onderwijs in de Mens- en Maatschappijwetenschappen	MA	68535	D	V		60

Interfacultaire opleidingen

Faculteiten	Naam opleiding	Niveau	Croho	Vorm			EC
FdM, FdL en FFTR	Educatie in de Mens- en Maatschappijwetenschappen	MA	68532		V		120

CONCEPT

Appendix 4 Legal provisions for legal protection of students

Artikel 7.59a Toegankelijke faciliteit

1. Het instellingsbestuur richt een toegankelijke en eenduidige faciliteit in. Het instellingsbestuur stelt een nadere regeling vast met betrekking tot deze paragraaf en paragraaf 2, die een onderdeel vormt van het bestuurs- en beheersreglement.
2. Een betrokkene dient een klacht als bedoeld in artikel 7.59b dan wel beroep of bezwaar als bedoeld in paragraaf 2 van deze titel vanwege een schriftelijke beslissing van een orgaan van een instelling inhoudende een rechtshandeling op grond van deze wet en daarop gebaseerde regelingen dan wel vanwege het ontbreken van een dergelijke beslissing in bij de faciliteit. Indien het een beroep of bezwaar van een betrokkene aan een openbare instelling betreft, is artikel 6:4, eerste en tweede lid, van de Algemene wet bestuursrecht niet van toepassing.
3. In deze paragraaf en de paragrafen 2 tot en met 4 wordt onder «betrokkene» verstaan: een student, een aanstaande student, een voormalige student, een extraneus, een aanstaande extraneus of een voormalige extraneus.
4. De termijn voor het schriftelijk indienen van een beroep of bezwaar als bedoeld in paragraaf 2 bedraagt zes weken.
5. De faciliteit bevestigt de ontvangst van een binnengekomen klacht, beroep of bezwaar schriftelijk aan de betrokkene en zendt deze, nadat daarop de datum van ontvangst is aangetekend, zo spoedig mogelijk door aan het bevoegde orgaan. Indien het een openbare instelling betreft, is artikel 6:15, eerste en tweede lid, van de Algemene wet bestuursrecht niet van toepassing.
6. De datum van ontvangst, bedoeld in het vijfde lid, is bepalend voor de vraag of een klacht, beroep of bezwaar tijdig is ingediend. Indien het een openbare instelling betreft, is artikel 6:15, derde lid, van de Algemene wet bestuursrecht niet van toepassing.
7. Indien de faciliteit een klacht, beroep of bezwaar aan een onbevoegd orgaan heeft gezonden, zendt dit orgaan het desbetreffende stuk zo spoedig mogelijk terug naar de faciliteit. Het bevoegde orgaan behandelt een klacht, beroep of bezwaar dat door een betrokkene rechtstreeks is ingediend bij dit orgaan slechts na tussenkomst van de faciliteit.

Artikel 7.59b Klachten

Het instellingsbestuur behandelt een klacht van een betrokkene, wat een bijzondere instelling betreft met overeenkomstige toepassing van titel 9.1 van de Algemene wet bestuursrecht.

Artikel 7.60 College van beroep voor de examens

1. Elke instelling voor hoger onderwijs heeft een college van beroep voor de examens.

2. Het college van beroep heeft drie of vijf leden. Het aantal plaatsvervangende leden is niet groter dan het aantal leden. Het college houdt voltallig zitting.
3. Het college kan besluiten kamers in te stellen. Indien het college daartoe besluit, bestaat het college uit ten minste zes en ten hoogste vijftien leden. Het aantal plaatsvervangende leden is niet groter dan het aantal leden. Elke kamer heeft drie of vijf leden. Zij houdt voltallig zitting.
4. De voorzitter, de plaatsvervangend voorzitter of voorzitters en de overige leden en de eventuele plaatsvervangende leden worden door het instellingsbestuur benoemd voor een termijn van ten minste drie en ten hoogste vijf jaar of, voorzover het studenten betreft, voor een termijn van ten minste een en ten hoogste twee jaar. De leden en plaatsvervangende leden maken geen deel uit van het instellingsbestuur of van de inspectie. Buiten de voorzitter bestaat het college voor tenminste de helft uit docenten, onderscheidenlijk leden van de wetenschappelijke staf.
5. De voorzitter en de plaatsvervangende voorzitter of voorzitters moeten voldoen aan de vereisten voor benoembaarheid tot rechterlijk ambtenaar, bedoeld in artikel 5 van de Wet rechtspositie rechterlijke ambtenaren.
6. Op eigen verzoek wordt aan de leden en plaatsvervangende leden van het college van beroep ontslag verleend. Bij het bereiken van de leeftijd van zeventig jaar wordt hun ontslag verleend met ingang van de eerstvolgende maand. Zij worden ontslagen indien zij uit hoofde van ziekte of gebreken ongeschikt zijn hun functie te vervullen alsmede indien zij bij onherroepelijk geworden rechterlijke uitspraak wegens misdrijf zijn veroordeeld. Alvorens het ontslag op grond van het in de derde volzin bepaalde wordt verleend, wordt de betrokkene van het voornemen tot ontslag in kennis gesteld en wordt hem de gelegenheid geboden zich terzake te doen horen.

Artikel 7.61 Bevoegdheid college van beroep voor de examens

1. Het college van beroep voor de examens is bevoegd ten aanzien van de volgende beslissingen:
 - a. beslissingen als bedoeld in de artikelen 7.8b, derde en vijfde lid, en 7.9, eerste lid,
 - b. beslissingen inzake het met goed gevolg hebben afgelegd van het afsluitend examen, bedoeld in artikel 7.9d,
 - c. beslissingen, niet zijnde besluiten van algemene strekking, genomen op grond van het bepaalde bij of krachtens titel 2 van dit hoofdstuk, met het oog op de toelating tot examens,
 - d. beslissingen, genomen op grond van het aanvullend onderzoek, bedoeld in de artikelen 7.25, zesde lid, en 7.28, vierde lid,
 - e. beslissingen van examencommissies en examinatoren,
 - f. beslissingen van commissies als bedoeld in artikel 7.29, eerste lid, en

- g. beslissingen, genomen op grond van artikel 7.30b met het oog op de toelating tot de in dat artikel bedoelde opleidingen.
2. Het beroep kan, wat de openbare instellingen betreft in afwijking van hoofdstuk 7 van de Algemene wet bestuursrecht, worden ingesteld terzake dat een beslissing in strijd is met het recht.
 3. Alvorens het beroep in behandeling te nemen zendt het college van beroep het beroepschrift aan het orgaan waartegen het beroep is gericht, met uitnodiging om in overleg met betrokkenen na te gaan of een minnelijke schikking van het geschil mogelijk is, wat de openbare instellingen betreft in afwijking van afdeling 7.3 van de Algemene wet bestuursrecht. Ingeval het beroep is gericht tegen een beslissing van een examiner, geschiedt de in de voorgaande volzin bedoelde toezending aan de desbetreffende examencommissie. Indien de examiner tegen wie het beroep is gericht, lid is van de examencommissie, neemt hij geen deel aan de beraadslaging. Het desbetreffende orgaan deelt binnen drie weken aan het college van beroep, onder overlegging van de daarop betrekking hebbende stukken, mede tot welke uitkomst het beraad heeft geleid. Is een minnelijke schikking niet mogelijk gebleken, dan wordt het beroepschrift door het college in behandeling genomen.
 4. Het college van beroep beslist binnen tien weken gerekend vanaf de dag na die waarop de termijn voor het indienen van het beroepschrift is verstreken, wat de openbare instellingen betreft in afwijking van artikel 7:24, tweede lid, van de Algemene wet bestuursrecht.
 5. Indien het college van beroep het beroep gegrond acht, vernietigt het de beslissing geheel of gedeeltelijk. Het college is niet bevoegd in de plaats van de geheel of gedeeltelijk vernietigde beslissing een nieuwe beslissing te nemen, wat de openbare instellingen betreft in afwijking van artikel 7:25 van de Algemene wet bestuursrecht. Het kan bepalen dat opnieuw of, indien de beslissing is geweigerd, alsnog in de zaak wordt beslist, dan wel dat het tentamen, het examen, het toelatingsonderzoek, het aanvullend onderzoek of enig onderdeel daarvan opnieuw wordt afgenomen onder door het college van beroep te stellen voorwaarden. Het orgaan waarvan de beslissing is vernietigd, voorziet voorzover nodig opnieuw in de zaak met inachtneming van de uitspraak van het college van beroep. Het college kan daarvoor in zijn uitspraak een termijn stellen.
 6. Indien onverwijld spoed dat vereist kan de voorzitter van het college van beroep een voorlopige voorziening treffen op verzoek van de indiener van het beroepschrift, onverminderd het bepaalde in artikel 7.66, tweede lid, en artikel 8:81 van de Algemene wet bestuursrecht. De voorzitter beslist op dit verzoek na het desbetreffende orgaan dan wel de desbetreffende examiner te hebben gehoord, althans te hebben opgeroepen.

Artikel 7.62 Reglement van orde

1. Het college van beroep voor de examens stelt een reglement van orde vast, waarin nadere regels worden gesteld ten aanzien van:
 - a. de omvang en samenstelling van het college van beroep,
 - b. indien nodig, de splitsing in kamers, alsmede de verdeling van de werkzaamheden over de verschillende kamers,
 - c. de zittingstermijn van de leden en eventuele plaatsvervangende leden van het college van beroep,
 - d. de wijze waarop het lidmaatschap of plaatsvervangend lidmaatschap van het college van beroep eindigt,
 - e. de in artikel 7.61, derde lid, bedoelde procedure en de gevallen waarin deze procedure achterwege kan worden gelaten,
 - f. de wijze waarop in het secretariaat van het college van beroep wordt voorzien, alsmede
 - g. de wijze waarop de voorzitter wordt vervangen.
2. Het reglement van orde alsmede wijzigingen daarvan, behoeven de instemming van het instellingsbestuur.

Artikel 7.63 Inlichtingenplicht

De organen en personeelsleden alsmede de examinatoren van de instelling verstrekken aan het college van beroep voor de examens de gegevens die dit college voor de uitvoering van zijn taak nodig oordeelt.

Artikel 7.63 Bevoegdheid en samenstelling geschillenadviescommissie

1. Elke instelling voor hoger onderwijs heeft een geschillenadviescommissie. Op een geschillenadviescommissie is artikel 7:13, eerste tot en met zesde lid, van de Algemene wet bestuursrecht van overeenkomstige toepassing. De leden van de geschillenadviescommissie zijn functioneel onafhankelijk.
2. De geschillenadviescommissie brengt aan het instellingsbestuur advies uit over bezwaren met betrekking tot schriftelijke beslissingen van organen van de instelling inhoudende een rechtshandeling op grond van deze wet en daarop gebaseerde regelingen dan wel met betrekking tot het ontbreken van een dergelijke beslissing. De vorige volzin is niet van toepassing op beslissingen als bedoeld in artikel 7.61.
3. De geschillenadviescommissie gaat na of een minnelijke schikking tussen partijen mogelijk is.
4. Indien sprake is van onverwijlde spoed kan de voorzitter van de geschillenadviescommissie desgevraagd bepalen dat de geschillenadviescommissie zo spoedig mogelijk advies uitbrengt aan het instellingsbestuur. De voorzitter bepaalt

binnen een week na ontvangst van het bezwaar of sprake is van onverwijlde spoed en brengt de betrokkene en het instellingsbestuur hiervan zo spoedig mogelijk op de hoogte. Het instellingsbestuur neemt dan, wat de openbare instellingen betreft in afwijking van artikel 7:10 van de Algemene wet bestuursrecht, binnen vier weken na ontvangst van het bezwaar door de faciliteit een beslissing.

5. Het instellingsbestuur kan een commissie belasten met de behandeling van en advisering over zowel bezwaren als bedoeld in het tweede lid als klachten als bedoeld in artikel 7.59b, onverminderd het bepaalde bij of krachtens dit artikel en de artikelen 7.59b en 7.63b.

Artikel 7.63b Beslissing op bezwaren

Het instellingsbestuur beslist na ontvangst van het bezwaar binnen 10 weken, onverminderd de beslissingen op grond van de procedure, bedoeld in artikel 7.63a, vierde lid. Wat de openbare instellingen betreft beslist het instellingsbestuur in afwijking van artikel 7:10, derde lid, van de Algemene wet bestuursrecht.

Structuurregeling

Artikel 52 Procedure

1. De termijn voor het indienen van een beroepschrift bedraagt zes weken. Wanneer het beroepschrift na afloop van die termijn is ingediend, blijft niet-ontvankelijkverklaring op grond daarvan achterwege indien de appellant aantoont dat hij het beroep heeft ingesteld zo spoedig als dit redelijkerwijs kon worden verlangd.
2. Alvorens het beroep in behandeling te nemen zendt het college van beroep voor de examens het beroepschrift aan het orgaan waartegen het beroep is gericht, met uitnodiging om in overleg met betrokkenen na te gaan of een minnelijke schikking van het geschil mogelijk is. Ingeval het beroep is gericht tegen een beschikking van een examinator, geschiedt de in de vorige volzin bedoelde toezending aan de desbetreffende examencommissie. Het desbetreffende orgaan deelt binnen drie weken aan het college van beroep voor de examens, onder overlegging van de daarop betrekking hebbende stukken, mede tot welke uitkomst het beraad heeft geleid. Is een minnelijke schikking niet mogelijk gebleken, dan wordt het beroepschrift door het college van beroep voor de examens in behandeling genomen.
3. Het college van beroep beslist binnen tien weken gerekend vanaf de dag na die waarop de termijn voor het indienen van het beroepschrift is verstreken.
4. Indien het college van beroep voor de examens het beroep gegrond acht, vernietigt het de beslissing geheel of gedeeltelijk. Het college is niet bevoegd in de plaats van de geheel of gedeeltelijk vernietigde beschikking een nieuwe beschikking te nemen. Het kan bepalen dat opnieuw, of, indien de beschikking is geweigerd, alsnog in de zaak

wordt beslist, dan wel dat het tentamen, het examen, het toelatingsonderzoek, het aanvullend onderzoek of enig onderdeel daarvan opnieuw wordt afgenomen onder door het college te stellen voorwaarden. Het orgaan waarvan de beschikking is vernietigd voorziet voor zover nodig opnieuw in de zaak met inachtneming van de uitspraak van het college. Het college kan daarvoor een termijn stellen.

5. Indien onverwijld spoed, gelet op de betrokken belangen, dat vereist kan de appellant bij met redenen omkleed verzoekschrift, in afwachting van de uitspraak in hoofdzaak, aan de voorzitter van het college van beroep voor de examens een voorlopige voorziening vragen. De voorzitter beslist op dit verzoek na het desbetreffende orgaan dan wel de desbetreffende examinator te hebben gehoord, althans te hebben opgeroepen.

Appendix 5 Regulations for processing student objections

Article 1 General provisions

1. The present regulations are based on chapter 3 of the management and administration regulations (*bestuurs- en beheersreglement*) of Radboud University. The present regulations are part, as an appendix, of the management and administration regulations.
2. By means of the present regulations the applicable statutory provisions are implemented with respect to handling notices of objection.

Article 2 Applicability

1. A person involved may file a notice of objection to a written decision by or on behalf of the executive board of Radboud University constituting a legal act pursuant to the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*), and/or to the regulations based on it.
2. A person involved is understood to mean: a student, a prospective student, a former student, an external student, a prospective external student or a former external student as referred to in article 7.59a, third paragraph of the Act.
3. A decision referred to in the first paragraph is considered to be equivalent to the failure to take such decision.
4. No objection can be filed to a decision or the failure to take a decision that the Examination Appeals Board (*College van Beroep voor de Examens*) is competent to hear pursuant to article 7.61 of the Act. The person involved can lodge an appeal against such a decision at the Examination Appeals Board (*College van Beroep voor de Examens*).
5. No objection can be filed to a generally binding regulation or policy rule.

Article 3 The notice of objection

1. The notice of objection must be filed in writing. By means of the designated digital form the objection can be filed at the Central Office Legal Protection students (*Centraal Loket Rechtsbescherming studenten*).
2. The time limit for filing the notice of objection is six weeks. The term starts on the day after the day the decision is published.
3. A notice of objection has been filed in time if it is received before the expiry of the time limit.
4. If the notice of objection is filed after the time limit has lapsed, the objection is declared inadmissible, unless exceeding the time limit is considered excusable.
5. Filing a notice of objection to a failure to take a decision in time is not subject to a time limit. However, the notice of objection is declared inadmissible if the objection is filed unreasonably late.
6. The notice of objection is signed and includes at least:
 - the name and the address of the objector;
 - the date;
 - a description of the decision the objection is made to, if possible provided with a copy of the decision, or, if the objection addresses a refusal to take a decision, a clear description of the decision that should have been taken according to the objector;
 - the grounds for the objection.
7. In the event the objector fails to meet the requirements set in the second paragraph, the objector is given the opportunity to repair the failure. If a failure cannot be repaired within the time limit set for it, the objection may be declared inadmissible.

Article 4 Receipt

Receipt of the notice of objection is confirmed in writing.

Article 5 No suspensive effect

The objection does not suspend the operation of the decision that is challenged.

Article 6 Amicable settlement

1. The disputes committee referred to in paragraph 3.3 of the management and administration regulations forwards the notice of objection to the person or the body that has taken the disputed decision on behalf of the executive board of Radboud University (hereinafter: representative of the executive board). The representative of the executive board is requested to ascertain, in consultation with the objector, whether the dispute can be settled amicably.
2. No later than three weeks after the forwarding date, the representative of the executive board must inform the disputes committee, stating reasons, of the outcome of the attempt to reach an amicable settlement. In the event the issue could not be settled amicably, the representative of the executive board attaches a notice of defence.
3. If an amicable settlement appeared impossible, the disputes committee delivers its opinion on the objection to the executive board.
4. The chairperson of the disputes committee may decide that no attempt to reach an amicable settlement needs to be made, in the chairperson's opinion, if there is apparently no point in making such an attempt or if it were to result in disproportionate harm for the objector. In that case the body at which the objection is directed is requested to file a notice of defence.

Article 7 Hearing

1. Before the disputes committee delivers its opinion, the objector is offered the opportunity to be heard.
2. The objector may be heard by the plenary disputes committee or the disputes committee may charge one or more of its members, to be designated by the committee, with the task of hearing the objector.
3. The disputes committee invites the representative of the executive board to be heard and to clarify the executive board's point of view.
4. The hearing is public. However, the disputes committee may decide to have the hearing take place behind closed doors.
5. The invitation for the hearing that is sent to objector includes the notice of defence.
6. A report is drawn up of the hearing.
7. It may be decided not to hear the objector if:
 - the notice of objection is manifestly inadmissible;
 - the objection is manifestly unfounded;
 - objector has declared not to want to make use of the right to be heard;
 - the objection has been fully met.

Article 8 Decision on the objection

1. The opinion of the disputes committee is delivered to the executive board in writing and includes a report of the hearing.
2. The executive board takes a decision within ten weeks following the receipt of the notice of objection.

3. The decision, stating reasons, is communicated to the objector in writing. The opinion of the disputes committee is attached to this decision.
4. In the event the decision differs from the opinion of the disputes committee, reasons for this are stated.
5. In the event the executive board's decision on the notice of objection results in annulment of the disputed decision, the executive board itself will take a new decision.

Article 9 Immediate urgency

1. The chairperson of the disputes committee determines, when requested, within a week following the receipt of the notice of objection, if there is immediate urgency and informs the objector and the executive board of that. In that event the disputes committee may determine that reduced time limits apply for looking into a possible amicable settlement, hearing the parties and/or delivering an opinion to the executive board.
2. In the event of immediate urgency, the executive board takes a decision within four weeks following the receipt of the notice of objection.

Article 10 Appeal

The notification of the decision mentions the possibility to lodge an appeal, within six weeks, at the Administrative Jurisdiction Division of the Council of State (*Afdeling bestuursrechtspraak van de Raad van State*).

Article 11 Adoption and amendment

As an appendix to the management and administration regulations (*bestuurs- en beheersreglement (BBR)*) of Radboud University, these regulations are an (integral) part of said regulations and they are adopted and amended in the manner prescribed in said regulations.

Article 12 Publication

1. As an appendix to the management and administration regulations (*bestuurs- en beheersreglement (BBR)*) of Radboud University, these regulations are an (integral) part of those regulations and they are made publicly available and published in the manner prescribed in said regulations.
2. Without prejudice to the provisions in paragraph 1, these regulations may also be published separately from the management and administration regulations (*bestuurs- en beheersreglement (BBR)*) of Radboud University.

Article 13 Citation form

These regulations may be referred to as: Regulations processing notices of objection (*Regeling behandeling bezwaarschriften*).

Appendix 6 Regulations for processing student complaints

Article 1 General provisions

1. The present regulations are based on chapter 3 of the management and administration regulations (*bestuurs- en beheersreglement*) of Radboud University. The present regulations are part, as an appendix, of the management and administration regulations.
2. By means of the present regulations the applicable statutory provisions are implemented with respect to handling complaints.

Article 2 Applicability

1. A person involved may file a complaint about the manner in which the executive board or a person working under the responsibility of the executive board of Radboud University has acted towards complainant or an other person.
2. A person involved is understood to mean: a student, a prospective student, a former student, an external student, a prospective external student or a former external student as referred to in article 7.59a, third paragraph of the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*).

Article 3 The notice of complaint

1. The individual notice of complaint is filed by means of the designated digital form at the Central Office Legal Protection students (*Centraal Loket Rechtsbescherming studenten*).
2. The notice of complaint includes at least:
 1. the name and the address;
 2. the date;
 3. a description of the conduct the complaint is made against.

Article 4 Complaint not processed

1. The executive board is not obliged to handle a complaint if the complaint is related to:
 1. a situation about which a complaint was filed previously and which complaint was processed with due observance of the complaint regulations;
 2. conduct that took place more than one year before the complaint was filed;
 3. a decision that can neither be objected to nor be appealed against or which could have been submitted to said procedures;
 4. a situation that, if an action is brought, is subject to the judgment of a judicial body or that has been subject to the judgment of a judicial body;
 5. complaints that are subject to a different complaints procedure. These complaints are processed in accordance with the procedure set for them.
2. The executive board is not obliged to handle the complaint if the interest of the complainant or the seriousness of the conduct is manifestly insufficient.
3. If the complaint is not processed, the complainant is informed as soon as possible, but ultimately within four week following the receipt of the complaint.
4. Anonymous complaints are not processed.

Article 5 Receipt

1. The complainant receives confirmation of receipt.

2. In the event the complaint qualifies for processing and the complaint concerns the conduct of a person, a copy of the complaint, including appendices, is sent to the party whose conduct the complaint is directed at.

Article 6 Mediation

1. In the event a complaint is eligible for processing, a mediator is appointed who has not been directly involved in the conduct against which the complaint is directed. This mediator tries to resolve the complaint through mediation.
2. The mediator referred to in the first paragraph informs the Central Office Legal Protection students (*Centraal Loket Rechtsbescherming studenten*), stating reasons, whether the complaint has been resolved through mediation.
3. In the event the complaint is resolved through mediation, the obligation to process the complaint ends. The complainant and the person whose conduct the complaint is directed at are informed that the complaint is not processed any further.

Article 7 Processing the complaint

1. In the event the attempt to resolve the complaint through mediation fails, the complaint is submitted for processing to the disputes committee referred to in section 3.4 of the management and administration regulations, which committee delivers its opinion on the settlement of the complaint to the executive board.
2. The chairperson of the disputes committee may decide that an attempt to investigate whether a complaint can be resolved through mediation can be omitted, in the chairperson's opinion, if there is apparently no point in making such an attempt or if it were to result in disproportionate harm for the complainant.

Article 8 Hearing

1. The disputes committee offers, in any case, the complainant - and where applicable, the person the complaint is directed at - the opportunity to be heard.
2. The complainant may be heard by the plenary disputes committee or the disputes committee may charge one or more of its members, to be designated by the committee, with the task of hearing the complainant.
3. It may be decided not to hear the complainant if:
 1. the complaint is manifestly unfounded;
 2. the complainant has declared not to want to make use of the right to be heard;
 3. the complainant does not declare, within a reasonable time limit set, that he wants to make use of the right to be heard.
4. A report is drawn up of the hearing.
5. The hearing is public. However, the disputes committee may decide to have the hearing take place behind closed doors.
6. The disputes committee can call on parties - or summon them *ex officio* - to appear in person at the hearing and/or to provide information.

Article 9 Settling the complaint

1. The disputes committee sends a report of its findings, together with its opinion and possible recommendations, to the executive board. The report includes the report of the hearing.

2. The executive board handles the complaint within ten weeks following the notice of complaint.
3. The executive board may not adjourn the settlement for more than four weeks. The complainant and the person whose conduct the complaint is directed at are notified of the adjournment in writing.
4. The executive board informs the complainant about the findings of the investigation into the complaint, in writing and stating reasons, and about the possible consequences the board attaches thereto.
5. In the event the executive board's conclusions differ from the opinion of the disputes committee, reasons for this are stated in the conclusions and the opinion is forwarded together with the notification.

Article 10 Objection and appeal not possible

No objection or appeal can be submitted to dispute the settlement of a complaint.

Article 11 Registration and administration

The Central Office Legal Protection students (*Centraal Loket Rechtsbescherming studenten*) ensures that the complaints filed at the Office are registered.

Article 12 Annual report

1. The Central Office Legal Protection students (*Centraal Loket Rechtsbescherming studenten*) issues a report on an annual basis. This report includes, in any case, the number of complaints processed and the subjects the complaints were related to. The report is anonymised.
2. The report is forwarded to the executive board, which makes the report publicly available.

Article 13 Adoption and amendment

As an appendix to the management and administration regulations (*bestuurs- en beheersreglement (BBR)*) of Radboud University, these regulations are an (integral) part of said regulations and they are adopted and amended in the manner prescribed in said regulations.

Article 14 Publication

1. As an appendix to the management and administration regulations (*bestuurs- en beheersreglement (BBR)*) of Radboud University, these regulations are part of said regulations and they are made publicly available and published in the manner prescribed in said regulations.
2. Without prejudice to the provisions in paragraph 1, these regulations may also be published separately from the management and administration regulations (*bestuurs- en beheersreglement (BBR)*) of Radboud University.

Article 15 Citation form

These regulations may be referred to as: Complaints Regulations students (*Klachtenregeling studenten*).