

Student Charter 2025 - 2026

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Relevant regulations

All relevant regulations can be found on the VU website [Important regulations - Vrije Universiteit Amsterdam](#).

Intended regulations are in any case:

1. Regulation on Application and Enrolment
2. Regulation on Selection and Placement
3. Regulation on studying with a disability
4. Foreign Language Code of Conduct (2008)
5. Regulation Issuing Certificates and Certificates
6. Rules Governing Student Participation and Further Rules Governing Participation
7. Regulation on ICT facilities for students
8. Objection procedure
9. Regulation of the Examination Appeals Board
10. Student Ombudsman
11. Student Support regulation
12. Student facilities scheme
13. Complaints regulation for scientific integrity
14. VU Examination Regulations
15. Regulation on signing up for courses and examinations
16. Regulation for Processing Personal Data Students VU Amsterdam
17. Complaints procedure for inappropriate behaviour

1. General Provisions

1.1 Definitions

In this Student Charter, the following definitions apply:

- Academic year: the period beginning on 1 September of a year and ending on 31 August of the following calendar year.
- Teaching and Examination Regulations (TER): a regulation providing adequate and clear information about a program or group of programs.

Abbreviations, common within the VU

BSA	Binding study advice
BoIP	Executive Board
Cobex	Examinations Appeals Board
DUO	Education Implementation Agency, part of the Ministry of Education, Culture and Science that is responsible for, among other things, study financing
EC	European Credit (sometimes also: ECTS)
FB	Faculty Board
FSR	Faculty Student Council
FGV	Faculty joint meeting of the FSR and ODC
GV	Joint Meeting of Subcommittee and University Student Council or, within a faculty, the Joint Meeting of Subcommittee and Faculty Student Council.
HBO	Higher professional education
NVAO	Dutch-Flemish Accreditation Organisation
ODC	Subcommittee (sub-OR within a faculty or department)
OCW	Ministry of Education, Culture and Science
OER	Teaching and Examination Regulations (TER)
OLC	Program Committee
OR	Works Council
SOZ	Student & Educational Affairs Department
USR	University Student Council
VU	Free University of Amsterdam
VU.nl	Website of the VU.
VWO	Preparatory Science Education
WHW	Higher Education and Scientific Research Act
WO	University education

1.2 Adoption and publication

Every institution of higher education adopts a Student Charter. This follows from article 7.59 WHW. The provisions of the Student Charter are only legally valid if and insofar as they do not conflict with the provisions under the law.

The Student Charter consists of two parts:

- a. the university-specific part, which is now before us, is intended for all students.
- b. the program-specific part, is intended for students of a particular program, usually referred to as the study guide. This includes the education and examination regulations, as well as the description of the study structure and facilities. Attention is also paid to additional student protection procedures, including the faculty complaints desk. The layout of the faculty complaints desk can be found on your own faculty's website.

The Student Charter is offered to all students (re)enrolling at VU via a link in a message to the student's VU e-mail address. The Executive Board ensures that every year it checks whether, and to what extent, the Charter still needs to be adapted to amended laws and regulations and announces significant changes to the Charter at the beginning of the academic year. Any interim changes of significance are announced by the Executive Board to students on the VU website. Lecturers and third parties can consult the Student Charter via the VU website. The Executive Board (CvB) adopts the Student Charter after approval by the University Student Council (USR) with regard to its topicality and completeness.

1.3 Content and validity

The Student Charter describes the rights and obligations of students on the one hand and of VU on the other, arising from legal and university regulations.

Everyone belonging to the VU University community is expected to know the content of the Student Charter.

If the Student Charter conflicts or contradicts legal regulations, the legal regulations take precedence.

This Student Charter applies to the academic year 2025-2026.

Should you not find sufficient answers to your questions in this Charter, please contact

- the academic advisor (for program-specific questions)
- the central student desk (for questions concerning university matters).

The provisions of the Student Charter only apply to students enrolled in a premaster program if this is explicitly stated in the study guide under the relevant provision.

Students of the Amsterdam University College (AUC) are subject to their own Student Charter (Student Handbook AUC). See the AUC website for this. Students of the TaalSchakeltraject, a partnership between the VU and the Hogeschool van Amsterdam, are subject to their own Student Charter, see.

[TaalSchakeltraject](#) | [studying with a foreign previous education?](#) | [HvA](#)

2. Admission to the program

2.1 Admission

If you are registering for a bachelor's or master's program for the first time, you must meet the statutory admission requirements in good time. For the deadline by which you must apply, see the Regulations on Application and Enrolment [Important regulations - Vrije Universiteit Amsterdam](#)

2.1.1 Bachelor's program

To be admitted to a Bachelor's program, in many cases a specific VWO profile is required. Interested students with an inadequate profile may be admitted to a bachelor's program if they meet the missing admission requirement(s) before the start of the academic year.

A hbo-propedeutic certificate does not give direct admission to a university bachelor's program in all cases.

For more specific information, please consult the program's OER. [Teaching and Examination Regulations \(TER\) Bachelor's and Master's - Vrije Universiteit Amsterdam](#)

Foreign prior education

If you have a non-Dutch previous education, the following is important. If you have completed your pre-university education in the country of origin that belongs to the European region where you also have university admission, you will also be admitted to the VU, unless the CvB determines that there is a significant difference in the requirements for university admission in the country of origin and the Dutch requirements. Note that the VU must then also assess whether you meet all other admission requirements. Moreover, as a student with a foreign prior education, you must demonstrate sufficient knowledge of the Dutch or English language, depending on the language of instruction of the program, to be able to successfully follow the education and take exams or examinations in Dutch or English. Further conditions for admission may be listed in the OER under the further prior education requirements [Teaching and Examination Regulations \(TER\) Bachelor's and Master's - Vrije Universiteit Amsterdam](#).

2.1.2 Master's program

If you hold a bachelor's degree obtained at the VU, you can apply and register by 31 August at the latest. However, registration must be completed by 31 August at the latest, so it is advisable to do this (much) earlier, so that deficiencies can still be rectified in time.

The application deadline for a master's program for those who have obtained a bachelor's degree outside the VU is 31 May. Please note: the program may have set a different date. Please consult the OER of the program for this. If the VU has to apply for a visa for the foreign prospective student, as well as organise accommodation in Amsterdam, the deadline is 31 March. For students with a foreign preparatory program, what has been said about this under Bachelor's program also applies, on the understanding that the student must of course meet the admission requirements for the Master's program and language requirements regarding the language of instruction.

2.1.3 Language requirements for English-language programs

For admission to a program offered in English, the prospective student must demonstrate an excellent command of English. This can be done by taking a test, in which at least the scores mentioned in the relevant OER apply.

2.2 Teacher training courses

Teacher training programs are offered by the Faculty of Behavioural and Movement Sciences. See website VU: [Academic teacher training programmes - Vrije Universiteit Amsterdam](#).

Bachelor

If you are interested in the teaching profession, you can take an [educational minor](#) in your field of study [Educational Module - Vrije Universiteit Amsterdam](#) during the third year of some Bachelor's programs. The combination of a WO bachelor's degree and educational minor gives you the authority to teach in the lower grades of havo, vwo and the theoretical curriculum of vmbo. After completing a number of Bachelor's programs, it is also possible to obtain this qualification in the form of the educational module. For more specific information on admission, please consult the OER of the educational minor on the website. It is not possible to apply for a loan for an educational module via the regular way at DUO. An application must be made via a special form. Visit [duo.nl](#) for more information about the tuition fee credit and lifetime learning credit for the educational module.

Application must be made no later than 1 May, via the application form on the website.

Master

To be admitted to the one-year Master's program in Teacher Preparation for Higher Education (VO), you must have completed a Master's program in the relevant subject or have demonstrably sufficient subject knowledge linked to a related Master's program. The latter is assessed by the admissions committee. You can also opt for an integrated two-year master's directly after your bachelor's. The VU also offers a one-year master's in primary education (EMPO).

For more specific information on admission, consult the OER of the various teacher training programs and the website.

Application must be made via Studielink by 1 May at the latest.

2.3 Numerus fixus

Bachelor

If the capacity of a bachelor's program is insufficient to enrol all students applying for it, the number of students admitted may be limited with the Minister's permission. In such programs, you will only be admitted with a proof of admission ('placement certificate').

To be considered for a placement certificate, you must apply and be selected for the program by 15 January. The VU determines the selection procedure and announces it via the VU website. Selection may be by drawing lots or by a combination of drawing lots and selection criteria or by a selection procedure based on selection criteria. Part of the selection procedure may be an average grade from the final exam, voluntary activities within the framework of the program to be followed or taking tests. On 15 April, you will hear what grade number you have been assigned based on the selection and whether you will be offered a placement certificate. You must accept this placement certificate within two weeks. If you have met the program's admission requirements (usually passing your final exams) and have an accepted placement certificate by 15 July at the latest, you can enrol in the program.

See the Regulations on Selection and Placement [Important regulations - Vrije Universiteit Amsterdam](#) and also the website of the relevant program.

Master

At the request of the faculty board, the CvB may determine that a limited number of students are admitted to the master's program. See the program's OER for this [Teaching and Examination Regulations \(TER\) Bachelor's and Master's - Vrije Universiteit Amsterdam](#).

3. Enrolment and tuition/examination fees

3.1 Application and enrolment

You will only be enrolled *after you have* registered or re-enrolled via www.vu.studielink.nl, if you have met the admission requirements and after you have paid the tuition fees (see 3.4 above) (see also Enrolment and Registration Regulations - [Important regulations - Vrije Universiteit Amsterdam](#)). You will be enrolled in the program with effect from 1 September of the academic year for which you have applied or re-registered.

Application for the first year of a bachelor's program starting in September must be made before 1 May. Subsequently, you are obliged to participate in study choice activities ('matching'). For what to expect, see the matching website of your program. The application deadline for the second and higher bachelor's year is 31 August.

For master's programs, you must apply before 1 June, unless you have obtained your bachelor's degree at the VU. In that case, you can still apply until 31 August. Enrolment follows after application and must be completed before 1 September in all cases. Enrolment later in the academic year is not possible. Only in very special cases can the hardship clause be invoked to allow enrolment after 1 September. For a few Master's programs, it is also possible to start the program on 1 February. Please refer to the Regulations on Application and Enrolment [Important regulations - Vrije Universiteit Amsterdam](#). Enrolment is possible as a student and as an external student. Rights and obligations differ per form of enrolment. A student will acquire all rights (and obligations), an external student can only take exams, but may not participate in education or write a thesis.

A student or external student will receive from the Student and Educational Affairs Department (SOZ) a certificate from the VU allowing him to exercise his rights (student card).

3.2 General rights and obligations for student or extraneus

In addition to the general rights and obligations, as described in the following, specific rights and obligations are mentioned in other articles of this Charter.

Student rights

Enrolment as a student in any case entitles the student to:

- a. participation in education within the program and, in principle, within the entire VU, unless previous education requirements prevent this or because the CvB has placed a restriction on this for organisational or capacity reasons. The method of registering for examinations is laid down in the regulation on registering for courses and examinations. If there is a restriction on participation (such as entry requirements for the education or examination) this is laid down in the OER of the program.
- b. taking exams and examinations of the program you are enrolled in (see the OER of the relevant program). You can only register for courses that fall within your study program and for courses that are offered. For participation and taking courses from other programs in your curriculum, you must first [request permission](#) via the examination board. If you only wish to take courses (for which no entry requirements apply) from other courses and not include them in your curriculum, a [request to the Faculty Education Office](#) suffices. See [Registration/deregistration for courses and exams - Vrije Universiteit Amsterdam](#).

- c. access to the VU buildings, unless the CvB deems that the nature of the activities, the interests of education or research preclude it;
- d. use of teaching facilities such as libraries, laboratories and computer facilities;
- e. use of student facilities of SOZ/CSB, including consulting the student counsellors, student psychologists, and attending training courses and workshops;
- f. study support, especially for students with support needs due to neurodivergence (chronic) illness, peak performance or informal care responsibilities;
- g. facilities for students with a support need due to neurodivergence (chronic) illness, top-level sports talents, top-level cultural talents and members of participation bodies, insofar as this is possible within the study program (see the OER of the study program concerned, and also the VU policy plan 'Studying with a Support Need' (see on the website under: studying with a functional impairment), and the Facilities Regulation (see on the website under: Top-level sports and other talents);
- h. the possibility of completing the program within a reasonable time at the same or another institution, if the minister or the institution decides to terminate a program;
- i. active and passive voting rights for the USR and FSR.

Student obligations

Enrolment as a student confers at least the following duties:

- a. Taking note at least once a week of messages sent by VU to the student via the e-mail account provided to the student by VU. If the student fails to do so, the consequences are at the student's risk;
- b. behave properly in the buildings and grounds of the VU, in accordance with the rules of conduct issued by the Executive Board (see chapter 10);
- c. follow the rules laid down by or on behalf of the CvB to promote safe and healthy working conditions;
- d. taking note of rules and regulations laid down in the Student Charter and its appendices, as well as complying with the obligations arising therefrom;
- e. attendance at teaching when required by the study program, as indicated in the study guide (e.g. participation in practicals);
- f. reporting circumstances to the academic advisor within three months in order to appeal to the Student Support Regulation, such as illness, illness and special family circumstances, which may cause study delay. ([Important regulations - Vrije Universiteit Amsterdam](#)), see the Student Support Regulation). A possible allocation from the Student Support Regulation depends on a timely notification, as does a possible extension of the validity of study results, which have a limited validity;
- g. notification to the examination board of study results obtained elsewhere, if these were obtained for subjects that fall within the curriculum for the student concerned;
- h. timely registration for courses and examinations.

Rights of external students

Enrolment as an external student entitles the student to:

- a. taking exams and examinations within the program;
- b. access to the institution's facilities and collections (such as the library), unless the CvB decides that this is contrary to the nature or interests of education or research.

Obligations of external students

Enrolment as an external student shall in any case entail the following obligations:

- a. To take note at least once a week of messages sent by VU to the external student via the e-mail account provided to the external student by VU. If the external student fails to do so, the consequences will be at the external student's risk;
- b. taking timely note of messages sent by VU to the external student via the e-mail account provided by VU to the external student. If the external student fails to do so, the consequences shall be at the external student's risk;
- c. display proper behaviour in VU buildings and grounds, in accordance with the CvB's rules of conduct (see chapter 10);
- d. comply with the rules laid down by or on behalf of the CvB to promote safe and healthy working conditions;
- e. taking note of rules and regulations laid down in the Student Charter and its appendices, and also complying with the obligations arising therefrom;
- f. timely registration for exams.

3.3 Termination of enrolment

By student

Enrolment in a study program is intended for the entire academic year. Premature termination of enrolment is permitted as of the first of the month following written notification by the student to the university (via the [Student Desk Vrije Universiteit Amsterdam - Vrije Universiteit Amsterdam](#)). Please note that re-enrolment in the same academic year is then no longer possible.

When deregistering for the study during the academic year or after graduation during the academic year, the student who has paid the statutory or institutional tuition fees is entitled to a refund of a proportionate part of the tuition fees. However, this does not apply to the months of July and August. See the Regulations on Application and Enrolment (see on the website under: [Important regulations - Vrije Universiteit Amsterdam](#)).

Termination of enrolment is not possible if you have received proof of paid tuition fees (bbc) (for the purpose of enrolment at another university), unless the bbc is returned.

Please note: the course and examination fees paid respectively by the premaster student and the external student will not be refunded if they terminate their enrolment prematurely.

By the CvB

The CvB shall terminate the student's enrolment in the following cases:

- a. where collection of the tuition fees due proves impossible (e.g. due to insufficient balance on the account for which an irrevocable authorisation has been given). Enrolment will be terminated with retroactive effect to 1 September if no payment at all has been received. In other cases, termination takes place with effect from the second month following the reminder. Even after termination of enrolment, the CvB may collect the unduly unpaid amount via a bailiff, including the costs for this procedure;
- b. on the advice of the examination board or the faculty board, after carefully weighing up the interests of the student and of the VU, if the student has shown by his behaviour or remarks that he is unsuitable for the practice of one or more professions for which the study program or the preparation for this professional practice trained him;

- c. on the advice of the examination committee and/or through the intervention of the faculty board, if the student concerned has been guilty of very serious fraud;
- d. at the request of the Faculty Board, if the student has misbehaved to a very serious degree towards staff or students of VU;
- e. at the request of the Faculty Board if the student has acted or threatens to act in violation of the house rules referred to in Chapter 10 to a very serious degree. A serious violation occurs, among other things, if the student acts in violation of the Dutch legal order;
- f. when it appears that the prospective student has submitted supporting documents which, after verification with the issuing institution, have not been issued by the institution in question.

In the case of a., re-enrolment in the new academic year will not be possible until the person concerned has paid all outstanding amounts and any damages. In other cases, the CvB may decide that no re-enrolment is possible.

3.4 Tuition fees and other contributions

Tuition fees are due for enrolment as a student. Payment of tuition fees may be made in one lump sum or in instalments. Proof of paid tuition fees, a bbc, (proof that the statutory tuition fees for the same academic year have already been paid at another Dutch institution of higher education) is also sufficient for enrolment. The tuition fee may be the statutory tuition fee or the institutional tuition fee. The level of statutory tuition fees for Dutch and EEA students is set and announced annually by OCW. The institutional tuition fees are set by the CvB annually and published in the Regulation on Application and Enrolment.

Examination fees are due for enrolment as an external student.

Other financial contributions to be enrolled may not be charged by the university, but learning materials, such as books, a laptop, and for activities such as participating in non-compulsory excursions, etc., the student or extraneus must pay themselves. For excursions that are part of the program's curriculum, the student pays a small part himself. In very special cases, the program offers a substitute activity for students who cannot afford the own contribution.

At the start of the study program, the program provides insight into the extra costs the student has to take into account.

Payment of the statutory tuition fee is reserved for students who meet the following conditions:

- a. meet the nationality requirement (national of an EEA country, Suriname, Switzerland or Turkey (in certain circumstances) or close family member of an EEA citizen (see further the Application and Enrolment Regulations);
- b. have not obtained a bachelor's or master's degree or an equivalent title in the Netherlands after 1991.

If the student does not meet the conditions for statutory tuition fees, he will pay the institutional tuition fees.

Please note:

- a. the institutional tuition fee does not apply to a student taking a program in the healthcare or education domain as a second program (the first program must not belong to one of these domains). Whether a program belongs to one of those domains is determined by the registration of the CROHO number for the program.
- b. A student for whom tuition fees are paid by the Foundation for Refugee Students UAF (UAF) will always pay institutional tuition fees equal to the statutory tuition fees.
- c. A student who has completed a bachelor's or master's degree at VU University and paid statutory tuition fees for it, may take a second bachelor's or master's degree in the

consecutive academic year after completing the bachelor's or master's degree, paying institutional tuition fees equivalent to the statutory tuition fees. This does not apply to students taking a second degree program in the field of healthcare or education (as referred to above under a.). Furthermore, this also does not apply to a student who, as a second study program, is following a study program for which there is a capacity restriction. The reduced institutional tuition fees will be charged for the nominal duration of the second study plus 1 year. If you have not graduated by then, you will pay the regular institutional tuition fees. During this second study, you cannot apply for study financing from DUO.

- d. A student covered by the Covenant on Undocumented Youth pays institutional tuition fees equal to the statutory tuition fee.

Premaster students pay a fee. This is derived from the statutory tuition fee. The amount of the fee and the rules that apply to it are regulated in the Regulation on Application and Enrolment and in the WHW.

Extraneus

An external student will not be eligible for a refund of tuition fees if he discontinues the program during the academic year.

Incorrect or no enrolment

A person who is not enrolled and yet uses education or examination facilities will be liable to pay compensation equal to the institutional tuition fees for the entire academic year, regardless of when he started education in that academic year.

Moreover, the criminal court may impose a fine if the student has used education or examination facilities without being entitled to do so.

3.5 Legal protection in enrolment decisions

Students may object to decisions on enrolment and payment of tuition fees within six weeks of the announcement of the decision to the Executive Board, Administrative Affairs, bezwaarschriften.bz@vu.nl. If you disagree with the CvB's decision on an objection, you can appeal to the Council of State within six weeks. For further information, see the website of the Council of State: www.raadvanstate.nl/bestuursrechtspraak/studentenzaken/. You must pay a court fee to have your appeal heard by the Council of State. The amount of the fee can be found on the website of the Council of State. If you are found to be in the right, the court fees will be reimbursed by the VU.

4. Education

4.1 Study programs and language

University programs are full-time and in some cases also part-time and/or dual (a combination of study and work in the discipline). In which variant the study program is offered can be found in the OER.

The teaching of most **undergraduate courses** is conducted in Dutch. This may be deviated from:

- a. in the case of a foreign language course;
- b. in the case of a guest lecture by a foreign-language lecturer;
- c. if the specific nature, structure or quality of the education or the origin of the students so requires; the board of the institution has adopted a language policy for this purpose.

Some Bachelor's programs are offered entirely in English with the application of the VU language policy.

Most **master's programs** are offered in English. Consult the program's OER to see which language of instruction is used.

4.2 Quality of education

The quality of education at VU is guaranteed in the following way.

1. Government

Institutions can voluntarily have the NVAO assess how they ensure internally that the quality of their programs is monitored. This can be done by means of the 'institution test for quality assurance', also known as an institutional audit. The VU passed the institution test.

In addition, all study programs are assessed every six years by a panel of independent experts ('accreditation'). This is done as much as possible in national clusters of similar study programs. Students are also represented on the panels of independent experts. If the assessment is positive, the program's accreditation period is extended by six years. The accreditation reports are public and can be found on the NVAO website (<http://www.nvao.net/>). The date of accreditation is stated on the certificate ('diploma') that the graduate receives from the examination committee.

2. Institution (Executive Board and lecturers)

The Executive Board has laid down standards for the quality of education in the Teaching Quality Handbook. The Handbook covers all aspects of education, such as the structure of education, guidelines for contact hours, study guidance, the quality of testing and assessment and the professionalisation of lecturers.

3. Students

Every student at the VU is regularly asked to give an opinion on the quality of the education followed. To this end, the Faculty Board organises evaluations of education. In principle, the education committee (see 4.3) receives the evaluation results from the Faculty Board in the period after the education has been provided. The outcome of quality assessment may have implications for VU education policy. Anyone wishing to know more about teaching evaluations can contact the relevant study program committee.

4.2.a. Studyable program

The study program committee annually assesses the implementation of the OER, about which it informs the faculty board. Part of the assessment is the students' time commitment, so that the study load is monitored and adjusted if necessary.

In good time before the start of the academic year, the Faculty Board publishes the curriculum (including international aspects, thesis subjects and the way in which education is provided) and the OER. This allows students to form a proper opinion of the content and design of the education and examinations.

A student must be able to reasonably achieve the standard (60 EC per academic year) for study progress and complete the program within the set nominal course duration. The design of the program must take this into account ('studyable program').

The internship components of a program (where applicable) are determined by the Faculty Board in the OER. The Faculty Board makes every effort to have a sufficient number of suitable internships available. Where necessary, students take their own initiatives in consultation with the internship coordinator.

If the program turns out not to be studyable, there are two possibilities:

1. deregister mid-term (but then not re-enrol in the same academic year) or
2. apply for support from the Student Support Regulation to compensate for lost time.

Ad 1. You can deregister and be eligible for a refund of the unused months of the academic year. Consult your academic advisor first if you are considering this.

Re 2. You may be eligible for financial support if the study delay is a consequence of a non-studyable program. The reason for this must be that the study program (e.g. internships, work placements) is such that education cannot be followed for a longer period of time (three months or more). A declaration by the faculty board must be submitted with the 'application for study delay'. For other conditions, see the Student Support Regulation.

4.2.b. Uniform course load

The study load is expressed in European Credit Transfer System (ECTS) credits, abbreviated as EC. The study load for one academic year is 60 EC. One EC represents 28 hours of study. A bachelor's degree comprises 180 EC. Master's programs cover at least 60 EC. Master's programs in science and 'research masters' usually take two years: 120 EC. A single master's program (e.g. Medicine, Dentistry) has 180 EC.

The OER states the study load of the entire program and of the individual units of study.

The study load of the teacher training program with a first-degree teaching qualification is 60 EC.

4.2.c. Tutoring

The faculty board provides study guidance during the different parts of the study. Examples are in the bachelor's and master's program, the internship, graduation and international exchange. The OER regulates the monitoring of individual study guidance and study progress, including during the first academic year in the context of the study advice to be awarded.

Students themselves can obtain information on their study progress during the academic year by regularly consulting the results overview on VUweb.

4.2.d. Adapted education

Students with a support need due to neurodivergent (chronic) illness, peak performance or informal care duties are entitled to adapted education. This includes practicals and compulsory excursions in which a student cannot participate due to a disability. The learning outcomes of the program must be monitored in this respect. The manner in which examinations are taken (e.g. with extra time) may be adapted if the student's disability makes this necessary. Adjustments must be suitable (= the obstacle is removed as much as possible) and necessary (= the same objective cannot be achieved in another way). The adjustment must not place a disproportionate burden on the VU (see Equal Treatment Act on grounds of disability or chronic illness).

Academic advisor

For study-related questions and problems (at faculty level), the academic [advisor](#) is the first point of entry. The academic advisor's role is to provide information, advice and guidance regarding the student's individual situation. For example, on issues related to study planning and study program. The academic advisor is in contact with central and faculty bodies and refers students on if necessary. Please note: reports of study delays that may give rise to **financial support** under the Student Support Regulation must be reported to the academic advisor within three months after the special circumstance occurred or became apparent (see the Student Support Regulation on the website under: "financial support"). If necessary, the academic advisor refers to a student counsellor or a student psychologist (Student and Educational Affairs Service, SOZ/Student Development).

Studying with a support need

If you need educational or examination facilities during your studies due to neurodivergence, a chronic illness or informal care responsibilities, you will turn to the academic advisor, for more information see: [Requesting facilities - Vrije Universiteit Amsterdam](#). If necessary, he will refer you to the student counsellor or Team Studying with a Support Needs, part of the Info-Point Studying with a Functional Disability (SMF) -. Most campus and educational facilities can be programmed on the student card. For educational facilities, arrangements are made with the program. For more information, see: [Facilities on campus for students with a disability - Vrije Universiteit Amsterdam](#), [Education facilities - Vrije Universiteit Amsterdam](#) and [Examination facilities - Vrije Universiteit Amsterdam](#)

Please note: if you have registered for an examination using an allocated facility based on a faculty statement, and are absent without notice, the VU reserves the right to charge you for the costs incurred. Your faculty board (FB) will then first ask the study advisor to contact you to check whether there were valid reasons for not using the facility(s) offered unannounced. If there is a good reason, no fees will of course be charged. If, for (medical) reasons, you still need to cancel your exam, please consult the Regulations on registering for courses and exams or the study guide for how to do so.

Student counsellor

For questions or advice on financial arrangements, deregistration and accommodation, you can contact a student counsellor [Student counsellor - Vrije Universiteit Amsterdam](#). For students with support needs, including students with an autism spectrum disorder, can receive demand-driven student counselling from student counsellor [Trainings, workshops and advice - Vrije Universiteit Amsterdam](#) [Training courses, workshops and advice - Vrije Universiteit Amsterdam](#).

Study delay

Please note: if you are experiencing or are at risk of experiencing study delay due to illness or special circumstances, please **contact** the academic advisor **within three months** of the special circumstance arising or becoming known. Reporting the delaying circumstance to a academic advisor is one of the conditions for eligibility for financial support under the [Student Support Regulation - Vrije Universiteit Amsterdam](#). Nevertheless, contact your academic advisor even if the delay has been going on **for more than three months**. Also, always get in touch with the study advisor of your program to make a study plan. In case of a chronic condition, it is also important to report the delay incurred to a academic advisor every academic year, otherwise you will not build up any rights. For more information, see [Student Support Regulation - Vrije Universiteit Amsterdam](#).

4.2.e. Study progress monitoring

Using VUweb, you can check your study progress yourself throughout the year. Paper-based overviews will not be sent by the faculty. It is advisable to check regularly how your studies are progressing, whether errors may have occurred in the grade registration and whether all grades have been registered. If you suspect that something is wrong, you should contact the Student Desk as soon as possible. On behalf of the CvB, the Faculty Board issues a study advice to first-year students at the end of the academic year. A negative recommendation ('binding study advice' or BSA) means that the student must leave the program and may not enrol in the program concerned for the following three academic years. This advice is based on study progress.

A student has his own responsibility for keeping track of his study progress and taking action when delays threaten to occur.

4.3 Program Committees

A study program committee (OLC) is established for each study program or group of study programs. In this context, a group of study programs may include a Bachelor's program and the subsequent Master's program. Students of the relevant program(s) make up half of the committee members. The committee also consists of lecturers. The method of appointment and composition of the committee is laid down in the faculty regulations.

The study program committee is an employee participation body and its task is to advise on promoting and guaranteeing the quality of the study program. The study program committee also has the right of consent with regard to some topics in the Teaching and Examination Regulations (TER): See 7.3 above. For the other topics in the OER, the study program committee has advisory rights.

Other duties of the study program committee are:

- a. annually assessing the manner of implementation of the OER, e.g. on the basis of evaluations of education and assessment of the internal coherence of the educational program, and
- b. advising, upon request or on its own initiative, the Program Board and the Faculty Board on all matters concerning education in the program, and
- c. informing the Faculty Joint Assembly of the Program Committee's judgements and proposals. The Program Committee shall be given the opportunity to consult with the Faculty Board before agreeing to a proposal or issuing an opinion. The Faculty Board shall respond to the views of the Program Committee as soon as possible. If the Faculty Board does not follow the view of the Program Committee, the Program Committee may enter into a dispute with the Faculty Board.

5. Annual schedule and holidays

The VU has a so-called uniform annual schedule. This means that all faculties offer teaching periods of the same duration. Holidays are also held in the same periods. The year division comprises two semesters of three periods: two periods comprise eight weeks; the third period four. A faculty may choose to merge the second eight-week period with the four-week period. Written examinations are held in the last week of a period.

For the most up-to-date information, see the VU website: keyword Year Calendar.

The VUMC has its own year calendar which can be found on the program website.

6. Tests and exams

6.1 Certificate, declaration

If you have passed an examination, the examiner registers the result in the student information system (via VU-web). If you have passed the final examination, you will receive a certificate ('diploma'). This will state any associated authorisation. You will receive a diploma supplement with your certificate. The supplement lists the exam components (subjects) and the corresponding grades.

The examination committee awards the certificate as soon as you have met the requirements of the examination. A student can request a short postponement of the issuance of the certificate. A request for postponement must be submitted within 10 working days of receiving the notice from the examination board. Postponement may be granted if, when the degree certificate is awarded, the student has not been enrolled in the program for which the request was submitted for longer than the nominal duration of study plus one year. See further the Regulations issuing certificates.

If you do not qualify for a degree certificate but have passed more than one examination, you may receive a statement from the examination committee, if requested, listing the examinations passed.

If the registration is incorrect or incomplete and you still took exams or examinations, these exams or examinations will be invalid. Moreover, you may be fined.

6.2 Examinations

A unit of study (or course) is always accompanied by an examination and/or assessment, in which the student's knowledge, insight and skills are examined. It is not possible to obtain credits by other means, unless the examination committee has granted an exemption.

The examination committee is responsible for the quality of organising and administering examinations and assessments.

The OER states how you can get access to your examination and the assessment standards.

When all examinations of a program have been passed, the examination of the program is passed unless the examination committee has determined that not every examination needs to be passed (compensation scheme). The examination committee may also determine that an additional examination, to be held by itself, is attached to the examination.

The program's examinations are laid down in the OER. At the VU, this is the final examination of either the bachelor's or the master's program.

If desired, you can compile your own program from units of study within a program to which an examination is attached ('free program'). This program must be approved in advance by the examination

committee. It will then also indicate to which program the program belongs. For more information: contact the examination board. PLEASE NOTE: a 'free program' does not have a 'civil effect'. You cannot, for instance, register in the BIG register, become a lawyer or become a member of the NIP.

6.3 Examination facilities

If you are in need of support due to, for instance, neurodivergence, chronic illness, top performance or informal care, you may ask for examination facilities to the extent that this is possible in the program. See the OER of the program for this and also section 4.2 d.

The examination facilities offered by the VU can be found at [Examination facilities - Vrije Universiteit Amsterdam](#).

For questions or advice on the possibilities for examination facilities at the program, the academic advisor is the person to contact. He will ensure that data relevant to you for taking exams with examination facilities are registered in the VU information system. Granted facilities in case of a structural limitation can be recorded for the entire study period.

7. The Teaching and Examination Regulations (TER)

7.1 Adoption of the OER

The OER are adopted by the Faculty Board for each program or group of programs. Before its adoption, the study program committee is given the opportunity to give its approval to some of the topics and to advise on the others. See also the list at 7.3. The joint meeting of the faculty (fGV = FSR and ODC together) then approves the intention to adopt/amend the subjects on which the study program committee does not have the right of consent (in accordance with article 9.38 sub b HRA). For the co-determination regulations at VU, see the website: [Participation in decision-making - Vrije Universiteit Amsterdam](#).

7.2 Content

The WHW prescribes that a number of topics must in any case be included in the OER. The enumeration is mainly in article 7.13 second paragraph of the HRA.

7.3. Education Committee

The OLC has the right of consent with respect to the following topics in the OER:

- a. the way in which education in the relevant program is evaluated the content of the graduation subjects within a program,
- b. the qualities in terms of knowledge, insight and skills that a student must have acquired upon completion of the study program ('learning outcomes')
- c. where necessary, the set-up of practical exercises, the study load of the study program and of each of the units of study forming part of it, with regard to which master's degree programs [section 7.4a, eighth paragraph](#) WHW has been applied (study load greater than 60 EC);
- d. and further:
if applicable: the manner in which the selection of students for a special track within a study program, as referred to in section 7.9b WHW, takes place (excellence track within a study program)

The study program committee issues advice on the other topics in the TER.

The examination committee does not formally give advice on the OER, but it may have a useful input in its adoption. The FB may therefore informally request advice from the examination committee.

7.4 FGV

The joint meeting, consisting of the ODC and the FSR, is asked by the FB for approval of the subjects of the OER referred to in article 9.38 WHW. This concerns the following topics:

- a. the number and sequentiality of examinations and also the moments at which they can be taken,
- b. the full-time, part-time or dual structure of the program,
- c. where necessary, the order in which the periods of time in which and the number of times per academic year that the opportunity to take the examinations are offered,
- d. where necessary, the period of validity of examinations passed, with the exception of the power of the examination committee to extend this period of validity,
- e. whether the examinations are taken orally, in writing or by other means, with the exception of the power of the examination board to determine otherwise in special cases,
- f. the manner in which students with a disability or chronic illness are reasonably enabled to take the examinations
- g. the public nature of oral examinations, with the exception of the power of the examination committee to determine otherwise in special cases,
- h. the period within which the results of an examination are announced and also whether and how this period may be deviated from,
- i. the manner in which and the term during which the person who has taken a written examination may inspect his assessed work,
- j. the manner in which and the period during which questions and assignments, set or given in the context of a written examination and the norms by which the assessment was made, may be inspected,
- k. the grounds on which the examination committee may grant exemption from taking one or more examinations for previous examinations or exams in higher education or for knowledge or skills acquired outside higher education,
- l. where necessary, that passing examinations is a condition for admission to take other examinations,
- m. where necessary, the obligation to participate in practical exercises with a view to being admitted to take the examination in question, with the exception of the power of the examination committee to grant exemption from this obligation, whether or not subject to the imposition of substitute requirements,
- n. the monitoring of study progress and individual study guidance,
- o. the actual design of the education.

8. Financial support

8.1 Introduction

For information on study funding, you are referred to DUO's website (<http://www.duo.nl/>) and DUO information brochures. This chapter will discuss some other important financial schemes for students.

8.2 Financial support for illness, special circumstances and board scholarships

A student who incurs study delay due to special circumstances during the period that he/she is entitled to the performance grant (with a program started before 1 September 2015) or to whom the Study Advance Act applies (with effect from September 2015), or who is entitled to a basic grant with effect from September 2023 and who has not yet graduated, is entitled to financial support under certain conditions.

General conditions for eligibility for support are:

- a. the person concerned has experienced study delay due to:
 1. illness, pregnancy or childbirth;
 2. disability (such as a severe form of dyslexia, a functional impairment or a chronic illness);
 3. special family circumstances;
 4. recognised board and council memberships and activities;
 5. recognised top-level sports activities or the development of special talents in the cultural field
 6. design of the program;
 7. (in exceptional cases) serious inequities.
- b. student is entitled or has been entitled to the basic grant or the performance grant higher education as referred to in the Wet studiefinanciering 2000;
- c. student has paid tuition fees to the VU;
- d. student is enrolled as a full-time or dual student;
- e. has not yet obtained a degree in that program; and;
- f. has timely reported the delaying circumstances.

For the specific eligibility conditions for financial support, you are referred to the Student Support Regulation. Reporting the special circumstances to the academic advisor within three months of becoming aware of them is required!

The criteria and procedure applicable to board scholarships, a provision for additional support or tuition fee-free study are also described in the Student Support Regulation. The conditions for financial support in case of top achievements are also laid down there.

8.3 Emergency fund

The Emergency Fund helps students enrolled at VU who are in unforeseen and acute financial emergencies with a small donation. These must be incidental situations. The fund is limited and not intended to pay tuition fees or solve (study) financing problems. For more information you can contact a student counsellor and can be found on the VUweb: [VU Emergency Fund - Vrije Universiteit Amsterdam](#).

8.4 National graduation support board members youth organisations

In addition to financial support from the VU, there is a national graduation support scheme for students who are active in a political youth organisation or another organisation of some size to be designated by the minister. In particular, the latter organisations refer to the student unions Interstedelijk Studenten Overleg and Landelijke Studenten Vakbond. Furthermore, these are national organisations where the promotion of a social or educational interest is in the foreground. The conditions that an organisation, to which this student belongs, must meet to be eligible for this support are listed in Article 10 of the 'Regeling Financiën Hoger Onderwijs', a regulation of OCW see the information on the national officer/rep bursary on the DUO website on the DUO business tab.

Organisations that believe they are eligible should send the application to DUO/Central Finance Institutions in Zoetermeer.

8.5 Study funds

Through the student counsellors, you can request names and addresses of private funds that provide financial support to students. Please note that some funds require a recommendation from a student counsellor. Support is limited and subject to conditions that may vary from fund to fund. These are funds that VU is completely outside of.

9. Participation

9.1 Introduction

'Participation' means the opportunity for students (and employees) to have a say in the policies and governance of the university. The powers to advise or consent to proposed policies are not optional and are therefore an important asset alone, not only at central level through the USR, but also at faculty level (FSR and OLCs).

Participation in decision-making is regulated by offering students the opportunity to sit on the various participation bodies. Where which subject is discussed depends on the authority of the board: participation in decision-making follows control [Participation in decision-making - Vrije Universiteit Amsterdam](#).

9.2 Central level

The Executive Regulations regulate the governance and organisation of the university. The central authority of the university is formed by the CvB. The CvB is accountable to the Supervisory Board.

The policy that the CvB stands for is submitted to the participation bodies. Depending on the subject, the participation bodies have the right to be informed, the right of advice or the right of consent and the right of initiative. In case the BoE does not obtain a positive advice from the participation bodies or if these bodies do not agree to a proposal, further consultation with the BoE is required. If the parties do not come closer to each other, the Executive Board can withdraw the proposed decision or submit it to the Supervisory Board, after which there is also an external possibility to settle a dispute.

Employee participation at VU central level is exercised by the Works Council (OR), (USR) and the Joint Assembly (JV), consisting of the members of the OR and the Student Council. The meeting schedule is fixed in advance for a year. Meeting dates and regulations of the USR can be found on VU-web.

The Works Council (OR)

The OR is the employee participation body. The OR consults with the CvB on matters concerning the interests of staff and the interests of VU. The powers of the OR are regulated by the Works Councils Act (WOR).

The University Student Council (USR)

The USR is the student participation body and consists of 11 members. In consultations with the Executive Board, the interests of the students are represented, but also the interests of VU as a whole. The term of office of the members is 1 year and starts on 1 September.

The CvB adopts the USR regulations (Reglement Medezeggenschap Studenten Universiteit), which set out the council's duties and powers. In addition, there is also the Student Council Elections Regulations Vrije Universiteit Amsterdam in which the regulation of elections is laid down.

If the USR withholds its consent to a proposed decision of the Executive Board, the Executive Board may either withdraw the proposed decision or submit it to the Supervisory Board. If this does not lead to a solution, the dispute can be submitted to a national disputes committee.

The Joint Assembly (GV)

The Joint Assembly (GV) is composed of the members of the Works Council and the members of the USR. Twice a year, the Executive Board gives the GV the opportunity to discuss the general state of affairs at the university with it.

The tasks and powers of the Joint Assembly relate, among other things, to the adoption of the annual university budget, the annual report (including the annual accounts) and the institution plan (multi-year policy plan).

9.3 Faculty level

The faculty board is in charge of the general management of the faculty, including the administration and organisation of the faculty for education and academic practice. The board consists of the dean and at least two and no more than three other members. A student is given the opportunity to attend FB meetings (student-assessor). This person has an advisory vote.

To further regulate the governance and organisation of the faculty, the Faculty Board i adopt the Faculty Regulations.

Participation in decision-making at faculty level is exercised by the component committee (ODC), which fulfils the role of works council at faculty level on behalf of the employees, the faculty student council (FSR) and a faculty joint assembly (FGV) consisting of the members of the ODC and the FSR.

The program committee is the participation body that specifically considers advising and consenting to the teaching and examination regulations of the relevant program. Half of the committee consists of students.

9.4 Rules on student participation

The Student Participation Regulations can be consulted on the VU website [Participation in decision-making - Vrije Universiteit Amsterdam](#).

9.5 Elections

Information on the elections of the members of the student councils can be found in the Elections Regulations Student Councils and on vu.nl: [Student Council Elections - Vrije Universiteit Amsterdam](#).

Information on the elections of the members of the (subcommittees of the) Works Council can be found in the Regulations for the Works Council.

For the Program Committee, the faculty may decide to choose a different way of composition than by election.

10. Rules of conduct of VU University Amsterdam

10.1 Expectations

Students and employees of the VU are subject to a number of house rules and order regulations (see 10.2). The VU also expects a certain attitude and behaviour from staff and students. This expectation is contained in six core VU values. We demonstrate the VU core values in our behaviour in the following way:

1. We express ourselves respectfully towards others in a verbal, digital or physical sense and contribute to understanding, empathy and togetherness.

2. We treat everyone equally and do not allow physical or verbal exclusion or damage on the basis of origin, gender, sexual orientation, disability or chronic illness, political affiliation, working hours, employment contract, marital status, nationality, religion or belief.
3. We denounce the behaviour of others and are ourselves accountable for our actions and statements.
4. We use our powers and influence only in the general or organisational interest and avoid conflicts of interest.
5. We cherish and guard academic freedom and the space to freely express themes and opinions in the academic debate.
6. We handle information and VU property with integrity and care.

The above VU core values are further described in the *Code of Conduct Vrije Universiteit Amsterdam (VU)* and can be found at [vu.nl Code of Conduct VU Amsterdam - Vrije Universiteit Amsterdam](https://vu.nl/code-of-conduct).

10.2 House Rules and Order Rules

10.2.1. Rules for all members of the university community

1. Discrimination

Discrimination based on religion, belief, political affiliation, race, gender, sexual orientation or any ground whatsoever is not permitted at VU.

2. Conduct

1. Everyone present on the grounds, in the buildings and/or using VU facilities must comply with the regulations and instructions of the Executive Board. If asked, everyone must be able to identify themselves with a student card or a legally recognised proof of identity.
2. Everyone must behave in such a way that:
 - a. no direct or indirect damage or nuisance is caused to the university and/or third parties;
 - b. no rights of the university or third parties are infringed;
 - c. no action is taken in violation of the law or regulations given by or pursuant to the law;
 - d. no acts are performed or omitted in violation of written or unwritten law;
 - e. no action is taken in violation of regulations applicable to the VU.
3. Instructions from VU employees in the context of maintaining order and the proper course of events during lessons, practicals, examinations and the like must be followed.
4. Instructions from the security service and the managers of the VU buildings in the context of maintaining order and the proper course of affairs on the grounds and in the buildings must be followed.

3. Use of rooms in buildings

1. Food and sugary drinks are not allowed in teaching and study rooms for reasons of hygiene.
2. It is not allowed to place furniture outside teaching and study halls.
3. Windows and doors must be closed when leaving a room.
4. Posters and other notices may only be hung on the boards provided for this purpose with the permission of the FCO Department (see also par. 6 'Politics within the VU', below).
5. Drilling, sticking, etc., on/in parts of buildings such as doors, columns and walls, may only be done with the permission of the Facilities Helpdesk (servicedesk.fco@vu.nl).
6. It is not allowed to carry out repairs or modifications to building installations yourself (or have them carried out). Faults must be reported to the Facility Helpdesk (servicedesk.fco@vu.nl).
7. Crockery from the restaurants must always be returned to a clearing cabinet or clearance belt.
8. Smoking is not permitted anywhere in the VU buildings and grounds. Smoking is only allowed outside the area around the VU grounds. Violation of this prohibition may lead to sanctions against the violator.

9. Students are not allowed to drink alcohol during educational activities (such as lectures, practicals and exams).

10. Free use of a room is only possible if it has not been reserved for activities.

4. Use of the outside area

1. Bicycles must be placed on the VU grounds in the bicycle shed of the main building, the NU building or in bicycle racks outside. Incorrectly placed bicycles may be removed. In case of removal, no compensation will be granted.

2. For safety reasons, moped riders and motorcyclists are prohibited from entering the buildings' parking area with the engine running, or starting the engine there.

3. There is a separate outdoor parking area for mopeds and motorbikes. Misplaced vehicles may be removed. In case of removal, no compensation will be granted.

4. The permitted maximum speed on the VU grounds is ten km/h.

5. Skating, stepping, boarding or roller-skating on the landings of the buildings is not permitted.

5. Use of indoor and outdoor space

1. No (fire) hazardous substances may be stored in the buildings or on the premises without consulting the Facility Helpdesk (servicedesk.fco@vu.nl).

2. Waste must be delivered separately to the designated containers at the waste collection station.

3. In the event of an emergency, the instructions of the designated commanding officers must be strictly followed.

6. Political and religious activities within the VU

1. Persons and organisations affiliated to the VU may develop political and religious activities at the VU (see also par. 7), as long as these do not contravene Dutch law. The Director of the FCO Department must give prior approval. Agreements made in this context between the VU and the organiser of the activity must be complied with. If the agreements or provisions of the Student Charter are not complied with by a person or organisation, the Director of the FCO Department may take measures, including stopping the activity for the person or organisation concerned.

2. A prayer room has been set up for religious reflection, which is open to all students and staff.

3. Addressing passers-by should not be done in a way that could reasonably be perceived by them as harassment.

4. Posters may be affixed in all buildings on the free posting areas provided. No permission is required for this.

Posters may be removed if the content is not in accordance with the VU rules of conduct, if it cannot be traced from whom or from which organisation the poster originates or if the poster is no longer up to date.

7. Renting rooms

1. External persons and organisations may rent spaces in VU buildings under certain conditions.

2. The VU **will not** rent spaces for:

- a. (political or religious) meetings without the purpose of debate or open dialogue;
- b. meetings of a (political) party, with exclusively party interests;
- c. meetings whose content may compete with, or be disruptive to education, research and/or business operations of the VU;
- d. meetings of a commercial organisation or with a commercial purpose.

3. Furthermore, no meetings are allowed in which:

- a. gender segregation takes place (such as placing men and women separately in one room);
- b. participants are excluded on the basis of religion, sexual orientation, gender, race, nationality, or other characteristics are excluded;

- c. an unsafe situation, insecurity or danger arises for participants in the meeting and/or those present in the building.

In case of doubt, the application will be submitted to an assessment committee.

- 4. The VU reserves the right to refuse rentals without giving further reasons.

8. Photo and film recordings

1. Permission to photograph and film for commercial purposes on the grounds and in the buildings of the VU is required from the Communication & Marketing Department. Permission can be requested via servicedesk.fco@vu.nl.

2. A lecture/working group or other teaching situation may not be recorded on film, tape or otherwise by a student unless the lecturer makes it clear **in advance**, when requested, that he/she has no objection. The permission then only concerns the student's own use of the material. Making the material available - whether for payment or free of charge - is **not** permitted. If a student nevertheless does so, then by doing so he infringes the teacher's copyright.

3. After permission of the lecturer, those who may be photographed or filmed (in this case the lecturer and students) must be given the opportunity to refuse to be photographed or filmed.

4. In any case, an application will not be granted if:

- a. purpose or context of the use of the recordings is contrary to the fundamental principles of VU;
- b. the recordings may disrupt teaching, research and/or operational activities may disrupt;
- c. the request is submitted by a commercial institution with which the VU does not want to and does not wish to be associated with;
- d. the meeting has the intention or purpose of being offensive, hurtful or discriminatory.

9. Regulations on ICT facilities for students

1. The use of ICT facilities at the VU is subject to conditions listed in the ICT Facilities Regulations, see: [Student ICT Facilities Regulations - v1.0 01sep2019.pdf \(vu.nl\)](#).

2. Messaging via Canvas or other network applications for the purpose of commercial activities is not permitted. Such messaging shall in any case mean recruiting students for tutoring organisations, regardless of whether they are aimed at making a profit or not. A measure may be imposed on those who violate this provision.

10. Other activities

Activities not mentioned in the above, but which have a similar effect on the university and its users, are subject to the restrictions mentioned in this chapter.

10.2.2. Rules for students

1. Rules when teaching

- 1. Students attend educational activities on time.
- 2. In principle, students are not allowed to leave the lecture hall mid-term.
- 3. In principle, students shall only start a conversation during lectures if the lecturer requests it.
- 4. All electronic devices for data processing or communication, such as laptops and mobile telephones, must always be switched off during all forms of teaching, in the library and in the practical rooms so that they do not disturb others. Making calls via such devices is prohibited.
- 5. Wearing face-covering clothing hinders contact between staff member and student and/or students among themselves and is therefore not allowed during teaching and research situations. The VU makes an exception for mouth caps (and other personal protective equipment) which must be worn pursuant to government measures.
- 6. All teaching material is protected by copyright. Students are not permitted, other than for their own study, to make copies of teaching materials, examinations and the lectures. It is also not permitted to further distribute the educational materials - in any format whatsoever.

Intentional copyright infringement is a criminal offence. If infringements are observed, the faculty board will take appropriate measures

2. Measures

1 If a student disrupts, threatens to disrupt, or acts in violation of these house rules and order measures, one or more of the following measures may be taken:

- a. Warning by a teacher or other staff member;
- b. Removal from the teaching room by a lecturer or other staff member of the VU.
- c. Denial of access to the lectures or working groups of a particular lecturer at his/her request by the faculty board;
- d. Written warning by the faculty board;
- e. Removal for up to four weeks from VU buildings and grounds by the Faculty Board. The CvB will be informed and may extend or extend the measure.
- f. Expulsion for up to one year from the university by the CvB in the event of serious misconduct or repeated violation of the rules of conduct.
- g. Permanent removal and deregistration as a student from the university by the CvB in cases of serious nuisance or if student does not stop causing nuisance despite a warning.

2. In the cases mentioned in the first paragraph under c, d and e, the student concerned shall be heard by or on behalf of the Faculty Board before the measure is applied. In an acute situation, the hearing may take place after the measure has taken effect. In the cases mentioned in the first paragraph under f and g, the student concerned shall be heard by or on behalf of the CvB before the measure is taken. If, in the opinion of the Executive Board, it is necessary to extend or expand the measure, the student concerned will be heard by or on behalf of the Executive Board before the measure is extended or expanded. In an acute situation, the hearing may take place after the measure has taken effect.

The severity of the measure must be in reasonable proportion to the seriousness of the offence.

Repetition of the same facts may lead to more severe measures. This is assessed by the faculty board or the Executive Board.

3. An objection to the decision imposing the measure may be lodged with the Executive Board within six weeks. Within six weeks after publication of the decision on the objection, an appeal may be lodged with the Council of State.

10.2.3 Fraud and plagiarism

1. Definitions

1. Fraud is defined as acting or failing to act in such a way that the examiner cannot form an accurate picture of the student's knowledge, skills and insight. For example, having student B cheat while sitting next to student A. Fraud can be established both at the time of cheating and afterwards. Any case of suspected fraud is reported by the examiner to the examination board.
2. Plagiarism is a form of fraud. Plagiarism means copying the texts of others without mentioning the source. The examiner assesses whether plagiarism has occurred, whether or not using a so-called plagiarism scanner.

For a detailed definition of fraud and plagiarism, see the Rules and Guidelines of the examination board of the faculty of your program.

2. Procedure

1. The examiner who suspects plagiarism or fraud shall submit to the examination board the indications or evidence of it.

The examination committee shall then summon the student concerned for a hearing, stating the reason. After the hearing, the examination committee determines whether fraud has occurred and whether a measure should be imposed. The examination committee shall draw up rules regarding the procedure.

2. The student found guilty may be excluded for a maximum of one year from taking one or more tests or examinations at the VU (i.e. not only from the program).

In the case of a particularly serious form of fraud, the examination committee may, after consulting the Faculty Board, propose to the CvB that the student's enrolment in that program or group of programs be permanently terminated.

10.2.4 Safety, health and welfare regulations

Where appropriate, each faculty may draw up its own regulations regarding working conditions, environment, safety, health and welfare. These regulations must be in line with central VU regulations and with regulations issued in the event of a crisis situation from the iBNO crisis situation. These regulations may also include rights and obligations for students and extraneous staff.

Students' rights include at least the right to

- a. information and training on the dangers in work or study;
- b. information about safety devices and protective equipment;
- c. discussion with teachers or supervisors of safety and health risks;
- d. work or study interruption when work or study pose acute hazards;
- e. reporting bottlenecks to teachers, supervisors or the Health, Safety and Environment coordinator.

Students' obligations in any case include the duty to:

- a. act carefully and cautiously in work and study;
- b. inform yourself about the safety regulations around work and study;
- c. use fitted safety equipment correctly and wear or apply the compulsory protective equipment;
- d. report unsafe and/or unhealthy work or study situations to the person responsible for them;
- e. follow instructions given by the person or persons responsible.

11. Legal protection

11.1 The Disputes Procedure

Through the VU's Disputes Procedure website, you can file a complaint or find the procedures for filing objections and appeals. More information on complaints, objections and appeals can be found here:

[Disputes Procedure - Vrije Universiteit Amsterdam](#).

Enter the search term 'disputes Procedure' on the VU website.

Objections are submitted in writing in pdf format via e-mail: Bezwaarschriften.bz@vu.nl

Appeals can be submitted digitally (except by students VUmc, ACTA and AUC). See for this: the Geschillenloket: [Disputes Procedure - Vrije Universiteit Amsterdam](#).

Filing complaints, objections and appeals directly with the handling body remains possible. Each faculty also has a complaints desk. Via a VU web form, a complaint can be submitted there digitally.

11.2 Complaints: Student Ombudsman

The VU Ombudsman provides an accessible and safe place to discuss a complaint.
Student Ombudsman Vrije Universiteit

Email: studentenombudsman@vu.nl

Please include your telephone number in your message. An invitation for an interview will follow as soon as possible.

You can also make an appointment via the Central Student Desk.

See website VU ([Ombudsman students and personnel - Vrije Universiteit Amsterdam](#)) for the Student Ombudsman Regulations.

11.3 Privacy

The VU has regulations for processing personal data of students VU. Search via the VU website (search term: 'practical information, regulations'), or at the VU Department of Administrative Affairs or via VU-web ('Serviceplein, Overzicht VU-regelingen').

11.4 Inappropriate behaviour

The CvB has adopted regulations regarding inappropriate behaviour; the Complaints Procedure for Inappropriate Behaviour. This states, among other things, that students who are confronted with sexual harassment, bullying, aggression, racism, etc. can turn to a confidential counsellor.

Confidential counsellors can be contacted via e-mail: Student Confidential Advisors @vu.nl, by phone or by post.

For up-to-date details, see the VU [Confidential counsellor students - Vrije Universiteit Amsterdam](#).

If you send an e-mail to make an appointment, you can leave out the reason for your request, as this may feel unsafe. Through the confidential advisor, you can make an appeal to the complaints regulation on inappropriate behaviour (for the text of the regulation on inappropriate behaviour see the website search term: important regulations).

11.5 Human Rights Board (formerly: Equal Treatment Commission)

If you think you are being discriminated against, you can turn to the Human Rights Board in Utrecht (Postbus 16001, 3500 DA Utrecht, e-mail: info@mensenrechten.nl). Issues dealt with by the College include gender, race, nationality, (religious) belief, sexual orientation and disability or chronic illness. Following a complaint, the Human Rights Board issues a recommendation to the body the complaint concerns.

11.6 Objection and appeal

You are entitled to legal protection in various situations. The procedure to be followed for legal protection depends on the type of decision and which university body it comes from. The letter stating the decision will state to which body and within which period objections or appeals can be lodged. The deadline for this is six weeks. More information on objection and appeal can be found via the Dispute Desk (see 11.1) via: [Disputes Procedure - Vrije Universiteit Amsterdam](#).

11.7 Examination Appeals Board

Appeals against a decision of an examiner or of an examination board can be lodged with the Examination Appeals Board (Cobex). The address of the Examination Appeals Board is: Examination Appeals Board, attn. Bestuurszaken, De Boelelaan 1105, 1081 HV Amsterdam (cobex.bz@vu.nl)

11.8 Council of State

If you disagree with the Board of Governors' decision on an objection or with a decision of the Board of Governors or a ruling of the Board of Examinations Appeals, you can appeal to the Council of State within six weeks. For further information, see the website of the Council of State: www.raadvanstate.nl/bestuursrechtspraak/studentenzaken/. You have to pay court fees to have your appeal heard by the Council of State. The amount of the fee can be found on the website of the Council of State. If a student is ruled in favour, the student will be reimbursed the court fees by the VU.

11.9 Hardship clause

It is conceivable that a regulation does not provide for the situation for which a solution is sought or that application of a mandatory regulation has an exceptionally unforeseen consequence ('disproportionate disadvantage or unfairness of predominant nature') for the student to whom the decision relates. In such a case, you can appeal to the so-called hardship clause, insofar as the regulations provide for it.

12. Final provision

The Student Charter is effective from 1 September 2025 to 1 September 2026.

Consent University Student Council, dated 8 July 2025
Adoption Executive Board, dated 15 July 2025