



## **2013-2014 Student Charter: Wageningen University Profiling Fund**

The Profiling Fund contains the following financial support regulations for Wageningen University students:

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*Besides the Profiling Fund there are other available funds.*

### **Private foundations**

*For travelling abroad as part of a thesis or internship, a student can try to acquire a grant from a number of private foundations. Private foundations can also be approached if students have serious financial problems that are not their fault. A binder with a summary of the most important private funds can be examined at the Student Desk in the Forum building. In addition, students can also search on the Internet (for example at [www.wilweg.nl](http://www.wilweg.nl) (in Dutch), [www.grantfinder.nl](http://www.grantfinder.nl) or [www.beursopener.nl](http://www.beursopener.nl) (in Dutch) and consult the student deans for advice. The student dean can provide a letter of recommendation, if the qualities and circumstances of the student and/or the importance of the research are evident. In most cases, a letter of recommendation must be submitted to the private foundation three months before departure.*

### **Wageningen University Foundation** (Wageningen Universiteits Fonds)

*The aim of Foundation Wageningen Universiteits Fonds (WUF) is 'to promote the flourishing of Wageningen University'. The Foundation therefore organizes and finances various activities that benefit students, staff and graduates, activities which are not funded by the regular budget of Wageningen University. For example, the Foundation supports special international initiatives of groups of students, presents each year the student thesis awards, organizes the annual election of the Teacher of the Year and finances four endowed chairs. For more information e-mail: [wuf@wur.nl](mailto:wuf@wur.nl).*

### **Additional information**

*Additional information about the various possibilities for acquiring financial support can be obtained from the Student Counsellors Office.*

# **1. Student Financial Support Regulation (*FOS-regeling*), including World Class Sport**

## **Article 1 Definitions**

For the purposes of this regulation the following terms are defined below:

- a. WHW: Higher Education and Research Act (Staatsblad 2000, no.11, as amended since then).
- b. WSF: Student Finance Act 2000 (Staatsblad 2000, no. 286, as amended since then).
- c. Basic grant: basic study grant in accordance with the WSF.
- d. Supplementary grant: supplementary study grant in accordance with the WSF.
- e. IB-Groep: Information Management Group in Groningen, part of Dienst Uitvoering Onderwijs (DUO).
- f. WU: Wageningen University.
- g. Executive Board or Board: Executive Board of Wageningen University.
- h. Student Dean's Office: the student dean's office at WU.
- i. Student: the individual, who is enrolled in a study programme as a full time 'student' in accordance with Article 7.32 ff. of the Higher Education and Research Act
- j. Graduation: the successful completion of the final examination as decided by the Examining Board
- k. Academic year: the year during which the student is enrolled that begins on 1 September and ends on 31 August of the following year.
- l. NOC/NSF: Netherlands Olympic Committee/Netherlands Sport Federation.

## **Article 2 Aim and duration of the regulations**

- 2.1 These regulations were developed in accordance with Article 7.51 of the Higher Education and Research Act, which states that students are given financial support if they incur a study delay due to special circumstances as defined in Article 3 below.
- 2.2 These regulations apply as long as no amendments are made. If amendments are made, then the amended regulations must be approved no later than 1 February of the academic year preceding the academic year to which the new regulations, and the approved funding that results from the new regulations, apply.

## **Article 3 Grounds for study delay**

Special circumstances under which students may be entitled to financial support in the case of study delay:

- a. illness or pregnancy,
- b. physical, sensory or other functional disorders,
- c. special family circumstances,
- d. membership of the Student Council, participation in the board of the Education Institute or a foundation that in accordance with its statutes has the aim of operating student facilities, or an organization or body that in the judgement of the Executive Board has a similar task,
- e. other circumstances to be established by the Executive Board where the individual involved takes part in activities in the organization and administration of Wageningen University,
- f. subject to the approval of the Executive Board: participation in the administration of a student organization of some significance with full legal capacity,
- g. participating in world class sports,
- h. a study programme that is not feasible,
- i. circumstances other than those stipulated under a through h which could lead to paramount unfairness if a request for support based on these circumstances would not be approved by the Executive Board.

The administrative functions listed under d, e and f and the accompanying qualification for financial support are explicitly addressed in Article 9.

The circumstance listed in g is explicitly addressed in Article 10 on World class sport.

#### **Article 4 Terms and Conditions**

To qualify for support, the following terms and conditions must be satisfied:

- a. The student has incurred at least one month's study delay due to the special circumstances as listed in Article 3 sub a, b, c, g, h and i, or at least two months as a result of special circumstances listed in Article 3 sub d, e and f.
- b. The special circumstances occurred during the period in which the student was eligible for a performance grant. As an exception to this rule, a student who has incurred a study delay due to special circumstances listed in Article 3, under d, e and f can also apply for support if these circumstances occurred during studying a programme for which the student in principle is eligible for a performance grant, after the termination of the student's right to a performance grant.
- c. As an exception to the provisions under b, students who cannot or could not qualify for a performance study grant in accordance with the Student Finance Act can qualify for the present regulations to the extent the special conditions referred to in Article 3 under d, e and f are concerned.
- d. As a second exception to the provisions under b, students who cannot or could not qualify for a performance study grant in accordance with the Student Finance Act or for any other scholarship (i.e. 'students paying themselves') , can qualify for the present regulations to the extent the special conditions referred to in Article 3 under a, b, c, h and i are concerned. The support amounts 3 months maximum, provided the student is in a 2-year master program. For the amount of support, refer to art. 7.2.
- e. Both during the period of support and during the period in which the study delay was incurred, the student must be enrolled as a full-time 'student' and have paid tuition fees to Wageningen University.
- f. The student who applies for financial support on the basis of special circumstances as listed in Article 3 under a, b, c, h and i must have satisfied the reporting obligation as described in Article 5.
- g. The student must fulfil the agreements that have been made with the Student Dean in writing (in CORSA). These agreements are intended to prevent or limit any new study delay.
- h. In the case where there are special circumstances as referred to in Article 3 under a or b which cause at least or more than 60 ects study delay, the student is only entitled to financial support after he has received an extra year's performance grant on the basis of a handicap or chronic illness as listed in Article 5.6 under 6 of the Student Finance Act.

#### **Article 5 Compulsory reporting and determination of study delay in the case of circumstances beyond one's control**

- 5.1 To be able to qualify for support due to special circumstances as listed in Article 3 under a, b, c, h and i, the student must report, either directly or through a third party, the circumstance which may lead to a study delay to one of the student counsellors of, presenting the necessary written evidence.
- 5.2 Reporting of the special circumstances as listed in Article 3 under a, b, c, h and i must take place immediately and either no later than two months after the conditions that caused the study delay have occurred or have become known or within two months after the study delay has occurred. In the event of timely reporting of the circumstances, the study delay will be registered from the moment the study delay begins. If the student reports at a later time than the two months stipulated in this Article, the study delay will be registered starting from two months before the time of the reporting. Reporting is also essential for making the agreements listed in Article 4 under f.
- 5.3 The study delay due to special circumstances is determined by the Student Dean's Office, on behalf of the Executive Board. It is based on various factors, including the duration of the special circumstances, the educational programme, the actually occurred study delay and the time period during which it is possible to eliminate the delay. The study delay determined in this way, expressed in months, is also the maximum period during which the student will qualify for financial support.

## **Article 6 Request for payment on the basis of circumstances beyond one's control or world class sport (Article 3 a, b, c, g, h and i).**

- 6.1 The individual request for payment of the financial support related to circumstances beyond one's control or world class sport (Article 3 a, b, c, g, h and i) must be submitted before 31 August of the academic year after the academic year during which the study delay was incurred. If this period is exceeded, the request will no longer be considered unless the student can show that the request was delayed due to circumstances beyond his control.
- 6.2 The request must be submitted with the relevant items of evidence using the appropriate form (to be downloaded from the website at student information > forms).  
<http://www.wageningenur.nl/en/Education-Programmes/Student-Service-Centre/Show-SSC/Forms-Student-Service-Centre.htm> > FOS forms  
The student will be interviewed in person if desired.
- 6.3 The Executive Board makes the final decision about the request. The student is notified of this decision by email or by letter. The decision also informs the student about the possibility of filing an objection and appeal and the relevant deadlines.

## **Article 7 Amount of support**

- 7.1 The amount of the financial support per FOS-month, for students with a performance study grant is equal to the amount of basic grant plus any supplementary grant and supplements (so excluding loans and the value of the public transport pass) which the student received in the month immediately prior to the month payment is asked for, multiplied by the number of recognized months of study delay. For students without study financing during that month, the most recently received month amount of study financing is applicable.
- 7.2 As an exception to the provisions of Article 7.1, the amount of financial support for students who have not been able to qualify for a performance study grant in accordance with the Student Finance Act is equal to the amount of the basic grant + the maximum supplementary grant, as defined annually by the DUO-IB-Groep. The fees for necessary extension of the residence permit will also be reimbursed (if any). In addition, these students are required to pay the European rate of tuition fees during the period of extension, being a period with a magnitude of the recognized number of months.

## **Article 8 Payment of support**

- 8.1 The support is provided as a gift.
- 8.2 Apart from exceptions in accordance with Article 9.3.3, payment will take place in one single payment, as quickly as possible after approval of the support, and at its earliest in the month immediately following the period in which the entitlement to financial support was acquired.
- 8.3 The applicant can request payment at a later date provided this is during his enrolment as a WU student. This possibility is not available if a payment in accordance with Article 9.3.3. is opted for (12 month grants).

## **Article 9 Additional regulations for administrative grants**

In supplementation or as an exception to Articles 5, 6, 7 and 8, the following provisions apply to the administrative positions addressed in Article 3 under d, e and f:

- 9.1 Organizations can submit a request for administrative grants in accordance with the Additional regulations concerning administrative grants (Appendix 1). Payment to an individual member of the board or a committee takes place in accordance with Article 9.3.1 – 9.3.4.
- 9.2.1 Organizations that wish to apply for administrative grants must submit their requests to the Executive Board every year before April 1 of the academic year preceding the academic year for which administrative grants are being requested, with the exception of the Student Council, the board of the Education Institute and the AID board.
- 9.2.2 The Executive Board informs the applicant organizations about the decision to provide administrative grants no later than May 1 of the same year.

- 9.3.1 Administrative grants are approved for an organization, in conformity with the original number and description of functions as presented by the organization as part of the most recent extensive review. Condition for the payment of the approved number of months is that all functions that were described, are being occupied by Wageningen University students. Subsequently, the number of FOS months for 'mixed' boards or committees will be decreased.  
The organization determines what individuals may request for individual FOS payment. The organization also takes care of joint submission of the individual requests for payment at the time of resignation, for each board or committee separately.
- 9.3.2 For payment of the months of administrative funding which have been awarded by the organization to individual board or committee members, the organization must submit an overview of the resigning board and committee members involved to the secretariat of SSC no later than one month after the resigning of one or more board or committee members, together with the appropriate individual applications. The required formats and forms can be downloaded from the WU website at student information > forms. Students who participate during more than one board period, apply for payment after each period.
- 9.3.3 Regarding 12-month approvals, recipients can opt for monthly payments of the financial support during the period of the administrative activity. In this case, the relevant overview and applications must be submitted at the beginning of the administrative period, according to the format referred to in 9.3.2.
- 9.3.4. Requests for reimbursement that are submitted later than one month after resigning will not be considered, unless the student or organization can show that the request was delayed due to circumstances beyond their control.
- 9.4.1 During his entire study at Wageningen University the student can qualify for a total of no more than 12 months of financial support based on administrative activities, or 16 months if a 12 month grant is involved.
- 9.4.2 As an exception to the provisions of Article 9.4.1. for students who are active in university co-management (Student Council and Board Education Institute) it is possible to accumulate to 20 months of administrative funding.
- 9.4.3 If there is, in the same period, an overlap between recognized administrative activities and recognized study delay due to circumstances beyond a student's control or world class sport, the financial compensation will be adjusted for this.

#### **Article 10 World class sports**

Students who participate in world class sport (Article 3 under g) can qualify for financial support of maximum 4 months each year and 12 months over the entire BSc and MSc study period. The Student Dean's Office, on behalf of the Executive Board, decides on this, following the recommendation of the Head of the University Sports Centre, in accordance with the criteria as formulated by the NOC/NSF.

#### **Article 11 Transfer from or to another institution**

If a student transfers from or to another institute for higher education, the entitlement to financial support which he has already been granted will be honoured as much as possible by the receiving institute, whilst this institute reserves the right to review the entitlements to support in accordance with its own regulations.

#### **Article 12 Hardship clause and special cases**

- 12.1 The Executive Board is authorised to decide on the provision of support to students, contrary to the provisions of these regulations, in cases of paramount unfairness, including special circumstances at the time of application or payment.
- 12.2 In all situations not covered by these regulations, the Executive Board will make a decision on the matter after receiving a recommendation from the Student Dean's Office.

**Article 13 Objection and appeal**

- 13.1 The individual concerned may lodge an objection to a decision made on the basis of these regulations with the Executive Board, within six weeks of the date of the decision. The objection should be directed to the Executive Board, attn. The Facility, Legal Affairs Office, Droevendaalsesteeg 4, 6708 PB Wageningen;
- 13.2 Within six weeks after the date of the decision regarding an objection referred to in Article 13.1, the individual concerned may appeal against the decision to the Higher Education Appeals Tribunal, Lange Voorhout, P.O. Box 636, 2501 CP Den Haag ([www.cbho.nl](http://www.cbho.nl)).

**Article 14 Final and transitional provisions**

- 14.1 These regulations replace all previous regulations concerning the financial support of students and may be referred to as the Student Financial Support Regulations. Claims resulting from previous regulations, as amongst others applies to 'tempo grant' students, will be respected.
- 14.2 Making use of these regulations leads to loss of rights based on previous regulations, in accordance with the provisions of Article 12 and Article 14.1.

## Appendix 1

### 2013/2014 Additional regulations concerning administrative grants (*FOS-regeling, onderdeel bestuursmaanden*)

These additional regulations are an elaboration of Section 9 of the Wageningen University Student Financial Support Regulation (*Profiling Fund*).

#### Section 1 Student's conditions to be entitled

Students are entitled to financial support by means of administrative grants ('FOS months') because of:

1. their membership of certain *administrative bodies of the university, or*
2. their appointment as a board or a committee member in a *FOS-recognized organization*.

#### Section 2 Criteria for FOS-recognition of organizations

##### *General*

The organization referred to in Section 1, subsection 2 provides an essential contribution to the Wageningen University community and/ or to the character of Wageningen as a student town.

Not eligible for FOS months are:

- associations and foundations which engage in commercial activities or which have illegal or immoral aims (as stated in the charter of the organization) or are involved with illegal or immoral activities,
- associations and foundations that focus on students of specific countries or (Dutch) regions.

The student organizations referred to under Section 1, subsection 2 can be either *associations* or *foundations*.

*Associations* must satisfy the following conditions:

1. full legal authorisation,
2. it's membership is open for every Wageningen University and Van Hall Larenstein student,
3. at least the majority of the members is enrolled as a student at Wageningen University/ Van Hall Larenstein

and

4. at least 25 members (three-year average) must be enrolled at Wageningen University/ Van Hall Larenstein.

*Foundations* must satisfy the following conditions:

1. full legal authorisation,
  2. it's activities are open for every Wageningen University/ Van Hall Larenstein student
- and
3. it can make a feasible argument that its tangible activities benefit at least 25 students who are enrolled at Wageningen University/ Van Hall Larenstein.

##### *Specific*

Organisations that received FOS months for the academic year 2013/2014 are supposed to be FOS recognized.

#### Section 3 Granting procedure of FOS recognized organizations, FOS review committee

1. The Executive Board grants university bodies and FOS recognized organizations, provided the organizations meet the criteria mentioned in Section 2.
2. The Executive Board may grant FOS recognized organizations with extra months for one-time activities (see Section 5).
3. The number of FOS months for organisations is decided upon by the Executive Board, based on an advice of the FOS review committee, according to the Guidelines for the division of FOS months, described in Section 6.
4. The FOS granting of an organization is for a period of two years; every year will be checked if the general criteria are still met.

5. The organisation itself, yearly divides the allocated months to board and/ or committee members according to Executive Board's indication that is available at the dean's office (x persons, y months pp, minimal 2 months per person).
6. The number of FOS months for boards or committees with students being not Wageningen University or VHL-students will be decreased proportionally.
7. The FOS review committee is composed as follows: one student member on behalf of the Thymos board, one student member on behalf of the study associations, one student member on behalf of *Contractus* and two Wageningen UR staff members.
8. The FOS recognized student organizations fill in the special form concerning the check of meeting the general criteria and the application of extra months for one-time activities (if any). They return the form to the Executive Board before April 1 of the academic year preceding the year of granting.
9. The Executive Board informs the FOS recognized organizations and university bodies about the granting (number of months) before May 1 of the academic year preceding the year of granting.

#### Section 4 FOS recognition of new organizations

1. Applications of new organizations must be submitted to the Executive Board before 1 April of the academic year preceding the year of granting. The necessary form may be obtained at the department Corporate Education & Research (*Bestuurscentrum*).
2. The Executive Board will judge the applications, based on the advice of the FOS review committee. To that end, the FOS committee uses the criteria referred to in Section 2, taking into account aims and added value compared to already recognized organizations and the Guidelines for the division of FOS months (Section 6).

#### Section 5 One-time activities

1. Organizations granted with FOS months for their regular activities can request extra months for one-time activities (five-year anniversaries and international symposia) which require a large, additional time investment, provided they have a positive effect on the image of Wageningen University and Wageningen as a student town.
2. An organization may claim max. 10 months over five years for one-time activities.
3. Organizations may claim the months before, or at the end of the academic year in which the activity takes place.

#### Section 6 Guidelines for the division of FOS months among FOS recognized organizations

In this section, the two categories of Wageningen University student organizations that are 'FOS recognized' are mentioned. For organizations in the first category, the number of FOS months is fixed ('forfaitair'). For organizations in the second category, the number of FOS months depends on quantitative criteria and/ or an advise of third parties.

#### Category A: organizations with a fixed number of FOS months ('forfaitair')

##### *University bodies*

Student Council	144 months (12 persons (p) * 12 months (m))
Board Education Institute	12 months (4p * 3m)
AID board	60 months (5p * 12m, excl. 1 VHL student)



### *Student organizations*

*SWU Thymos* 72 months (6p \* 12m)

SWU Thymos is the umbrella organization for student sport facilities in Wageningen. Wageningen UR supports SWU Thymos, provided they cooperate with the university's Sports Centre, Wageningen municipality and with the foundation 'Student Sport the Netherlands' in order to enhance sport and exercise for students in Wageningen. SWU Thymos is expected to organize sports events and to perform as a knowledge- and support platform for student sport associations and individual sportsmen. Thymos needs to take care of the distribution of financial support and the provision of equipment and material. Failure to live up to these criteria may result in downscaling of the number of months.

*WSKOV* 16 months (part time)

*De Ontzetting* 14 months (part time)

Wageningen UR supports the Wageningen student orchestra and choirs, provided they organize rehearsals and performances, in order to add cultural activities to Wageningen student life. Board members are expected to have responsibility for a range of instruments, for the training of its members and for events and cultural tours. Failure to live up to these criteria may result in downscaling of the number of months.

*AIESEC, Integrand* 36 months each (part time)

Wageningen UR supports both organizations, provided they provide students' business skills training and mediate between students and business life. They are expected to bring students in contact with the labour market by organizing company fairs, exchanges as well as internships, training courses and (international) learning experiences and to take part in (inter-)national career networks. Failure to live up to these criteria may result in downscaling of the number of months.

### *OtherWise, Boerengroep and RUW*

Wageningen UR supports the groups, provided they present students a view, different from the mainstream, on developments in agriculture, development cooperation, sustainability and social justice, environment, nature, landscape and land use practices in rural areas.

By organizing activities like e.g. field trips, symposia, lectures, group discussions, interactive theatre and practical training courses related to agriculture. Also to contribute to the education and student policy of the university. Failure to live up to these criteria may result in downscaling of the number of months.

The groups receive a number of FOS months as follows:

- RUW 6 months (part time)
- Boerengroep 6 months (part time)
- OtherWise 10 months (part time)

### *Studentenplatform voor Levensbeschouwing SP&C*

SP&C Committee Activities: 8 months (part time)

Wageningen UR supports the SP&C Committee Activities, provided the committee organizes activities focusing on students with all kind of (philosophical) questions about meaningful living. Failure to live up to these criteria may result in downscaling of the number of months.

*Stichting Flatoverleg (SFO)* 15 months (part time)

Wageningen UR supports the SFO daily board, provided SFO represent the interests of tenants of *Idealis*. Failure to live up to these criteria may result in downscaling of the number of months.

Category B: organizations with a number of months, depending on several criteria

I Wageningen University Study associations (part time)

FOS months are granted provided that the Study Association is linked to one or more study programs at Wageningen University. Associations are involved in enhancing interaction between (international) students and interaction between students and staff within the study program. The Student Association is supposed to provide promotion of the study program as well as study and career related information and to organize study related activities. Failure to live up to these criteria may result in downscaling of the number of months.

Number of FOS-months, based on the average number of days per week with an activity for students\* (x) and on the nature of the activities (percentage activities concerning content, being not just 'social': 0-100% (y)). In the weighted product (z), the percentage 'activities concerning content' counts twice. Examples of activities concerning content are: network activities, education evenings, first year's students activity, study association weekend, conference, excursion, promotion of the study programme, information about internships, debate, integration activity etc.

Weighted product  $z = (x * 2y)$ :

$z < 1$	: 12 months
1 – 2	: 16 months
2 – 3	: 20 months
3 – 4	: 24 months
4 – 5	: 28 months
$z > 5$	: 32 months

\* 33 education weeks per year

II Student associations

FOS months are granted provided the associations are involved in the encouraging of interaction and integration between (international) students, (public) social activities, a substantial contribution to the Annual Introduction Days program, the introduction of new members, the maintenance of an alumni network and giving their members the opportunity to further develop themselves in preparation of professional life. Failure to live up to these criteria may result in downscaling of the number of months.

Student associations are divided in two groups depending on if they are accommodated in a building which the association needs to maintain. A building at least includes a bar, a student refectory and should be open to members at least 4 days a week. The additional FOS months for associations with an 'own' building are granted based on the extra workload resulting from the extra obligations (and possibilities) a building brings.

FOS months are granted based on the number of members\*\* as follows:

*a. Board is responsible for management and maintenance of own building (ft, pt)*

< 100	: to be discussed
100-199	: 96 months
200 – 299	: 120 months
300 +	: 144 months

\* WSV Ceres, KSV St. Franciscus Xaverius, SSR-W, JV Unitas (or category b)

*b. Board is not responsible for management and maintenance of own building (pt, ft)*

0 – 24	: 0 months
25 – 49	: 12 months
50 – 99	: 24 months

100 – 149 : 36 months  
150 + : 48 months

\* *VGSW, CSFR Deī Gratia, Navigators Studenten Wageningen and Ichthus, JV Unitas (or category a)*

c. *International student associations(pt, ft)*

0 – 24 : 0 months  
25 – 74 : 12 months  
75 – 149 : 24 months  
150 – 299 : 36 months  
300 + : 48 months

\* *IXESN and ISOW*

III Sports associations

a. *ARGO (ft and pt)*

FOS months are based on the combination of sports and social activities and the management of own facilities. These activities include encouraging interaction and integration between (international) students, substantial contribution to Annual Introduction Days program, holding sport events that benefit the image of the University, introduction of new members, training members as coaches and maintaining an alumni network. The facilities to be managed include a fleet of boats, a building (including a student refectory and a bar) and sporting goods. Failure to live up to these criteria may result in downscaling of the number of months.

FOS months are granted based on the number of members\*\* as follows:

<150 : to be discussed  
150 – 249 : 98 months  
250 – 349 : 110 months  
350 – 449 : 122 months  
450 + : 136 months

b. *Other student sports associations (ssa's) (pt)*

< 35 members\*\* (small): no months  
35 – 79 members (medium): 0 – 9 months  
80 members or more (big): 0 – 18 months

For the EB's decision about if, and how many months (new) sport associations will get, the advice of SWU Thymos will be taken into account.

## **2. Extra study financing for MCS, MDR, MID, and MME students at Wageningen University, entitled to Dutch study financing**

### **Introduction**

Students who started one of the master study programmes Applied Communication Sciences (MCS), Development and Rural Innovation (MDR), International Development Studies (MID) or Management Economics and Consumer Studies (MME) are classed in one-year study programmes for the purposes of the 2000 Student Finance Act. That means that they are only entitled to a one-year performance grant from DUO. Since the study programmes just referred to, are executed by Wageningen University in two-year's programmes with 120 credits, students of these programmes can get an extra grant from the university for a period of no longer than 12 months as a compensation for the performance grant. This is on the condition that they obtain their diploma for the relevant study programme and have been enrolled for subsequent years. Students have to obtain their diploma for the relevant study programme within ten years after their first registration for higher education with DUO.

The application must be submitted to the Student Service Centre within 6 months after the date of the relevant diploma.

## **Regulation funding Extra study financing for MCS, MDR, MID, and MME students at Wageningen University, entitled to Dutch study financing**

### **Article 1 Definitions**

For the purpose of this Regulation, the following terms are defined:

- a. WHW: The Higher Education and Research Act
- b. DUO: *Dienst Uitvoering Onderwijs (IB-Groep)*
- c. Basic grant: basic grant in accordance with the Student Finance Act 2000
- d. Supplementary grant: supplementary grant in accordance with the Student Finance Act 2000
- e. Performance study grant: combination of a basic grant, and possible supplementary grants of DUO, in accordance with the Student Finance Act 2000
- f. Loan from DUO: interest-bearing loan made on the part of DUO on conditions set down yearly
- g. WU: Wageningen University
- h. Executive Board: Executive Board of Wageningen University
- i. Student counsellors: the student counsellors of WU
- j. Student: person enrolled in full-time education, as defined by Article 7.32 ff. of the Higher Education and Research Act
- k. Academic year: the year in which the student is enrolled that begins 1 September and ends 31 August of the following year
- l. SSC: Student Service Centre of WU
- m. HBO: Higher Professional Education as defined in Article 1.1d of the Higher Education and Research Act
- n. Higher Education: higher education (universities and HBO), as defined in Article 1.1b of the Higher Education and Research Act
- o. Student travel product (OV-card): public transportation pass as part of the performance grant.

### **Article 2 Applicability regulation**

This regulation applies to students who will obtain a diploma in one of the following master study programmes 'Applied Communication Science' (MCS), 'Development and Rural Innovation (MDR), 'International Development Studies' (MID), 'Management, Economics and Consumer Studies' (MME) and who are eligible for statutory tuition fee and concerning the extra study financing, are also eligible for Performance study grant.

### **Article 3 Aim and content of the regulation concerning extra study financing**

- a. This regulation concerns the decision taken by the Executive Board (on 28th March 2002) that students who belong to the categories set out in Article 2 of this regulation will, under certain conditions, receive WU funding for a maximum of 12 months. The application for and payment of the WU funding will take place after the diploma has been obtained.
- b. The total amount of the WU funding is calculated as the product of:
  - o the number of months the student has been enrolled at WU from the end of the four year performance study grant from DUO until and including the month of the date mentioned on the diploma, with a maximum of 12 months; and
  - o the monthly sum of the basic (and supplementary) grant (excluding any loan and the costs of the travel product (OV-card)), to which the student was entitled in the last month of performance study grant.
- c. The total amount, as set out in section (b), will increase at the start of each calendar year in which there is no entitlement to a WU grant by the interest rate set by DUO for the preceding year. This means that the increase will be fixed on the 1st January as from the beginning of the fifth year of study financing.

### **Article 4 Conditions regulation concerning extra study financing**

- a. The student has received exactly four years of performance study grant from DUO. In the case of an extra year of DUO performance study grant, being awarded because of special circumstances, the student can appeal to the hardship clause of this regulation (Article 11).

- b. In his fifth year of funding the student is younger than 30 years. After thirty years of age, the student is only entitled to WU funding if he has received funding from DUO since the age of 30 without interruption.
- c. The student must have obtained the diploma of a study programme named in article 2 within ten years from the date of his first performance study grant of DUO.
- d. The student must have obtained a minimum of 120 ECTS (including exemptions). It is permitted to obtain extra study credits.
- e. The student applies for the WU funding on the grounds of this regulation within six months after the date of the diploma.

**Article 5 Application Procedure**

- a. The student applies for the WU funding using the application form which is available on internet (> student information). The student submits a copy of the diploma with the application form.
- b. In case of applying for extra study financing: The student also submits a copy of the notification from DUO in which the awarded amounts (basic grant and supplementary grants, if any) are shown concerning the final month of performance study grant.

**Article 6 Relationship WU funding extra study financing with study financing from DUO**

The student may only apply for the WU funding extra study financing after having obtained the diploma. As a temporary measure, the student can cover the costs himself in advance, or apply for a loan and a study product from DUO. Entitlement to a loan and a travel product from DUO is restricted to 36 months of enrolment after the end of the performance study grant.

**Article 7 Relationship with the Student Financial Support Regulations (FOS) (Profiling Fund)**

Study delay due to circumstances beyond the student's control can still be registered during the period of the foreseen WU funding on the basis of this regulation under the terms of the Student Financial Support Regulations (FOS).

**Article 8 Hardship Clause**

- a. The Executive Board is qualified to determine whether provisions will be made to support students who fail to meet the terms laid down in this regulation in the case of demonstrable unfairness.
- b. In all cases not covered by this regulation, the Executive Board will decide after hearing the recommendation of the student deans.

**Article 9 Objection and Appeal**

- a. Objections can be made concerning any decision made on the basis of this regulation within six weeks after the decision. Objections should be addressed to the Executive Board, attn.. The Facility, Legal Affairs Office, Droevendaalsesteeg 4, 6708 PB Wageningen.
- b. Against decisions made based on the objections described in section (a) above, appeals can be lodged within six weeks after the decision based on the objections. Appeals should be addressed to the Board of Appeals in Higher Education, Lange Voorhout, P.O. Box 636, 2501 CP Den Haag ([www.cbho.nl](http://www.cbho.nl)).

**Information and Advice**

Students can turn to the student counsellors (SSC) with any questions concerning this regulation and how it applies to their particular situation.

### **3. Wageningen University Fellowship Programme: Financial support facility for non-EER students**

#### **Definitions**

1. Profiling Fund (*Profileringfond*s): Fund to arrange for specific financial support to students as described in article 7.51 of the Higher Education and Research Act as amended by the so called Wet Versterking Besturing (Staatsblad 2010, 119)
2. WHW: Higher Education and Research Act (Staatsblad 2000, nr. 11 and its successive amendments)
3. Non-EER students: students with a nationality of countries other than member countries of the EU or Iceland, Norway, Liechtenstein, Switzerland and Surinam.
4. Tuition fee: institutional tuition fee as described and settled every year in the 'Nota Prijsbeleid' by the Executive Board

#### **A. General**

The Wageningen University Fellowship Programme (WUFP) has been established by the Executive Board in conformity with the 'Wet Versterking Besturing', art. 7.51 concerning the introduction of a Profiling Fund (Profileringfond)s) at Wageningen University.

The WUFP is part of the Profiling Fund of WU and therefore subject to the legal conditions and regulations concerning this Profiling Fund.

The 'Regulations and procedures concerning the WUFP' are established based on art. 7.51, par. 3 and 4 of the WHW and therefore will contain at least rules about start, duration and amount of the financial support .

Every year the Executive Board will determine the budget available for the WUFP. According to art. 2.8 of the WHW, determining the budget is the sole responsibility of the Executive Board. The Student Council has advisory right to this decision.

These 'Regulations' and the policy regarding the Profiling Fund are subject to approval by the Student Council (art. 29 subsection 1 sub c SC Regulations)

#### **B. Objectives**

The WUFP supports the strategy of Wageningen University to attract talented international students from non-EER countries by offering them financial support by means of waiving some or all of the tuition fees.

The WUFP supports the internationalization strategy of Wageningen UR as described in the Strategic Plan and in other internationalization policy documents of Wageningen UR.

#### **C. Budget and budget categories**

The overall budget available for the WUFP will be established by the Executive Board annually and included in the institutional annual budget. The budget will be allocated as a separate budget of the Profiling Fund of Wageningen University. In order to meet the objectives mentioned under B, the following categories will be distinguished:

1. Granting full or partial tuition fee waivers to excellent students from priority countries.
  - a. Top talent students coming from high ranked institutions<sup>1</sup> with a ranking comparable to or higher than WU.
  - b. Selected students from (developing) countries in Africa, Asia and Latin America in combination with co-financing from other donor organizations.
2. Fee arrangements or discounts tailor-made for selected students or programmes
  - a. Selected students graduated at a preferred partner institution of WU.
  - b. Compensation for loss of tuition fee, due to participation in programmes that do not offer full tuition fee coverage but are strategically important to WU (e.g. certain Erasmus Mundus programmes).

#### **D. Conditions for financial support**

The WUFP provides financial support to students who do not fulfill the nationality principle as described in art. 7.45 of the WHW, first paragraph, sub c and who are not entitled to Dutch study financing and have to pay the institutional tuition fee. In general this applies to Non-EER students.

The WUFP will only offer financial support to prospective Non-EER students enrolled in one of the accredited Master of Science programmes of WU of which they did not receive a diploma yet and who have not been enrolled in another MSc programme at WU before.

Financial support will be offered by means of waivers only. There will be no payment of a scholarship from Wageningen University. The WUFP support in all cases will be a full or partial waiver to cover some of the tuition fee of an accredited MSc programme at WU for the duration of the studies of the student with a maximum of two subsequent academic years.

WUFP financial support is only available to prospective non-EER students who will, during their study period at WU, have their residence in The Netherlands, Belgium, Luxemburg, or in one of the states North Rhineland-Westphalia, Lower Saxon or Bremen of the Federal Republic of Germany.

For category 1 students (see C.) financial support will be given based on admission of individuals. For category 2 students (see C.) financial support will be given in conformity with the specific arrangements made by the Executive Board.

#### **E. Selection criteria**

In general WUFP waivers will only be granted to talented students within the different categories as mentioned under C. Selection criteria are:

*Selection criteria based on individual quality aspects:*

1. Education record (main indicator: GPA > 85%)
2. Specific talents: publications, social abilities and experience, work experience
3. Motivation for study at WU

*Selection criteria based on strategic aspects:*

1. Nationality of priority country (see annex)
2. Relation with preferred partner institution
3. Coming from high ranked institute (rankings include: THES, Shanghai and specific domain rankings)
4. Relation with strategic themes of WU strategic plan
5. Perspectives and interest for future PhD study at WU
6. Perspectives for contribution to sustainable development and Millennium Development Goals
7. Perspectives to get strategic position after graduation (WU 'ambassador')
8. Diversification of nationalities

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<sup>1</sup> World university rankings in the domains of Wageningen UR and general rankings such as Times Higher Education World Universities Rankings or Shanghai Jiao Tong Academic Ranking of World Universities



**In comparison, standard admission requirements for MSc students:**

**a BSc degree (or equivalent) in a field of science relevant to your selected programme**

- **a Grade Point Average (GPA) for this BSc of at least 70% of the maximum grade (please see the GUELPH list for specific requirements)**
- **fluency in English, both written and spoken**

**Information for: Dutch nationals - EU nationals - nationals outside EU/EFTA**

- **good skills in mathematics and/or statistics**
- **basic computer skills**

**F. Application and selection procedure**

WUFP does not accept applications directly from students. The MSc programme directors are responsible for identifying and nominating the best candidates from the admitted students.

The Executive Board decides about the waivers, based on an advice prepared by a Selection Committee to be appointed by the Executive Board.

Candidates are assessed by the MSc Admission Committees and MSc programme directors of WU, based on the WUFP selection criteria (see E.).

After this first assessment of the candidates, the Selection Committee will formulate an advice regarding the distribution and the size of the tuition fee waivers.

The selected applicants will be informed about the result by the secretariat of the Selection Committee.

Selected applicants will have to send a confirmation that they accept the waiver under the conditions stated in the tuition fee waiver contract and have to sign this contract upon arrival.

Management and administration of the WUFP will be the responsibility of the ER&I Staff Director. The ER&I Staff Director will appoint the secretary of the selection committee.

**G. Amount of waivers**

The size of the waiver depends on the category as mentioned under C.

Category 1: the student will receive a partial or full tuition fee waiver for the duration of the study of the applicant with a maximum of two consecutive academic years.

Category 2: the student will receive a waiver or a discount in accordance with the specific agreement made with the partner institution(s) or in case of a selected (EU) programme, the allowance will be used to compensate loss of tuition fee internally/ at central level, incurred by participation in certain (EU) programmes.

The waiver will be granted on the condition that the student is registered at WU and actually has started the study programme in Wageningen and fulfills all other requirements for studying at Wageningen University including all requirements of the necessary visa.

In case a student does not fulfill his/ her financial obligations, does not register or does not show up in time, or in case a student has insufficient study progress, the Executive Board has the right to withdraw or amend the waiver.

## **H. Objection and appeal procedures**

The student may lodge an objection to a decision made on the basis of these regulations with the Executive Board, within six weeks of the date of the decision. The objection should be directed to the Executive Board, attn. the Facility, Droevendaalsesteeg 4, 6708 PB Wageningen or sent by e-mail directed to the Executive Board and sent to [faciliteit@wur.nl](mailto:faciliteit@wur.nl).

Within six weeks after the date of the decision regarding an objection referred to in the paragraph before, the student concerned may appeal against the decision to the Board of Appeals in Higher Education, Lange Voorhout, P.O. Box 636, 2501 CP Den Haag ([www.cbho.nl](http://www.cbho.nl)).

## **I. Duration of the regulations**

These regulations apply for as long as no amendments are made and agreed upon. Any adaptation or change of these regulations are subject to approval by the Student Council.

## **Annex Priority countries for WU Fellowship Program 2013/2014**

### **Europe non EU**

Russia

Turkey

### **North America**

Canada

United States

### **South America**

Brasil

Chile

Argentina

Colombia

Mexico

Ecuador

### **Asia**

India

Indonesia

Vietnam

South Korea

Malaysia

Thailand

### **Africa**

Ethiopia

Ghana

Kenya

Tanzania

Nigeria

Mali

Mozambique

#### **4. Social Emergency Fund**

The Social Emergency Fund (*Sociaal Noodfonds*) of Wageningen University has the aim of helping students in urgent financial need. To qualify for funding, there must be a situation of urgent, unforeseen, non-structural financial need that is not caused by the student involved. In principle, an interest-free loan is provided. Sometimes the funding is provided as a grant. The Social Emergency Fund Board makes this decision. Students who think they qualify for assistance from the Social Emergency Fund should contact the student counsellors.