



## PROFILING FUND REGULATIONS 2021

Adopted by decision no. 2021-079224 of the Executive Board on 16 July 2021 and coming into effect on 1 September 2021.

*Disclaimer: This translation is provided for information purposes only. In the event of a difference of interpretation, the original Dutch version of this document is binding.*

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## GENERAL SECTION

Article 7.51 of the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*, WHW) contains rules governing financial assistance for students whose studies are delayed by a circumstance referred to in said article. The Executive Board adopted the arrangement below for the allocation of the financial provision on the grounds of this statutory arrangement, with the consent of the student participation body, on 7 July 2021.

**Please note that *supplementary conditions* apply to each individual component of the regulations. Therefore, be sure to check the conditions outlined in the relevant section.**

### Article 1 Definitions

- 1 In these regulations, the following words shall have the following meanings assigned to them:
  - a. DUO: Dienst Uitvoering Onderwijs (the Education Executive Agency), which is responsible for student finance, among other things;
  - b. Nominal duration of a study programme: the expected amount of time needed to complete a degree programme according to the CROHO or according to the Implementation Decree of the Higher Education and Research Act;
  - c. Performance-related grant: article 5.1 of the Student Finance Act 2000 (WSF 2000): student travel product, supplemented by a supplementary grant and a single-parent family allowance if necessary. Performance-related grants are issued by DUO for the nominal duration of both a Bachelor's degree and a Master's degree. Student travel products are issued for the nominal duration of both a Bachelor's degree and a Master's degree, plus one additional year in the case of the students delay to the completion of studies;
  - d. CROHO: Central Register of Higher Education Programmes;
  - e. Assistance: payment from the Profiling Fund of the University of Amsterdam;
  - f. WHW: the Dutch Higher Education and Research Act (Act of 8 October 1992, Bulletin of Acts 1992, 593 and as subsequently amended);
  - g. WSF 2000: the Dutch Student Finance Act 2000 (Act of 29 June 2000, Bulletin of Acts 2000, 286 and as subsequently amended);
  - h. Committee of Student Counsellors: the committee that assesses students' financial assistance applications to the Profiling Fund and advises the Executive Board on the matter.
  - i. Student Organisation Recognition Committee: this committee establishes once every three years which student organisations/parties will be eligible for financial support pursuant to these regulations.
- 2 Other terms used in these regulations shall have the meanings assigned to them in the law, if they are used in any acts.

### Article 2 Conditions applicable to all components of these regulations

- 1 Financial assistance will be issued to a student:
  - a. whose studies, as a result of circumstances described in these regulations, are delayed during an academic year in which the student is registered as a full-time or work-study student on a degree programme for which the student has not yet taken the final examination;

- b. who, in connection with taking the degree programme as referred to - under a, at least is or has been eligible for the performance-related grant for higher education as referred to in the WSF 2000 and, if applicable, a supplementary grant,
  - c. is enrolled at the UvA for the nominal duration of the degree programme during the period in which they receive the performance-related grant and
  - d. has paid the UvA the requisite statutory tuition fees.
- 2 If the documents submitted in support of the application are drawn up in a foreign language (i.e. neither Dutch nor English), the student must include a certified translation into Dutch or English.
  - 3 Students who are not eligible for financial assistance under the WSF 2000 purely on account of their nationality may invoke these regulations (except for the provisions of Section 2, Article 2), as long as they are studying within the nominal duration of the relevant degree programme. Students must comply with the requirements of these regulations, with the exception of the provisions specified in the first paragraph under b and d.

### **Article 3 Convergence of circumstances**

In the event that a convergence of circumstances exists in the sections of these regulations, within the same period, which each separately provide cause for the allocation of financial assistance, a determination will be made as to which cause has resulted in the greatest study completion delay. Financial assistance will be issued solely on that ground.

### **Article 4 Period covered by the grant**

- 1 The duration of the assistance on the grounds of Section 1 for the entire period that the student is registered at the UvA cannot, taken together, exceed half of the nominal study duration per academic year (six months), and in total cannot exceed half of the nominal study duration of the degree programme.
- 2 If an applicant holds an office as referred to in Section 3 or 4 for only part of an academic year, the allocation will be reduced proportionately.
- 3 Students who, at their own request, have been assigned to participate in the Flexible learning pilot will see the amount of the financial assistance they receive under Sections 1 and 2 calculated pro rata, based on the number of credits for which they have paid tuition fees.

### **Article 5 Incomplete applications**

If the application is incomplete, the applicant will be given a reasonable amount of time to complete the application. If the application is not completed within this period, it will be rejected. The applicant will be notified to this effect. As long as the period for submitting an application has not elapsed, the student may submit a new application.

### **Article 6 Hardship clause**

In circumstances other than those specified in these regulations, the Executive Board may arrange facilities in order to prevent significant unfairness.

### **Article 7 Effective date, official title**

These regulations will come into effect on 1 September 2021, and they may be cited as 'Profiling Fund Regulations 2021'.

## **SECTION 1 Financial assistance on the grounds of force majeure**

### **Article 1 Conditions for assistance on the grounds of force majeure**

Students may submit an application for financial assistance if they have delay in their studies due to one of the following exceptional circumstances:

- a. illness or pregnancy and childbirth;
- b. a disability or chronic illness;
- c. special family circumstances.

### **Article 2 Reporting and limiting of study completion delay**

1. In the event of a delay to the completion of studies due to force majeure, the student or their authorised representative must report to the academic study adviser of the degree programme in which they are enrolled (and in which the study completion is delayed) or to the student counsellor at once, or in any event within three months, in order to agree on measures to be taken to limit the study completion delay as much as possible.
2. Students will not be eligible for support if they only report the exceptional circumstance or report it to a student psychologist or another member of staff.
3. If the student reports at a later date, they will not be eligible for assistance for study completion delay that occurred earlier than three months before the report of the exceptional circumstance took place.

### **Article 3 Determining the study completion delay**

1. The level of financial assistance is based on the total duration of the actual study completion delay, as a result of the exceptional circumstances referred to in Article 1, based on the nominal duration of the degree programme, or based on the number of credits for which they have applied and for which they are registered if the student is engaged in a flexible learning programme.
2. Account is taken in this respect of the academic and examination programme of the degree programme(s) concerned.
3. The duration of the study completion delay will be determined for each academic year. No later than 31 December following the end of the academic year in which the student incurred a study completion delay due to exceptional circumstances, a calculation will be made of the number of months of study completion delay resulting from the exceptional circumstances, based on the official number of nominal credits to be obtained and the actual number of credits obtained.
4. Applications received after the date referred to in the third paragraph will not be processed unless the applicant can demonstrate that they were unable to submit an application due to force majeure.
5. The delay incurred as a result of exceptional circumstances cannot exceed the number of credits that could be achieved in the context of the nominal duration of the degree programme(s) in the academic year in question, in accordance with the academic and examination programme (set down in the Teaching and Examination Regulations), or the number of credits for which they have applied and for which they are registered if the student is engaged in a flexible learning programme.
6. If the applicant has obtained 60 or more credits in the academic year or, if the student is engaged in a flexible learning programme, if the applicant has obtained the number of credits

for which they have applied and for which they are registered (with credits obtained at other institutions or in other degree programmes being included in the count), the student shall be deemed not to have incurred a study completion delay.

7. If a student is 5 credits short, they are deemed to have incurred a study completion delay of one month. A study completion delay lasting less than one month or of less than five credits will not result in allocation of financial assistance.

#### **Article 4 Study completion delay due to pregnancy and childbirth**

1. If the pregnancy extends across two academic years, the level of financial assistance allocated to the student will be determined by the student's situation in the second of these two academic years.
2. Without prejudice to the provisions of Article 3 of this section, the amount awarded to a student to offset her study completion delay due to pregnancy and childbirth shall not exceed the equivalent of four months' grant amounts.

#### **Article 5 Deferred annual registration to allow the student to choose either DUO or the Profiling Fund**

1. In the event that a student has incurred a study completion delay due to circumstances within the meaning of Article 1 of this section, the student may in certain cases apply to DUO for an extension of the performance-related grant, following a consultation with their student counsellor.
2. If a student who has incurred a study completion delay has their performance-related grant extended by DUO, said student becomes ineligible for financial support from the Profiling Fund during that same period.
3. If the exceptional circumstances persist and it is uncertain how long they will last, the student may agree, in consultation with the student counsellors, to keep an annual record of the extent of their study completion delay until the end of the period covered by the performance-related grant and for as long as the student continues to be enrolled at the UvA.
4. As part of the annual procedure of recording the study completion delay, the student counsellor, after receiving the *Reporting Study Completion Delay Form* filled in by the student, will record the study completion delay. No application for financial assistance is submitted at this stage. This information will be recorded between September and December each year, immediately after the end of the academic year in which the special circumstances that caused the study completion delay occurred and were reported to the academic study adviser.
5. Once the period covered by the performance-related grant or the nominal duration of the degree programme is over, or when the student requests it, the annual registration of the study completion delay will end and the student counsellor will record the total study completion delay.
6. It is then up to the student to choose the grant application method that will be most favourable to them, either an extension of the performance-related grant by DUO or an allowance allocated by the Profiling Fund.
7. If DUO grants an extension of the performance-related grant, the student will receive a grant for another 12 months. If a student is granted an extension of the performance-related grant in one academic year and incurs another study completion delay due to exceptional circumstances in subsequent academic years, the student will not be eligible for financial support from the

Profiling Fund again until their study completion delay is greater than the 12 months covered by the initial extension of the performance-related grant.

#### **Article 6 Application for financial assistance**

1. Students must submit a request to determine the period of delay and the application for financial assistance simultaneously after the end of the academic year in question, but before 31 December, using the appropriate form.
2. The following documents must be enclosed with the application form as a minimum:
  - a. a statement from the academic study adviser or student counsellor on when the study completion delay was reported, what agreements have been made with the student and how many credits the student is short;
  - b. an overview of the study results achieved up to that point;
  - c. a statement from the DUO showing that the student is or was eligible for the performance-related grant for higher education as referred to in the WSF 2000 and, if applicable, a supplementary grant, in the academic year in which the exceptional circumstances have occurred;
  - d. if the application is based on a medical condition: a document proving that the student was affected by this medical condition and showing when the condition arose, or;
  - e. if the application is based on exceptional family circumstances: a document proving these exceptional family circumstances.

#### **Article 7 Processing and decision**

1. The Student Services director will reach a decision, on behalf of the Executive Board, within eight weeks of receipt of the request for financial assistance.
2. The student counsellor will notify the Student Counsellors' Committee of the extent of the study completion delay. The level of assistance is related to the study completion delay actually incurred as a result of the exceptional circumstances.
3. The applicant will be notified of the decision in writing. The notice of the decision will also indicate that an objection may be lodged with the Executive Board within six weeks.
4. The decision will state one of the following:
  - either that the student will be granted financial assistance;
  - or that the application has been rejected.

## **SECTION 2 Assistance in specific situations**

This section of the regulations applies to:

1. students taking an insufficiently feasible degree programme;
2. students taking a CROHO-registered Master's programme that is not fully financed by the government;
3. students who, in addition to their studies, are participating in high-level competitive sports or who have been identified as having high-level cultural talent.

### **Article 1 An 'insufficiently feasible' degree programme**

1. Students who have incurred a study completion delay as a result of the way in which the institution actually provides the degree programme ('insufficiently feasible degree programme') may submit a request for financial assistance.
2. A student who wishes to be eligible for assistance on these grounds must contact the faculty dean, through an academic study adviser. The dean will issue the student with a statement, which in any event will state the number of months of the student's study completion delay.
3. The student will submit a request for financial assistance to the Executive Board, for the attention of the director of Student Services, in accordance with the applicable guidelines.

### **Article 2 Master's programme exceeding 60 EC**

1. Students who are taking a CROHO-registered Master's programme whose course load has been found by the institution to exceed 60 EC within the meaning of Article 7.4a(8) of the WHW may submit a request for financial assistance.
2. To be eligible for financial assistance, the student must be or must have been eligible for the performance-related grant for higher education students within the meaning of the WSF 2000 and, where applicable, a supplementary grant, and the student must be enrolled at the UvA and have paid the UvA's statutory tuition fees.
3. The student must submit a request for financial assistance to the Executive Board, to the attention of the director of Student Services, in accordance with the applicable guidelines and append documentary evidence issued by DUO, showing the amount of the most recent performance-related grant payment received from DUO.

### **Article 3 Transitional arrangement for students taking a dual Master's programme**

Students who are taking a CROHO-registered Master's programme whose course load has been found by the institution to exceed 60 EC within the meaning of Article 7.4a(8) of the WHW continue to be subject to the Profiling Fund Regulations 2017-2018, provided that they were eligible for financial support pursuant to Article 2 of Section 2 of the Profiling Fund Regulations 2017-2018 at the start of their degree programme (before September 2022).

*High-level competitive athletes and students with high-level cultural talent*

**Article 4 Terms and conditions for determination of study completion delay**

1. Students who have been designated high-level competitive athletes by the UvA's Top Level Sports Coordinator or who have been designated as having high-level cultural talent by the Student Counsellors' Committee and who have incurred a study completion delay as a result of activities that are directly related to their performance in question may submit a request for financial assistance. They may receive a grant for up to 12 months.
2. The designation as to whether someone has high-level cultural talent is subject to the rules set out in the relevant regulations.
3. Students as referred to in paragraph 1 must report to a student counsellor or academic study adviser as soon as possible, but in any event within three months of the occurrence of the study completion delay. If a student reports at a later date, they will not be eligible for assistance for study completion delay that occurred earlier than three months before the report of the exceptional circumstance took place. Reporting to another employee of the university will not result in eligibility.
4. Applicants who have obtained 60 or more credits in a given academic year or, if they are engaged in a flexible learning programme, who have obtained the number of credits for which they have applied and for which they are registered (with credits obtained at other institutions or for other degree programmes being included in the count) shall be deemed not to have incurred as study completion delay and shall therefore not be eligible for financial assistance from the Profiling Fund.

*Procedure*

**Article 5 Applying for assistance**

1. If a student wishes to submit a request to determine the period of the delay and the application for financial assistance, they must submit the two documents jointly, using the designated form, after the end of the relevant academic year, but before 31 December at the latest.
2. The following documents must be enclosed with this application as a minimum:
  - a. a statement from the academic study adviser or student counsellor on when the study completion delay was reported, what agreements have been made with the student and how many credits the student is short;
  - b. an overview of the study results achieved up to that point;
  - c. a statement from the DUO showing that the student is or was eligible for the performance-related grant for higher education as referred to in the WSF 2000;
  - d. if applicable, the written designation of the status as a high-level competitive athlete by the Top Level Sports Coordinator of the UvA or the written designation of the status as having high-level cultural talent by the Student Counsellors' Committee;



## Article 6

1. The Student Services director will reach a decision, on behalf of the Executive Board, within eight weeks of receipt of the request for financial assistance.
2. The student counsellor will issue advice to the Student Counsellors' Committee regarding the length of the study completion delay. The level of assistance is related to the study completion delay actually incurred as a result of the exceptional circumstances.
3. The applicant will be notified of the decision in writing. The notice of the decision will also inform the student that an objection may be lodged with the Executive Board within six weeks.
4. The notice will state one of the following:
  - either that the student will be granted financial assistance;
  - or that the application has been rejected.

### **SECTION 3 Administrative Body Membership Grants for participation in decision-making**

To be eligible for financial assistance on the grounds of this section of the regulations, the recipient must:

- a. be a member of a representative advisory council at central or faculty level;
- b. be a member of a programme committee.

In these regulations, the performance of the aforementioned functions is deemed to cause a study completion delay. The general provision that the study completion delay must be demonstrated for financial assistance to be allocated is not applicable with regard to this section of the regulations.

#### **Article 1 Entitled parties, conditions for the Administrative Body Membership Grant**

1. Students who meet the requirement specified in the opening sentence above are entitled to an Administrative Body Membership Grant.
2. The following terms and conditions also apply:
  - a. The student must be or have been eligible for the performance-related grant for higher education as referred to in the WSF 2000.
  - b. Students who serve on a board for an entire academic year, as outlined in Section 5, are exempt from the requirement that they must have paid the UvA statutory tuition fees for that particular year.
  - c. The student must not yet have received 24 months of financial assistance from the Profiling Fund during their registration at the UvA.
  - d. Prior to the year in which the student serves in a representative advisory body, they must have met the BSA standard (where applicable), unless they are going to serve on a programme committee.

#### **Article 2 Size of the Administrative Body Membership Grant**

1. The size of the Administrative Body Membership Grant is expressed in months. The amount to be paid per month is equal to the amount stated in the appendix on the Allocation of Profiling Fund Amounts, in Section 3.
2. Board members and other members of the Central Student Council (CSR) will only be eligible for allowances if they are recipients of the Administrative Body Membership Grant.
3. Members of representative advisory bodies will receive the number of months for a full academic year stated in the appendix on the Allocation of Profiling Fund Amounts.

#### **Article 3 Application**

1. An application for an Administrative Body Membership Grant must be submitted no later than 1 November following the end of each academic year, using the form that is available for this purpose. The same deadline applies even if the administrative year does not run concurrently with the academic year. Administrative Body Membership Grants of six months or longer can be applied for at the start of the administrative year.
2. The following documents must be enclosed with the application form as a minimum:
  - a. proof that the requirements of the BSA have been met, if applicable;
  - b. proof of membership in a representative advisory body or election/appointment to the programme committee;

- c. a statement from the DUO showing that the student is or was eligible for the performance-related grant for higher education as referred to in the WSF 2000.

#### **Article 4 Payment of the Administrative Body Membership Grant**

The Administrative Body Membership Grant will be paid in the form of a one-off payment after the end of the administrative year. Administrative Body Membership Grants for six months or longer will be paid in instalments during the course of the administrative year.

#### **Article 5 The decision**

1. The Student Services director will reach a decision, on behalf of the Executive Board, within eight weeks of receipt of the request for financial assistance.
2. The applicant will be notified of the decision in writing. The notice of the decision will also indicate that an objection may be lodged with the Executive Board within six weeks.
3. The decision will state one of the following:
  - either that the student will be granted financial assistance;
  - or that the application has been rejected.

## **Section 4 Administrative Body Membership Grants for officers of student organisations and student parties**

To be eligible for financial assistance on the grounds of this section of the regulations, a recipient must:

- a. be a member of the board of a student organisation formally recognised by the Student Organisation Recognition Committee;
- b. be a member of the board of a student party that meets the requirements specified in this section.

In these regulations, the performance of the aforementioned functions is deemed to cause a study completion delay. The general provision that the study completion delay must be demonstrated for financial assistance to be allocated is not applicable with regard to this section of the regulations.

### **Article 1 Entitled parties, conditions for the Administrative Body Membership Grant**

- a. Students who meet the requirement specified in the opening sentences above are entitled to an Administrative Body Membership Grant.
- b. Furthermore, the student must be eligible or must have been eligible for the performance-related grant for higher education as referred to in the WSF 2000 in connection with following the degree programme;
- c. The student must not yet have received 24 months of financial assistance from the Profiling Fund during their registration at the UvA.
- d. Prior to the year during which the administrative office was performed, the student must have met the BSA standard (for first-year students).
- e. Students who serve on a board for an entire academic year, as outlined in Section 5, are exempt from the requirement that they must have paid the UvA statutory tuition fees for that particular year.

### **Article 2 Recognition and determination of the triennial budget for student organisations**

1. Once every three years, the Student Organisation Recognition Committee determines which student organisations/parties will be eligible for financial assistance within the meaning of these regulations. Recognition occurs based on the Collective Requirements Appendix.
2. As a minimum, the Student Organisation Recognition Committee consists of a lawyer, a student member designated by the Central Student Council and a student counsellor. The Committee is appointed by the director of Student Services.
3. Reasonable requests from organisations/parties for placement in the triennial list or for amending the number of allocated months for each board or activity must be submitted to the Executive Board, for the attention of the director of Student Services, digitally or otherwise, no later than 1 May preceding the academic year to which the request pertains. Recognition and amendment are not possible retroactively.
4. Along with the request for recognition, the organisation shall submit the following information:
  - a. the name and address of the organisation and of its contact person;
  - b. a description of the organisation's objective and activities, as shown by the articles of association passed before a notary;
  - c. a transcript from the Chamber of Commerce;
  - d. an activity plan, showing how the organisation attempts to meet its objective;

- e. an explanation as to how the organisation differs from other recognised organisations;
  - f. a completed Collective Requirements Assessment Form, digital or otherwise.
5. If the organisation is an association, the request for recognition should include a current list of UvA members, including their student ID numbers.
  6. For each organisation, the Student Organisation Recognition Committee determines the maximum number of months of financial assistance that can be allocated to the individual board members and the number of months for each Administrative Body Membership Grant, based on the appendix on the Allocation of Profiling Fund Amounts.
  7. The monthly amount of the grant is €300.
  8. Once every three years, the Student Organisation Recognition Committee assesses whether the organisations/parties in each cluster will be eligible for the financial assistance as referred to in paragraph 4.
  9. Before 1 March of the year following the assessment year, the Student Organisation Recognition Committee will finalise the triennial list specifying the months of financial assistance. This list will be applicable for the three academic years following the assessment year.
  10. In principle, placement on the triennial list following assessment is for a period of three years, unless the organisation/party ceases to meet the criteria for recognition during that period.
  11. Changes in the three-year recognition period that could have implications for the recognition of the organisation/party must be reported immediately to the Student Organisation Recognition Committee.

### **Article 3 General conditions that the organisation must meet**

1. The organisation must meet the following conditions in order to be recognised:
  - a. The organisation must have full legal capacity;
  - b. The organisation must have at least three board members, as specified in its articles of association;
  - c. According to the articles of association of the organisation, it must focus on the university or faculty community of the University of Amsterdam, or on the Amsterdam student community in a broader sense;
  - d. The organisation must be accessible, in principle, to any student belonging to the university or faculty community of the UvA;
  - e. The organisation must be able to sufficiently distinguish itself from other recognised Amsterdam student organisations.
2. Organisations will not be recognised if their objectives as outlined in their articles of association or their actual activities are designed to maintain or promote discrimination against people on the grounds of their religion, philosophy, political orientation, race, gender or any other ground whatsoever, or if the organisation's activities are primarily of a commercial nature.

### **Article 4 Supplementary conditions for an association**

1. In addition to the general conditions that the organisation must meet, an association must meet the following supplementary conditions for recognition:
  - a. The association must have at least 100 members who are registered as students at the UvA.
  - b. Faculty study associations may deviate from the criterion stated under a if they have at least 50 members and are able to demonstrate that 75% of the students registered for the relevant degree programme are members of the association.

- c. The association must charge a membership fee of at least €5 per academic year.
  - d. ‘Social’ societies that are members of the Amsterdam Chamber of Associations and that have an introductory period are subject to the condition of signing and following the Code of conduct on the promotion and introduction period of student associations in Amsterdam.
  - e. For associations that also have smaller groups (*disputen*), the association’s board is responsible for the conduct within the smaller groups, in the event of non-compliance with the provisions of the Code of conduct for on the promotion and introduction period of student associations in Amsterdam.
2. In the event of non-compliance with the provisions of the Code of conduct for on the promotion and introduction period of student associations in Amsterdam, the Administrative Body Membership Grant of the board members in question may be reclaimed.

#### **Article 5 Conditions that a student party must meet**

1. The student party must:
  - a. have full legal capacity;
  - b. focus on participation in the University of Amsterdam’s decision-making process, as demonstrated by its articles of association;
  - c. have participated in the council elections for at least two years and have served on a student council for at least one year;
  - d. be open, in principle, to any student belonging to the university community;
  - e. have at least 25 members who are registered as students at the University of Amsterdam;
  - f. charge a membership fee of at least €10 throughout the period of enrolment as a student at the University of Amsterdam.
2. The following organisations are not eligible for the application of these regulations:
  - g. organisations whose objectives under the articles of association or whose actual activities are designed to maintain or promote discrimination against people on the grounds of their religion, philosophy, political orientation, race, gender or any ground whatsoever.

#### **Article 6 Application for the Administrative Body Membership Grant**

1. The application for the Administrative Body Membership Grant must be submitted to Student Services by the individual members of the organisation’s board no later than 1 November in the academic administrative year, using the form designated for this purpose. If the year in which they serve on a board does not run concurrently with the academic year, a different submission deadline applies, namely one month after the start of the administrative year.
2. The following documents must be enclosed with the application form:
  - a. proof from the Chamber of Commerce that the applicant forms or has formed part of a board of a recognised legal entity on the grounds of Article 2;
  - b. a list of students serving on the board in the current academic year;
  - c. if the organisation is an association, an up-to-date list of UvA members, including their student ID numbers.

### **Article 7 Organisations with special status**

1. The Executive Board has assigned special status to the following organisations, as they cannot be classified on the grounds of the Collective Requirements Appendix. These organisations need not apply for recognition. The following organisations are of social significance to UvA's student community:
  - a. ASVA Student Union;
  - b. the Intreeweek Committee;
  - c. ISN Amsterdam.
2. Members of the ASVA Student Union board who meet the individual requirements can qualify for up to five Administrative Body Membership Grants in the amount of €300. In addition, students serving on the board of the ASVA Student Union receive a supplementary monthly allowance of €420, provided that the ASVA Student Union can demonstrate through its annual plan that it will undertake the activities listed below:
  - a. coordinating knowledge sharing among study associations;
  - b. advocate for UvA students in a broader societal sense, including student housing.
3. The Intreeweek Committee can qualify for up to six Administrative Body Membership Grants for 12 months and 24 Administrative Body Membership Grants for 3 months.
4. The members of the ISN Amsterdam board can qualify for up to 5 Administrative Body Membership Grants for 12 months and 1 Administrative Body Membership Grant for 4 months.
5. Applications for the individual Administrative Body Membership Grants are made in the manner specified in Article 6.

### **Article 8 The decision**

1. The Student Services director will reach a decision, on behalf of the Executive Board, within eight weeks of receipt of the request for financial assistance.
2. The applicant will be notified of the decision in writing. The notice of the decision will also inform the student that an objection may be lodged with the Executive Board within six weeks.
3. The decision will state one of the following:
  - either that the student will be granted financial assistance;
  - or that the application has been rejected.

## **SECTION 5 Tuition fee waiver for students serving on a board**

### **Article 1 Entitled parties; conditions for a tuition fee waiver for students serving on a board**

1. Students who serve on a board are eligible for a tuition fee waiver if they:
  - a. are enrolled in an undergraduate degree programme at the University of Amsterdam for which students are liable to pay statutory tuition fees;
  - b. receive an Administrative Body Membership Grant or serve on the board of a student organisation that has been recognised by the Student Organisation Recognition Committee or the Central Student Council;
  - c. serve as a full-time member of the board of a student organisation. ‘Full time’ refers to 12 months within the meaning of Section 4, Article 2(5);
  - d. have not enjoyed a tuition fee waiver before;
  - e. sign a declaration in which they state that they will refrain from attending classes, sitting examinations and receiving guidance in their study and research activities at the UvA or any other government-funded institution during the entire academic year in which they serve on the board.
2. Members of the CSR are exempt from the condition set out in paragraph 1(c).



## **Appendix I Allocation of Profiling Fund sums**

### **Section 1 Force majeure**

Monthly amount	Maximum number of months (for the full registration period at the UvA)	Maximum amount to be allocated
€300; supplemented by the amount of the supplementary grant, if applicable	Half the nominal duration for the study programme, up to a maximum of 6 months per academic year	Dependent on the duration of the study programme

### **Section 2 Specific situations**

Amount per month for high-level competitive athletes €300	Maximum number of months (for the full registration period at the UvA) is 12 months	Maximum amount to be allocated €3,300
Amount per month for individuals with high-level cultural talent €300	Maximum number of months (for the full registration period at the UvA) is 12 months	Maximum amount to be allocated €3,300
<p>Transitional arrangements: Amount per month for Master's programme &gt; 60 credits, €275; supplemented by the amount of the supplementary grant, if applicable</p> <p>Students who are not covered by the transitional arrangement: Amount per month for Master's programmes &gt; 60 credits, dependent on the most recent performance-related grant payment received from DUO</p>	Dependent on the course load of the study programme (Executive Board decides)	Dependent on the course load of the study programme
Amount per month for non-feasible study programme €300; supplemented by the amount of the supplementary grant, if applicable	Executive Board decides	Executive Board decides

### **Section 3 Participation in decision-making**

Position	Number of months	Other supplements	Maximum amount per administrative year
Management board member of the CSR	12 x €300 (€3600)	Committee supplement 12 x €170 (€2040) Management board member supplement 12 x €250 (€3000)	€8640
Member of the CSR/council assistant	8 x €300 (€2400)	Committee supplement 12 x €170 (€2040)	€4440

Delegate	12 x €300 (€3600)	Committee supplement 12 x €170 (€2040) Delegate supplement 12 x 50 (€600) Expense allowance* 12 x €130 (€1560)	€7800
FSR management board	8 x €300 (€2400)	Expense allowance* 12 x €130 (€1560) Management board member supplement 12 x €50 (€600)	€4560
Member of the FSR/council assistant	6 x €300 €1800	Expense allowance* 12 x €130 (€1560)	€3360
Chair or vice-chair of a programme committee	4 x €300		€1200
Member of a programme committee	3 x €300		€900

\* The expense allowance is not an allowance issued by the Profiling Fund, but rather an allowance issued by the faculty. See the facility regulations in Appendix VI. However, it is mentioned here in the interest of clarifying the total range of financial assistance for which members of representative advisory councils may be eligible.

#### Section 4 Student organisations and student parties

	Name	Number of months of the Administrative Body Membership Grant in 2021-2022
<b>Study associations</b>		
Faculty of Law/PPLP (Politics, Psychology, Law and Economics)	AIM	31
Faculty of Law/Faculty of Economics and Business	ALFA (Amsterdam Law & Finance Association)	8
Faculty of Humanities	AmFiBi	37
Faculty of Science	Amsterdams Chemisch Dispuut	41
Faculty of Humanities	Ars Notoria/Asafier	7
Faculty of Law	ASA international	15
Faculty of Law	Bona Fide	14
Faculty of Science	Cognito	17
Faculty of Social and Behavioural Sciences	Comenius	33
Faculty of Science	Congo	88

	Name	Number of months of the Administrative Body Membership Grant in 2021-2022
Faculty of Law	ELSA (European Law Students Association)	18
Faculty of Humanities	Etcetera (Etc.)	35
Faculty of Humanities	Fabula Rasa	11
ACTA	Favervuta	32
Faculty of Economics and Business	FSA (Financiële Studentenvereniging Amsterdam)	53
Faculty of Science	Gaos	16
Faculty of Humanities	Helios	31
Faculty of Law	JFAS (Juridische Faculteit der Amsterdamsche Studenten)	68
Faculty of Humanities	Kanvas	32
Faculty of Humanities	Kleio	47
Faculty of Social and Behavioural Sciences	Kwakiutl	33
Faculty of Humanities	Laverna	9
Faculty of Law	M.P. Vrij	14
Faculty of Social and Behavioural Sciences	Machiavelli	75
Faculty of Humanities	Maecenas	7
Faculty of Humanities	Mare Nostrum	14
Faculty of Economics and Business	MAA (Marketing Association Amsterdam)	15
AMC-UvA	MFAS (Medische Faculteit der Amsterdamsche Studenten)	80
Faculty of Social and Behavioural Sciences	Mercurius	48
AMC-UvA	Mikpunt	15
Faculty of Science	NSA (Natuurwetenschappelijke Studievereniging Amsterdam)	65
Faculty of Humanities	Nieuwe Doelen	8
Faculty of Humanities	Nordom	9
Faculty of Humanities	Off-Screen	37
Faculty of Social and Behavioural Sciences	Pegasus	44
Faculty of Law/Faculty of	Porta Adriani	33

	Name	Number of months of the Administrative Body Membership Grant in 2021-2022
Economics and Business		
Faculty of Humanities	Radost	8
Faculty of Humanities	Ragtime	7
Faculty of Social and Behavioural Sciences	Sarphati	48
Faculty of Humanities	Cognition, Language and Communication (SCIO)	8
Faculty of Social and Behavioural Sciences	SEC (Sociologisch EpiCentrum)	35
Faculty of Law/Faculty of Economics and Business	SFEER (Studievereniging Fiscale Economie En Recht)	36
Faculty of Science	Spectrum	47
Faculty of Economics and Business	SEFA (Studievereniging Economische Faculteit Amsterdam)	90
Faculty of Social and Behavioural Sciences	SES (Studievereniging Europese Studies)	32
Faculty of Humanities	Sowieso	to be announced
Faculty of Law	SVIR (Studievereniging voor Informatierecht)	7
Faculty of Science	Verum	8
Faculty of Science	VIA (Vereniging Informatiewetenschappen Amsterdam)	90
Faculty of Humanities	VOS (study association for Linguistics and Sign Linguistics)	16
Faculty of Economics and Business	VSAE (study association for Actuarial Sciences and Econometrics)	52
Faculty of Social and Behavioural Sciences	VSPA (Vereniging van Studenten in de Psychologie te Amsterdam)	75
<b>Student associations</b>		
	A.E.G.E.E.	13
	Amsterdam United	15
	A.S.A.C.	15
	A.S.C./A.V.S.V.	54
	ASV Gay	18
	Bonaparte	18
	Chip & Charge tennis association	16
	Cyclades	12

	Name	Number of months of the Administrative Body Membership Grant in 2021-2022
	DERM	16
	HeForShe x UvA	15
	ISA (Islamic Student Association Amsterdam)	to be announced
	L.A.N.X	26
	Liber	13
	Meditation	15
	Mozaiek	13
	MUSA (Muslim University Students Amsterdam)	15
	Nereus rowing association	55
	NoNoMes	13
	Orionis sailing association	13
	SIB-Amsterdam	14
	Skits ice skating, cycling and speed skating association	15
	Skoll rowing association	55
	SSRA-Amsterdam	15
	Sta! (theatre)	16
	Unitas	16
	UVO (university volleyball association)	15
<b>Other student organisations and student foundations</b>		
special status	ASVA Student Union	60
special status	Intreeweek Committee	144 (72 board, 72 committee)
special status	ISN Amsterdam.	64
	AIESEC (work placements)	42
	ALPHA (Faculty of Humanities interests)	24
	Amsterdamse Kamer van Verenigingen (AKvV) (interests)	6
	ASVA volunteer projects (interests)	36
	CREA choir/Amsterdam Student Choir (SKA) (culture)	12
	CREA orchestra (culture)	12

	Name	Number of months of the Administrative Body Membership Grant in 2021-2022
	Enactus (work placements)	24
	Grand tour (culture, Faculty of Humanities)	12
	Integrand (work placements)	36
	PPLE TDP (Talent Development Programme)	to be announced
	SFSA (Students for Sustainability Amsterdam)	12
	Stichting IFMSA (Int. Federation of Medical Students Associations)	24
	Stichting Toekenningen (interests)	6
	Studenten Sport Amsterdam	24
	Stukafest (culture)	12
	Sweelinck Orchestra (culture)	24
	Taskforce QRS (AMC interests)	6
	UNISCA (UN Int. Student Conference of Amsterdam)	24
	UvA Pride	6
<b>Legal Advice Centres</b>		
centres	Rechtswinkel	24
centres	Strafrechtswinkel	12
centres	Wetwinkel	24
<b>Editors of UvA student magazines</b>		
editorial board	Absint	6
editorial board	AMSj	6
editorial board	Babel	6
editorial board	Blind	6
editorial board	Cimedart	6
editorial board	Cul	6
editorial board	Endless	6
editorial board	Emphasis	6
editorial board	Medium	6

The monthly amount is €300.

## **Appendix II Collective Requirements**

### **Classification of student organisations**

For the recognition of student organisations whose board members could be eligible for financial assistance and the distribution of the budgets, a choice has been made to divide student organisations into clusters.

#### **Cluster A: Student associations promoting the academic student culture in Amsterdam.**

##### **Social associations**

1. Social associations organise activities in the area of:
  - academic development and the exchange of knowledge in the form of lectures, debates and conferences;
  - culture (e.g. theatre and music);
  - sports (e.g. sports days and competitions);
  - study support (e.g. study groups and mentors);
  - activities promoting the student association culture in Amsterdam.
2. Social associations may run association buildings (i.e. accommodations/clubhouse) under their own management that provide central meeting places for their members.

##### **Sports associations**

1. Sports associations are organisations that organise activities focusing on the exercise of one or more sports. They:
  - a. facilitate the active exercise of sports by students within the context of clubs (e.g. by providing sports equipment);
  - b. organise matches and/or training sessions in a club context;
  - c. have an active policy with regard to the training and activities of their members within the context of sports (trainers, instructors and/or referees).
2. Sports associations are assessed in part according to the following supplementary criteria:
  - a. The organisation has its own club building (i.e. accommodations/clubhouse) under its own management that provides a central meeting place for its members.
  - b. The organisation has teams and/or individual members who have achieved a recognised high level of competitive sports (according to NOC\*NSF criteria).

##### **Cultural associations**

Cultural associations are organisations that organise activities focused on cultural expression. They produce and present performances and music or dance recitals, organise exhibitions and presentations, produce theatrical and stage performances or facilitate other forms of cultural expression in a club context.

## Cluster B: Organisations/Foundations

### **1. International organisations**

- a. focus on the international orientation of UvA students and the realisation of a programme of activities intended for this purpose; and/or
- b. focus on international students of the UvA and the realisation of a programme of activities intended for this purpose, with the goal of helping these students feel at home in the Netherlands, and particularly in Amsterdam.

### **2. Multicultural organisations**

- a. focus on involving UvA students of non-Dutch or bi-cultural backgrounds in the student life of Amsterdam and the realisation of a programme of activities intended for this purpose; and
- b. take the integration of students of non-Dutch or bi-cultural backgrounds into Dutch society as a starting point.

### **3. Labour market and entrepreneurship organisations**

- a. organise activities that prepare UvA students for the labour market (e.g. by organising internship opportunities in the Netherlands or abroad or project and consulting work); and/or
- b. organise activities for UvA students supplementary to the UvA Career Day and the activities of UvA Career Services; and/or
- c. introduce students to facets of entrepreneurship (e.g. by having students work in companies or assisting students in establishing their own companies);
- d. provide work placement opportunities.

### **4. Ideological organisations**

ensure the ideological debate amongst UvA students by organising such activities as lectures, debates, discussion groups and conferences.

### **5. General student interest organisations**

represent the interests of students in particular student environments.

### **6. Cultural organisations**

- a. organise activities focusing on the realisation of cultural expression;
- b. produce and present performing arts, organise exhibitions and presentations or realise other forms of cultural expression in a club context.

## Cluster C: Study associations/other organisations

### **1. Study associations**

In order to be eligible for Administrative Body Membership Grants, study associations must contribute to an active study environment through the following and other activities, in addition to the conditions specified in Articles 3 and 4:

- a. organising symposiums, conferences and study trips;
- b. organising book sales to members;
- c. cooperating in teaching evaluations, providing input concerning education policy and/or organising academic student counselling;
- d. cooperating in the faculty introduction, labour-market orientation activities and other faculty activities.

### **2. Student parties**

are those that have been recognised on the grounds of Article 5 in Section 4 of these regulations.





### Appendix III Calculation model for associations

#### Calculation of the maximum number of grant months for associations

##### *Student Organisation Recognition Committee*

This committee is charged with the triennial recognition process and the allocation of the points to each association, based on the completed Collective Requirements Assessment Form. The allocation of points, which form part of the determination of the amount of the Administrative Body Membership Grant for each association, is performed qualitatively based on the Collective Requirements Assessment Form.

##### *The formula*

The number of members in the association is also important, in addition to the assessment of the Collective Requirements Assessment Form. The number of members constitutes the quantitative part of the maximum grant. In the formula below, this is designated the *constant receivable* (CR). The qualitative part – the number of points that can be allocated on the basis of the questionnaire – constitutes the factor referred to as the *additional receivable* (AR).

##### Profiling formula:

$Aantal\ leden^{0,56}$  = grant months for each association (GMa)

Weighting factor (0.7) x GMa = Constant Receivable (CR)

Weighting factor (0.6)<sup>1</sup> x GMa = Additional Receivable (AR)

CR + AR = ultimate number of grant months

An association can receive a maximum of 130% and a minimum of 70%. The AR factor consists of 60% – up to 60 points to be earned (sum of 60%) in the evaluation of the Collective Requirements Assessment Form.

The amount of the grant will be rounded up to whole months.

##### For example:

Association Y has 100 members.

$100^{0,56} \approx 13 = GMa$

$0.7 \times 13 \approx 9 = CR$

If an association were to earn 15 points with the collective Requirements Assessment Form, the

weighting factor for the AR would be:  $\frac{15}{60} \times 0,6 = 0,15$

<sup>1</sup> The weighting factor used depends on the number of points earned on the Collective Requirements Assessment Form. An association that has earned 60 points will receive a weighting factor of 0.6.



$$0,15 \times 13 \approx 2 = \text{AR}$$

The ultimate number of grant months could thus be divided amongst the board members of Association Y:  $9 + 2 = 11$

#### **Appendix IV Categorical classification of other organisations**

Other student organisations without members are classified into the following categories, based on the evaluation of the Collective Requirements Form and the documents submitted by the organisation:

Small organisations	(up to 20 points)	maximum of 12 months
Medium-sized organisations	(25 to 40 points)	maximum of 36 months
Large organisations	(more than 45 points)	maximum of 42 months



**V COLLECTIVE REQUIREMENTS ASSESSMENT FORM  
APPLICATION FOR RECOGNITION FOR PURPOSES OF ADMINISTRATIVE BODY  
MEMBERSHIP GRANTS**

**To the Executive Board of the University of Amsterdam, for the attention of the Student  
Counsellors department,  
through the digital service desk**

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Name of organisation  
 Represented by (name, position, student ID number)  
 Website address  
 Email address  
 Postal address  
 Telephone number  
 Facebook, Twitter, etc.  
 Other

---

**The organisational form is:**

- Study association
- Student association
- Foundation
- Other, namely: .....

**The application concerns an organisation belonging to the following cluster:**

- A. Student associations promoting the academic student culture in Amsterdam
- B. Organisations/Foundations
- C. Study associations/other organisations

Please indicate the category into which your organisation has been classified pursuant to the Collective Requirements Appendix.

---

Date: Town/city: Signature:



**Questions:**

The organisation is requested to provide extensive answers with justified argumentation to the following questions. Based on the answers to these questions, the Student Organisation Recognition Committee will allocate up to 30 points to the organisation, with which the organisation can earn a higher Administrative Body Membership Grant.

- To what extent does the organisation distinguish itself from existing student organisations? (10 points)
- To what extent does the organisation focus on the participation of all UvA students (e.g. students in the degree programme, international students or students with disabilities)? (8 points)
- Provide detailed information concerning the average number of substantive activities organised by the association (e.g. symposiums, forums, lectures, debates and conferences) throughout an academic year. (10 points)
- To what extent does the organisation work in the area of academic development and support for students and teaching in general throughout an academic year (e.g. book sales, study trips)? (8 points)
- To what extent does the organisation distinguish itself with regard to labour-market orientation for students throughout the academic year? (8 points)
- To what extent does the organisation seek to promote personal growth, student welfare, sports and culture? (10 points)
- Does your organisation operate or manage its own building/clubhouse? If so, how long has it done so? (6 points)

**Required appendices:**

1. articles of association, transcript from the Chamber of Commerce, activity plan;
2. your most recent annual report, specifying the number of UvA students to which the activities relate;
3. if applicable, a list of members, indicating which members study at the UvA (including student ID numbers);
4. description of the average number of hours that the board devotes to administrative activities per week throughout the entire year (per board member, if required).

**RECOMMENDATION OF THE RECOGNITION COMMITTEE**

Approved: Yes / No

Maximum size of Administrative Body Membership Grants for each organisation: ..... months

Maximum number of grant months for each board member: ..... months

Monthly amount €

Beginning: .....

Explanation:  
.....  
.....

Date: ..... Signature:

## **Appendix VI: Facility regulations for members of student councils and members of the Central Student Council**

### **§1 Members of a faculty student council**

#### **Article 1**

Without prejudice to the provisions of the Profiling Fund Regulations with regard to financial compensation for members of faculty student councils, members of a student council will receive an expense allowance of €130 per month from the faculty's dean.

#### **Article 2**

1. The dean in question must ensure that the student council has such facilities as are reasonably necessary for the performance of student council duties.
2. At the very least, the facilities referred to in paragraph 1 must include the following:
  - a meeting room;
  - an office;
  - office supplies;
  - a telephone;
  - email;
  - a pigeonhole for post;
  - a facility for sending post;
  - a copying facility;
  - a computer facility.

#### **Article 3**

In the event of a vacancy in the faculty student council, a council assistant may be appointed. Council assistants primarily have a supporting role. They are not members of the faculty student council and do not have voting rights. Council assistants receive the same amount of financial assistance.

#### **Article 4**

The dean in question will appoint a secretary for the purpose of supporting consultations between the student council and the dean. The dean must consult the student council before appointing a secretary. The duties to be performed by the secretary are determined by the dean, following consultation with the student council.

### **§2 Members of the Central Student Council**

#### **Article 5**

A maximum of 14 Administrative Body Membership Grants are available for the Central Student Council. Elected management board members and delegates of the faculty student councils will receive an Administrative Body Membership Grant in the amount of €300 per month for 12 months. Delegates of the faculty student councils will receive delegate supplements of €50 per month (12 months). Each elected member of the Central Student Council will receive an Administrative Body Membership Grant in the amount of €300 per month for 8 months.

**Article 6**

1. Members of at least one internal committee will receive a supplement of €170 per month.
2. Members of the management board will receive a supplement of €250 per month. The management board is made up of the elected members and cannot have more than five members.
3. The CSR must ensure that a thorough procedure is in place with regard to membership of the internal committees and the management board.

**Article 7**

In the event of a vacancy in the Central Student Council, a council assistant can be appointed. Council assistants primarily have a supporting role. They are not members of the Central Student Council and do not have voting rights. Council assistants receive an Administrative Body Membership Grant in accordance with the provisions in Section 3.

**Article 8**

The Executive Board must ensure that the Central Student Council has access to such facilities as are reasonably necessary for the performance of the duties of the Central Student Council. At the very least, these must include the facilities referred to in Article 3(2).

**Article 9**

The Executive Board will appoint a secretary for the purpose of supporting consultations between the Central Student Council and the Executive Board. The Executive Board must consult the Central Student Council before appointing a secretary. The duties to be performed by the secretary are determined by the Executive Board, following consultation with the Central Student Council.

**§3 Training****Article 10**

1. An amount of €310 will be made available for training for each member of a student council and the Central Student Council per academic year.
2. The amount referred to in paragraph 1 will be made available only if a training plan has been drawn up, on the basis of which the members of the student council and the Central Student Council will receive their instruction and training. The training plan is to be drawn up by a training committee, which is to be appointed jointly by the student councils and the Central Student Council.
3. Participation in the training activities is assumed.