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Chapter 1 General provisions

Article 1 Basis of the Regulations

The regulations are based on [Article 7.59 paragraph 5 of the Higher Education and Research Act \(Wet op het Hoger onderwijs en Wetenschappelijk onderzoek, hereinafter WHW\)](#).

Article 2 Purpose of the Regulations

1. These regulations contain a description of and a reference to the regulations that apply at Radboud University, in which the rights and obligations of students are laid down. This Student Charter contains at least a provision to this effect:
 - a. a description of and reference to the procedures for handling complaints and disputes, as well as the procedures for handling disputes concerning the participational bodies and the appeal rights of students under the Higher Education and Research Act (WHW) and other statutory regulations, and
 - b. a description of and reference to additional procedures established by the Executive Board to protect the rights of students.
2. Sections 2 to 11 describe the various rights and obligations in the form of questions and answers. The descriptions are declaratory in nature; that is, the rights and obligations of students do not arise from the descriptions in this Student Charter, but only from the regulations referred to; the Student Charter itself does not create any new rights for students.

Article 3 Scope of the Regulations

These regulations apply to students who have registered for the initial study programmes of Radboud University for the academic year 2023-2024. The descriptions in the regulations concerning registration apply to the students who have registered for that academic year.

Article 4 Definitions

1. The terms used in these regulations that are also used in the WHW will have the same meaning as these terms have in the WHW.
2. The term 'student' in these regulations also includes prospective students.

Chapter 2 Accreditation

Accreditation by the independent Accreditation Organisation of the Netherlands and Flanders [Nederlands-Vlaamse Accreditatieorganisatie] (NVAO) shows that a study programme or institution satisfies predetermined quality requirements. An accreditation term lasts four (in the case of new study programmes) or six years. In the case of a university, accreditation is a prerequisite for securing government funding for the relevant study programme, so as to be able to issue a certificate stating the degree which is recognised by the public authorities. Accreditation is a prerequisite for students to obtain financial aid.

Until what date is my study programme accredited?

This date is listed in the accreditation decision made by the Accreditation Organisation of the Netherlands and Flanders (NVAO). The accreditation decision for your study programme can be found on the [NVAO website](#).

What is NVAO's assessment of the quality of my study programme?

When assessing new study programmes, the Accreditation Organisation of the Netherlands and Flanders (NVAO) has three possible assessments: positive, positive with conditions, and negative. The assessment is listed in the accreditation decision and the accreditation assessment report on your study programme. Which can be found on the [NVAO website](#).

Are students involved in the accreditation of study programmes?

The [NVAO website](#) describes how students can get involved in programme accreditation, for example as members of assessment committees.

Chapter 3 Admission, registration, selection and enrolment

Section 3.1 Admission requirements

A prospective student must satisfy the admission requirements set out in the [Registration Regulations](#) in order to start a study programme at Radboud University. Admission requirements at Radboud University mean:

- the prior education and entry and admission requirements as set out in [heading 2 of Chapter 7 of the WHW](#),
- the qualitative selection criteria as set out in [Article 7.53 of the WHW](#), and
- the language requirements as referred to in the [Registration Regulations](#).

What are the admission requirements for the Bachelor's programme I want to take?

An overview of all relevant admission requirements for your Bachelor's programme is included in [the Education and Examination Regulations](#) of your study programme. The frameworks for the prior education requirements in particular are set out in [Article 7.24 of the WHW](#).

What are the admission requirements for the (research) Master's programme I want to follow?

An overview of all relevant admission requirements for the Master's programme is included in [the Education and Examination Regulations of your study programme](#). The frameworks for the prior education requirements in particular are set out in [Article 7.30b of the WHW](#).

What are the language requirements for admission to a Bachelor's or Master's programme?

An overview of the language requirements that apply to a programme, such as the level of English language proficiency required for admission to English study programmes can be found in [the Education and Examination Regulations for your programme](#). The frameworks for the language requirements have been set out in the [Registration Regulations](#) by the Executive Board. Radboud University's frameworks for determining the language in which a study programme is given are set out in the [Code of Conduct for Foreign Language Education](#).

When does my study programme start and where can I find more information about it?

The [Education and Examination Regulations \(EER\)](#) stipulate when classes commence in the case of your study programme. The frameworks for starting points are laid down by the Executive Board in the [Registration Regulations](#). The [Registration Regulations](#) also include which procedure you need to follow if you want to start with your study programme at a different date than the official starting date.

Can I be admitted to a study programme with prior education abroad?

If you have completed your prior education abroad, you need an admission ruling to be able to enrol in a study programme. The admission ruling is issued by the Executive Board. On the website of Radboud University you will find more information about admission to foreign preparatory courses. These [Registration Regulations](#) establish the rules for enrolment on the basis of a foreign degree. You can find more information in your study programme's [Education and Examination Regulations](#).

Section 3.2 Registration

Anyone who wishes to follow a study programme at Radboud University will need to register in time: timely registration precedes actual enrolment.

When should I apply for a study programme?

There may be study programmes that have deadlines for registration. Registration deadlines depend on the study programme you want to take (e.g. whether your programme has a quota or not) and on your personal situation (e.g. whether you completed your prior education abroad).

The deadlines for registration are stipulated in the [Registration Regulations](#).

What is the deadline for registration for a study programme with a selection procedure?

Students who wish to register for a Bachelor's programme with a quota can register until 15 January. This is set out in the [Registration Regulations](#). If you register too late, you will no longer be allowed to participate in the selection procedure. This is stated in the [Selection and Placement Regulations](#).

Where do I register for a study programme at Radboud University?

You can register for study programmes through Studielink. This is stated in the [Registration Regulations](#).

Section 3.3 Study compatibility check

Students who register for a Bachelor's programme for the first time and submit their registration in good time (no later than 1 May) shall be entitled to a study compatibility check. There is no study compatibility check when applying for a Bachelor's programme with a selection procedure.

What do the study compatibility activities that I have to do for a study programme involve?

Rules on study compatibility activities are laid out in the 'Rules study compatibility check'. These rules are included in the [Registration Regulations](#). A fixed part of the study compatibility check at Radboud University is a digital questionnaire; in some study programmes the study compatibility check also includes an interview with a representative of the programme.

Section 3.4 Selection

Students who wish to follow a Bachelor's programme with a quota must participate in a selection procedure. These students are not offered a study compatibility check. The programme-specific procedure and selection criteria are set out in the relevant departmental regulations governing selection, while the university procedure and regulations (which also contain the main deadlines) may be found in the university's [Selection and Placement Regulations](#).

Which Bachelor's programmes at Radboud University have quotas?

You can find which Bachelor's programmes have quotas on the Radboud University website. In the 2023-2024 academic year, these are:

- Medicine;
- Dentistry;
- Biomedical sciences,
- Biology, and
- Psychology.

What qualitative selection criteria apply in the case of selection for a study programme with a quota?

The [Selection and Placement Regulations](#) contain the criteria that study programmes with quotas use to select students. You can also [find more information](#) about selection and placement for those study programmes to which a quota applies on the Radboud University website.

Which rules and deadlines do I need to keep in mind if I participate in a selection procedure for a study programme with a quota?

All of the deadlines applicable to the selection procedure are set out in the university's [Selection and Placement Regulations](#). One important thing is the registration deadline on 15 January. Once the selection procedure has started, there are other important dates to be aware of. If you are admitted to the study programme, you must accept the offer within 14 days. If you do not, your place will be offered to someone else. More information and details can be found in the [Selection and Placement Regulations](#).

What does selection for a study programme with a quota involve?

The [Selection and Placement Regulations](#) mention what the selection for the study programme entails, including any assessments, and how the selection criteria are weighted. The [Selection and Placement Regulations](#) contain the general deadlines, the most important time limits and the procedural requirements that apply to all study programmes with quotas. You can find programme-specific information in the [relevant study programme](#).

Are there any costs involved in a study programme selection procedure?

There are no charges for participation in a selection procedure for a Bachelor's programme with a quota. This is stipulated in the Higher Education and Research Act (WHW).

Chapter 4 Registration, tuition fees and other contributions

Section 4.1 Registration and deregistration

Students may only follow courses and make use of Radboud University resources if they are enrolled.

What general rights result from registration at Radboud University?

Registration as a student comes with certain rights. These are set out in the WHW. In any case, it concerns the following rights:

1. participation in the study programme and, in principle, of the entire institution, insofar as there are no restrictions on participation in education, for example because of a quota or entry requirements.
2. the right to sit interim and final examinations for the relevant study programme;
3. access to the libraries, laboratories, etc., unless, in the opinion of the Executive Board, the nature or interests of the education or research precludes access;
4. use of student facilities, including the services of a student counsellor;
5. academic counselling; and
6. when the Executive Board terminates a study programme, the possibility of completing the study programme within a reasonable period of time at the same or another university.

How do I deregister from a study programme?

You can submit a request for deregistration in Studielink; this is described in the [Registration Regulations](#).

Can my registration be terminated without my consent?

In exceptional cases, the Executive Board may terminate a student's registration. The conditions are set out in the WHW and are elaborated in the [Registration Regulations](#).

How long is my enrolment valid?

Your programme enrolment is valid for one academic year. If you wish to continue your programme the next academic year, you must re-enrol. More information about re-enrolment can be found [here](#).

Section 4.2 Tuition fees and other personal contributions

How much do I have to pay for my study programme in terms of annual tuition fees?

The rate of the tuition fees depends on the type that you are required to pay (ordinary or reduced legally stipulated tuition fees, or institutional tuition fees). The WHW stipulates in which cases the tuition fees apply. The terms and conditions are included in the [Registration Regulations](#) for reference. You can find more information about tuition fees on the [Radboud University website](#).

In how many instalments will my tuition fees be charged to my account if I pay them in instalments?

If you choose to pay your tuition fees in instalments, it will be taken from your account in 10 instalments. The exact collection dates can be found on [Radboud University's website](#).

What happens if I do not pay my tuition fees on time?

If your tuition fees are not paid on time or if it is impossible to collect them, Radboud University's [accounts receivable protocol](#) will apply. If you fail to pay even after a reminder, the university may block your account or even terminate your registration. Students who are in financial distress can make an appointment with the student dean. In certain cases, they may appeal to the Emergency Fund.

Will I get my tuition fees back if I deregister during the academic year?

The [Registration Regulations](#) set out the situations in which you will receive a refund of your tuition fees should you deregister and the conditions subject to which this will occur. Any refund of tuition fees that have already been paid is calculated on the basis of the number of months that you have been enrolled and the tuition fees you have already paid, amongst other things. If you pay your tuition fees in instalments, any instalments paid in excess shall be refunded. If you deregister in July or August, your tuition fees will not be refunded. More information on deregistration is available on the Radboud University website.

What does registration as an external student entail, and how much are the examination fees?

If you are enrolled as an external student, you may only take exams and do not receive any education or academic counselling. You do have access to the institution's buildings, such as the university library. You can find more information about how much the examination fees are in the [Registration Regulations](#).

What fees do I have to pay if I follow a pre-Master's programme?

The fees you have to pay for following a pre-Master's programme are determined annually by the Executive Board. The amount of fees is included in [Registration Regulations](#) and can be found on the [Radboud University website](#).

Is it possible that I will be charged for additional training expenses?

Charging students for additional training expenses is subject to strict conditions. In many cases, a department will also need to offer an alternative without any personal contribution in the case of mandatory study components (such as excursions) which are subject to personal contributions from students. This is set out in the [Registration Regulations](#).

Chapter 5 Education

Section 5.1 Study programme frameworks

Many frameworks for the study programmes at Radboud University are set out in the WHW. The Executive Board has also established rules which the study programmes have to comply with. Several matters that concern study programmes are determined by the dean, through the Education and Examination Regulations, for instance.

What is the workload of my study programme?

Study programmes' study loads are determined by the Executive Board. This study load is also always documented in [the study programme's Education and Examination Regulations](#) for review. The Education and Examination Regulations list the study load in terms of the number of ECs (European Credits or study credits). A Bachelor's programme represents 180 ECs. Master's programmes represent 60, 120 or 180 ECs.

How is my study programme's curriculum structured?

Your study programme curriculum is determined by the dean of your faculty. The Education and Examination Regulations for the relevant year are set out for each of the Bachelor's and Master's programmes. The curriculum is available in the [Education and Examination Regulations for your study programme](#).

What components are mandatory in all Radboud University programmes?

Radboud University's Management and Administration Regulations stipulate that each Bachelor's programme must consist of no less than 6 EC worth of educational units of a philosophical nature and have a free elective space of at least 6 EC. In addition to the mandatory components, [the Education and Examination Regulations governing Master's programmes](#) make it at any rate mandatory for every student to write an academic thesis. The Education and Examination Regulations may stipulate that the obligation to write an academic thesis may be replaced with participation in a research project or an internship, coupled with the production of an academic report on it.

In what language are the classes for my study programme and the exams conducted?

The language of the study programme is determined by the Executive Board. This is referred to as the language of instruction. The official language of instruction is mentioned in [your study programme's Education and Examination Regulations](#). [The Education and Examination Regulations](#) also state what language the teaching of that educational unit is given in and the language in which the educational unit's exams are taken in for each educational unit.

Can I compose my education programme myself?

Students can apply to the relevant Examining Board to do a study programme based on a programme that they have composed themselves.

Section 5.2 Education programme of the study

Study programmes consist of 'educational units' (courses). As is true of the entire study programme, a number of frameworks apply in relation to study programmes' educational units. The study load of educational units and of study programmes is expressed in ECs (European Credits). One EC represents 28 hours of study.

What is the study load of the various educational units in my study programme?

Your study programme's [Education and Examination Regulations](#) contain an overview of the educational units belonging to the study programme and the study load of the individual educational units. You can find the range of subjects and study load per educational unit in your study programme's course guide.

What is Radboud University's academic calendar?

Every year the university draws up an annual calendar, which lists, amongst other things, the periods during which classes are held and/or exams may be conducted. You may find the current annual calendar on [Radboud University's website](#).

Where can I find the education timetable and exam timetable for my study programme?

The study programme's education timetable is determined by the dean of your faculty. This is set out in the [Education and Examination Regulations of your study programme](#). The education timetable for your study programme can also be found in the study guide.

How do I register for teaching courses and exams in my study programme?

You can read how to register as a student for courses and study programme exams in your programme's [Education and Examination Regulations](#) or in the study guide.

What are the conditions for being allowed to participate in an exam for an educational unit?

A study programme may stipulate conditions for being permitted to sit an exam for an educational unit. Those conditions are set out in your [study programme's Education and Examination Regulations](#).

What are the scheduled lecture times at Radboud University?

The lecture times are:

- 8.30 am - 10.15 am;
- 10.30 am - 12.15 pm;
- break;
- 1.30 pm - 3.15 pm;
- 3.30 pm - 5.15 pm;
- 5.30 pm - 7.15 pm.

Section 5.3 Study progress

Radboud University has a duty to record students' study progress.

Where can I find an overview of my study progress?

Students can consult their study progress and the grades they have obtained in Osiris.

Section 5.4 (Binding) study advice

Every student receives study advice, normally at the end of the first year of their Bachelor's programme. If a student fails to obtain the requisite number of ECs, the university may decide to terminate their enrolment in their Bachelor's programme (negative Binding Study Advice). You will then not be allowed to enrol for the relevant study programme (and related study programmes) at Radboud University for a period of three years.

What number of ECs do I need to obtain for my study programme in order to receive positive study advice?

The study progress standard (the number of study credits you need to have obtained for positive study advice) is set by the Executive Board in First-year Study Advice Regulations. Your study programme's [Education and Examination Regulations](#) contain the requirements relevant to your study programme.

When do I get study advice?

At the end of the first semester, you receive provisional advice; you then still have time to improve your exam results if necessary. You will receive your final advice no later than 31 August of the relevant academic year, unless there are particular circumstances that necessitate the recommendation being postponed

What happens if I do not make the necessary study progress?

If you do not make the necessary study progress, your registration in your study programme may be terminated; this is called (negative) Binding Study Advice. If this happens, you will be unable to register again for this study programme at Radboud University for three years. This occasionally also applies to related study programmes. The First-year Study Advice Regulations describe the procedure for issuing study advice (binding and non-binding) and your rights and obligations. These regulations are included as an appendix in [your study programme's Education and Examination Regulations](#).

Are personal circumstances taken into account in the study advice?

The First-year Study Advice Committee takes certain personal circumstances into account. You can read more about this in First-year Study Advice Regulations, which are included in [your programme's Education and Examination Regulations](#). If there are circumstances that are impeding your study progress, report them to your student advisor or a student counsellor as soon as possible.

Section 5.5 Assessment and examination

In the study programme, educational units are concluded with an exam. The study programme itself may only be completed, provided that the relevant student satisfies the conditions for the final examination of that programme.

Where can I read more about the assessment methods used in my study programme?

More information is available about the assessment of each Bachelor's and Master's programme in the [relevant EER](#).

What internal regulations apply in examination venues?

Radboud University has drawn up a number of rules to ensure the smooth running of examinations and to prevent fraud. You may find these regulations at <https://www.ru.nl/studenten/tijdens-studie/regelingen/tentamenregelingen/>.

What is the required grading period for checking (or correcting) exams?

You can find more information about what period the exams will be marked/corrected in your study programme's [Education and Examination Regulations](#).

How long does an exam remain valid for once passed?

If there are any restrictions on the period of validity of a successfully passed exam, they are laid down in [your programme's Education and Examination Regulations](#). However, this is only permitted where the insights or skills which are assessed with the aid of an interim examination can be shown to be obsolete.

Can I inspect my exam papers?

You have the right to inspect your exams. You can read how the exam inspections are regulated in [your study programme's Education and Examination Regulations](#).

Can I retake an exam I failed?

Your study programme's [Education and Examination Regulations](#) provide for whether and under which conditions a student may retake an exam (resit).

What is a final examination?

Certain study programmes have a final examination, such as an oral defence of a thesis. Your programme's [Education and Examination Regulations](#) state whether this is the case for your study programme and what the final examination entails.

Section 5.6 Qualifications and grading

Once a student passes the examination for a study programme, they may obtain a qualification (a certificate) and the university will confer an academic degree on the student.

Which degree and/or title is associated with the examination for my study programme?

A completed Bachelor's programme confers entitlement to the degree, BSc, BA or LLB, depending on the study programme that has been completed.

A completed Master's programme confers entitlement to the degree, MSc, MA or LLM. In the case of a completed Master's programme, you may also use the Dutch title of 'drs.' or 'mr.' (depending on the study programme completed). The intent is that you choose between acknowledging a degree in your written name

such as described in [Article 7.10a of the WHW](#) or carrying a title as described in [Article 7.20 of the WHW](#).

What distinctions can be associated with the examination for my study programme?

The following distinctions may be attached to the examination of a study programme: cum laude or summa cum laude. The prerequisites for these distinctions are the same across study programmes and set out in the [distinction guidelines](#). These guidelines are included as an appendix in [your study programme's Education and Examination Regulations](#).

I have completed my Bachelor's or Master's programme. How can I request my certificate?

You can obtain information about the procedure for applying for a certificate (diploma) at the Student Information Desk, the Education Service Desk, or the Educational Service Point in your own faculty.

How can I apply for a list of grades certified?

You may apply for a list of grades certified from the Education Service Desk, the Educational Service Point or the Student Information Desk in your own faculty.

Section 5.7 Quality assurance and teaching evaluation

Every study programme within Radboud University has a so-called 'quality assurance cycle'. This means, among other things, that the study programme systematically evaluates the education and adjusts it if necessary.

How is education evaluated in my study programme?

Most faculties include a description of the evaluation of their teaching on the faculty website or the faculty intranet page on [RadboudNet](#) (which is also accessible to students).

What role do students play in the evaluation of teaching?

Students play a role by completing course evaluations or participating in student panels (if any are available). Students may also become members of programme committees.

What is the role of a study programme committee in quality assurance and evaluating teaching?

The Structure Regulations state that the Programme Committee provides advice on the Education and Examination Regulations, assesses how the study programme's Teaching and Examination Regulations are implemented, and may issue advice on anything related to education within the study programme. This is done by various means, such as through course evaluation.

Chapter 6 Facilities, including academic counselling

Section 6.1 Academic counselling and advice

Radboud University offers students different types of academic counselling and advice. This is partly associated with the relevant study programme but also partly involves more specialised guidance provided by the Academic Affairs Department. The study guide contains more information about the academic counselling services your programme offers.

In addition to assistance with your studies, Radboud University offers the following types of assistance: student psychologists and deans, training, and study compatibility and careers advice offered by the Student Affairs Department, and a career service. More information about the types of academic counselling which Radboud University offers students may be found at <http://www.ru.nl/en/students>.

What can I approach my student advisor about?

The study guide sets out what you can approach a student advisor about. A student advisor is often the first person to contact for students whose studies are delayed. You can find out who your [student advisor](#) is and how to reach them on the faculty website.

What can I do if my studies are delayed or if there is a danger that they will be, for example, due to personal circumstances?

If your studies are delayed, it would be best for you to contact your department's student advisor. You can find out who your student advisor is and how to reach them on the faculty website.

Section 6.2 General facilities for students

In addition to academic counselling, Radboud University has a very wide range of facilities that students can make use of.

What facilities are available for students at Radboud University?

The [Registration Regulations](#) describe what facilities are available at Radboud University for students. An overview of the most important facilities for students can be found on <https://www.ru.nl/en/students>.

What can I approach a student counsellor about?

A student counsellor advises and assists students with questions that they have about study delays, legislation and regulations, and financial support, for example. You may make an appointment with a [student counsellor](#) through the Radboud University website.

What are the Radboud University libraries' opening hours?

The university library is a very important facility for students with ample opening hours (also during the weekend and on a number of public holidays). The opening hours are listed at <https://www.ru.nl/en/services/library>.

Section 6.3 Provisions for specific target groups

What facilities are available for students with an impairment and/or chronic illness?

Your study programme will accommodate for your medical circumstances. Students with an impairment and/or chronic illness should contact a student counsellor or student advisor to discuss what facilities are desirable and possible. More information on facilities for students with functional impairments can be found in [the Education and Examination Regulations](#) and the study guide of your study programme. Information for the entire university about studying with an impairment can be found [here](#). You can also download a list of commonly-used facilities for students with an impairment [here](#). You can make an appointment with a student counsellor through the Radboud University website, who can provide you with more information. Students with a study delay as the result of a functional impairment are eligible for [financial support](#). Sometimes an extension of financial aid via DUO is possible.

What provisions are there for students who are at risk of incurring a study delay due to a long-term illness, family circumstances, pregnancy, caregiver responsibilities, or membership to a board or a participational body?

Contact your student advisor or a student counsellor to discuss what facilities you may be eligible for if your circumstances affect your study progress. For example, you may be eligible for the adapted studying pilot. If your studies are delayed due to special circumstances, you may be eligible for financial support. This is set out in the [Profiling Fund Regulations](#).

What facilities are available for pregnant students?

More information on the provisions for pregnant students or for combining parenting and studying is available on the [Radboud University website](#).

What facilities are there for students exceptionally talented in sports or the arts?

A number of provisions are available for students who are exceptionally talented in sports or the arts. For more information about this, get in touch with the coordinator for students exceptionally talented in [sports](#) and [arts](#) or look at [Regulations for Top Talent in Sports or the Arts](#).

What facilities are available for student entrepreneurs and where can I find information about them?

Any student who has a business (or wishes to start one) may obtain information about relevant facilities from the Research & Impact department. More information on the facilities for student entrepreneurs can be found on the Radboud University website.

Where can I find information about the Adapted Studying pilot?

An Adapted Studying programme has been developed for students with a disability, a long-term illness or special family circumstances, and for pregnant students, informal caregivers, talented student athletes and artists, student administrators, and student entrepreneurs. For these students, more flexibility will be granted with respect to mandatory attendance, exam opportunities, and assignments. More information about this pilot can be found on the [Radboud University website](#).

Section 6.4 Financial support for students

In a couple of circumstances, Radboud University offers its students financial support from the Profiling Fund or in acute situations from the Emergency Fund.

Where can I find information about the different forms of financial support for students?

Radboud University offers various forms of financial support, including a Profiling Fund, an Emergency Fund, and the [Radboud Encouragement Scholarship](#) for select Master's students from outside the EEA. You can find more information about the various forms of financial support on the Radboud University website.

Under what circumstances am I eligible for financial support from the Profiling Fund?

The Profiling Fund provides financial support to students facing study delays due to exceptional circumstances (e.g. personal circumstances, doing board work for a student association or playing sport at a top level). The Profiling Fund offers financial support for stays abroad, and financial support is available for non-EEA students who want to study at Radboud University. The conditions for eligibility for financial support can be found in the [Profiling Fund Regulations](#).

Can you get financial support if you are active in a national organisation?

The Profiling Fund only offers financial support to students who are a member of a board or participational body at Radboud University. The Ministry of Education, Culture and Science provides financial support for student board members of national organisations; this is set out in the [Higher Education Finance Regulations](#).

Under what circumstances can I call on Radboud University's Emergency Fund?

Students at Radboud University in acute financial distress can make use of the [Emergency Fund](#). This fund provides loans to address the acute nature of the financial problems. The problems are also incidental, unforeseen and solvable. For example, for unforeseen high dental costs. It is also possible to apply for a contribution in connection with a study restriction. For example, to reimburse a necessary examination for dyslexia. Are you in a situation of acute financial need as a student? If so, please contact a student dean to check whether the Emergency Fund can help you.

Can I claim a special arrangement for financial aid through DUO (provision for performance scholarship)?

Information about special arrangements concerning financial aid can be obtained from the [student counsellor](#) and the [DUO website](#).

Chapter 7 Internal regulations and fraud

Section 7.1 Internal regulations, sanctions and disciplinary measures

A number of internal regulations apply in the buildings and spaces and on the grounds of Radboud University. The university may take action against any students who fail to comply with them.

What are the internal regulations at Radboud University?

The Executive Board may establish internal regulations which seek to maintain order in university buildings and on its grounds. This follows from [Article 7.57h of the WHW](#). As such, there are internal regulations for examination venues. These are included as an appendix in [your study programme's Education and Examination Regulations](#).

What sanctions may be imposed and what action may be taken, if I fail to comply with the internal regulations?

In accordance with Article 8 of the Structure Regulations, anyone who seriously disrupts such order may be denied full or partial access to buildings and/or grounds.

Section 7.2 Fraud

If a student commits fraud, the Examining Board can impose sanctions. It must be clear to the students what fraud is, what sanctions apply in this respect and how a student may defend themselves.

What is meant by 'fraud' and 'plagiarism'?

Your faculty's dean has established Fraud Regulations together with the Examining Board. These regulations stipulate what fraud and plagiarism is deemed to refer to. The Fraud Regulations are often included as appendices in the study programmes' [Education and Examination Regulations](#).

What happens if I am under suspicion of fraud and/or plagiarism?

The Examining Board investigates reports of suspected fraud. There is opportunity for you to put forward your point of view in these investigations. You can find more information about this in your study programme's Fraud Regulations.

What sanctions can the Examining Board impose in cases of fraud?

What sanctions can be imposed is laid down in your faculty's Fraud Regulations. An Examining Board may impose the following sanctions, among others:

1. it may prevent a student from participating in one or more exams;
2. it may decline to assess a paper or thesis for a period of time;
3. it may bar attendance of lectures given by the Radboud Honours Academy;
4. in instances of serious fraud, the Executive Board is recommended to terminate registration.

What can I do if I disagree with an imposed sanction by the Examining Board?

A student may lodge an appeal with the Examination Appeals Board against any sanction that has been imposed involving fraud. You can find more information about the procedure in the [Examination Appeals Board's Standing Orders](#).

Chapter 8 Legal position and protection of students

You may disagree with a decision made by the University or one of its bodies. You may also have to deal with undesirable behaviour from a staff member or fellow student. In these cases, you can lodge a complaint or, if it concerns a decision made, you can object or appeal. You can always seek help and advice from one of the [confidential advisors for students](#) or a [student counsellor](#).

Section 8.1 Complaints, objections and appeals.

Where can I find information and advice about submitting complaints, reporting abuse or resolving disputes?

In the process of filing a complaint, reporting abuse or solving a conflict, students can approach the [student counsellor](#) for help or advice. If it concerns a situation where undesirable behaviour or academic integrity plays a role, students can also contact a [confidential advisor for undesirable behaviour](#) or the [confidential advisor for academic integrity](#). Radboud University will also appoint a student ombudsperson for additional advice and support.

What can I do if I encounter undesirable forms of behaviour?

Students who encounter undesirable behaviour, for example, sexual intimidation, discrimination, aggression, violence and intimidation or bullying, may contact a [confidential advisor for undesirable behaviour](#). In addition, in accordance with the [Undesirable Behaviour Complaints Procedure](#), students may submit a complaint, with or without help from a confidential advisor.

Concerns about academic integrity?

Academic integrity is vital to academia. Principles form the basis for the practice of research with integrity. In the [Dutch Code of Conduct for Academic Integrity](#) a number of guiding principles are described, namely: honesty, due care, transparency, independence and responsibility. These principles are further developed in the code of conduct, which provides more concrete standards for good research practice. Non-compliance with these standards may lead to a breach of academic integrity. The most obvious examples of a breach of academic integrity are fabrication, falsification and plagiarism. Because of the connection between teaching and scientific research, students may encounter breaches of academic integrity. If students have any questions about academic integrity, they can get in touch with [the confidential advisor for academic integrity](#). You can find more information [here](#).

What rules apply if a student encounters a breach of academic integrity, for example, by a lecturer or a thesis supervisor?

It follows from the [Academic Integrity Regulations](#) that a student may submit a complaint if they think there is a breach of academic integrity by lecturers or other staff of Radboud University. Students may also consult a confidential advisor specialising in academic integrity. You can find more information about these confidential counsellors [here](#).

I have a complaint, objection or appeal. Who can I go to?

Students can submit complaints, objections and appeals to the [electronic complaints office](#). The manager of the complaints office ensures that the submitted complaint, objection or appeal reaches the appropriate body.

What will happen with my complaint?

If you submit a complaint to the electronic complaints office, the manager of the office will appoint a complaints officer. The complaints officer will deal with the content of the complaint. You will find those regulations in the [Central Complaint Office Regulations](#).

Which decisions can I lodge an objection against with the Executive Board?

It is possible to lodge an objection against the following decisions (or lack thereof):

- registration or deregistration;
- selection for programmes with quotas;
- tuition fees or financial support;
- decisions relating to the contravention of internal regulations or disciplinary measures.

This is set out in the [Objection Procedure \(General Administrative Law Act\) Regulations](#), which also stipulate the procedural requirements.

What will happen with my objection?

You can read how objections are handled on [the website](#). In short, once the objection has been dealt with at a hearing, the dispute advisory committee issues an opinion about the objection to the Executive Board. The Executive Board then makes a decision on your objection.

What can I do if I disagree with a decision the Executive Board has made regarding an objection?

If you disagree with the decision regarding an objection of the Executive Board, you can appeal to the [Administrative Jurisdiction Division of the Council of State](#) in The Hague. This is the highest court in the field of higher education. This means you cannot take the matter further.

For which decisions can I appeal to the Examination Appeals Board?

It is possible to lodge an appeal with the [Examination Appeals Board](#) against the following decisions (or lack thereof):

- decisions taken by an examiner or Examining Board;
- by the First-year Study Advice Committee;
- admission to the Master's study programme;
- about prior education requirements and admission requirements.

You can find all information about the Examination Appeals Board appeals procedure in the [Standing Orders of the Examinations Appeals Board](#).

How can I appeal against negative Binding Study Advice?

You can lodge appeals with the Examination Appeals Board against negative Binding Study Advice. Appeals can be made through the central complaints office or cbe@bjz.ru.nl. You can find more information on the [website](#).

What will happen to the appeal I filed with the Examination Appeals Board?

You can read how the procedure works on the Examination Appeals Board [website](#). In short, the Examination Appeals Board (EAB) will first examine whether the matter can be resolved amicably, which is called an attempt to reach. The EAB will forward a copy of the appeal to the person who has taken the decision contested by you and ask them, in consultation with all parties involved, to examine whether the case can still be settled. If not,

the EAB will hear the case, after which a decision will be made.

What can I do if I disagree with the decision by the Examination Appeals Board?

If you disagree with the decision made by the Examination Appeals Board, you can appeal to the [Administrative Jurisdiction Division of the Council of State](#) in The Hague. This is the highest court in the field of higher education. This means you cannot take the matter further.

Section 8.2 Protection of personal data

Radboud University is required to exercise due care when dealing with personal data of students which it records and processes.

How does Radboud University handle my personal data?

The [Regulations governing Personal Data Protection](#) set out how Radboud University deals with personal data.

What rights do I have over my personal data and how can I request my personal data?

The [Regulations governing Personal Data Protection](#) state what rights you have in relation to your personal data and how you can access your personal data, among other things. For further information please refer to [Radboud University's privacy policy](#).

How does Radboud University handle camera surveillance?

The [Regulations governing Personal Data Protection](#) set out how Radboud University deals with camera surveillance.

Where can I report a data leak?

You can report data leaks (outside office hours as well) to Radboud University's ICT Helpdesk, preferably by calling 024-362 22 22.

When may Radboud University share personal data with another party?

The [Regulations governing Personal Data Protection](#) stipulate when Radboud University shares personal data with another party. For further information please refer to [Radboud University's privacy policy](#).

Section 8.3 Safety, health and welfare

Radboud University has facilities catering for the health, safety and the welfare of its students.

What is the Radboud University emergency number?

The Radboud University and Radboudumc emergency number is (024)-36 55555.

When can a student call upon an Occupational Health Officer of the Occupational Health & Safety and Environmental Service (AMD)?

If you have a chronic illness or develop health issues during your studies, which are caused fully or partly by your studies or have an impact on them, get in touch with your student advisor. Together, you will examine whether a referral to the Occupational Health Officer of the Occupational Health & Safety and Environmental Service (AMD) is required.

What facilities does Radboud University offer for the purposes of preventing complaints affecting one's arm, neck or shoulder?

Information may be found on the website of the Occupational Health & Safety and Environmental Service (AMD) concerning the prevention of complaints affecting one's arm, neck or shoulder.

Where can I find information about how the university deals with the design of workspaces?

Information about working healthily and safely in a workspace may be found on the website of the Occupational Health & Safety and Environmental Service (AMD).

Where can I find information about how to deal with hazardous substances?

Information about dealing with hazardous substances may be found on the website of the Occupational Health & Safety and Environmental Service (AMD).

Whom may I approach if I am concerned about my physical or mental well-being, for example, in the case of burnout symptoms?

If you are concerned about your physical well-being or are experiencing symptoms of burnout, for instance, please contact a [student psychologist](#).

Are you allowed to smoke on campus?

It is important that the campus provides a healthy, safe, and pleasant environment for everyone. The Radboud university medical center property has had a smoking ban in place since 1 January 2020; Radboud University and the HAN have been smoke-free since 1 August 2020. With that, the entire campus is smoke-free. More information about the smoking ban can be found [here](#).

Chapter 9 Student representation and participation

Students constitute an integral part of the academic community of Radboud University. Various forms of representation and participation are available to students.

What does the University Student Council (USC) do?

The University Student Council (USC) comprises members who are directly appointed by students. In addition, every accredited umbrella organisation may appoint a member of the USC: these are nominated members. The USR consults the Executive Board about matters concerning students, such as the Profiling Fund Regulations and this Student Charter. This is set out in the [USR-FSR regulations](#).

What does the University Joint Assembly (UGV) do?

The elected members of the USR also comprise part of the University Joint Assembly (UGV), of which the members of the Works Council and a delegation of the Radboud university medical center academic staff comprise part. The UGV consults the Executive Board about matters such as the Strategic Plan and annual budget. This is set out in the [UGV-FSR regulations](#).

What does the Faculty Student Council (FSR) do?

Every faculty has a Faculty Student Council (FSR), which is directly elected by the students of that faculty. An FSR consults the relevant faculty's Executive Board about matters such as its policy on student facilities within the faculty and the manner in which quality assurance is implemented within it. This is set out in the [USR/ FSR regulations](#).

What does the Faculty Joint Assembly (FGV) do?

Every faculty has a Faculty Joint Assembly (FGV). An FGV consists of the members of the FSR and members of the Representative Council of the relevant faculty. An FGV consults the relevant faculty's Executive Board about matters such as the faculty's policy plan, budget and Education and Examination Regulations. This is set out in the [UGV-FSR regulations](#).

What does student assessor of my faculty do?

The Faculty Board appoints a student assessor at the recommendation of the Faculty Student Council. A student assessor attends the meetings of the relevant faculty's Executive Board and may express an advisory opinion in them. The student assessor's position is set out in [the Structure Regulations](#).

What does the programme committee do?

Every study programme (or group of study programmes) has a programme committee consisting of lecturers and students in that department. The programme committee advises the faculty's Executive Board about the content of the Education and Examinations Regulations and conducts an annual assessment of the manner in which those regulations are enforced. The programme committee may issue solicited or unsolicited advice to the dean and the director of the educational institute concerned on all matters relating to education within the study programme. The role of the programme committee at Radboud University deviates from the role of the programme committee according to the WHW. These deviations have been documented in the [Structure](#)

[Regulations.](#)

What is the role of the student member of the Examination Appeals Board?

From each faculty, one student is nominated as a member of the Examination Appeals Board. The Executive Board appoints the students based on nominations presented by the dean of the relevant faculty. The Examination Appeals Board deals with matters in panels. Every panel consists of a chair, three members drawn from the academic staff and one student member. The student member decides on the same basis as the other members of the board. More information can be found in the [Standing Orders of the Examination Appeals Board](#).

How can I participate in the participational bodies as a student?

Elections are held for membership of the University Student Council, the Faculty Student Council and the Study Programme Committee. As a student, you can stand for election (passive voting rights), and you can vote (active voting rights). Students' active and passive voting rights are regulated by the USR-FSR Regulations.

How do I contact the participational bodies?

You can take up with the various representative bodies that students participate in on [the website on the participational bodies of Radboud University](#), among other places.

Where can I find public documents, agendas and other documents pertaining to the meetings by or held with the participational bodies?

[RadboudNet](#) tells you how to consult the agenda and documents of the university's participational bodies. Many faculties publish their agenda and/or documents on the relevant faculty pages of [RadboudNet](#).

How are disputes in the participational bodies handled?

You can find the dispute regulations for these representative bodies in the UGV/FGV regulations (chapter IV) and USC/FSR regulations (chapter 5).

Chapter 10 Communications from the University

The university communicates with students in various ways about obtained grades, timetable changes, facilities and current information.

Which University communication channels are the most important for students to monitor?

The University uses multiple communication channels. For students, <https://www.ru.nl/en/students> and their programme website are important. Formal communications from Radboud University to students are normally routed through the email address provided by the university.

Chapter 11 Final provisions

Article 5 Establishment and amendments

This Student Charter may be adopted or amended by the Executive Board after the University Student Council (USR) has consented to it.

Article 6 Entry into force

This student charter shall come into effect on 1 September 2023.

Article 7 Publication

The Executive Board is responsible for publishing these regulations and any amendments thereto.

1. Every student can obtain a printed copy of this Student Charter from the Student Information Desk.
2. If the language of instruction of the study programme is English, a translation of the regulations will also be published and made available for inspection.

Adopted by the Executive Board on 22 August 2023, with the agreement of the University Student Council on 10 July 2023.