

Saxion Talent Scheme 2021-2022

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Introduction

Saxion is a broad-based knowledge institution and aims to offer an inspiring learning environment within a higher-education setting. This scheme supports students who excel in a certain field, such as top-class sport or entrepreneurship, in achieving their ambitions. Working together with their study programme, this scheme enables students to find opportunities within the profession-oriented curriculum to practise sports or do business at a high level without falling short of the requirements that the study programme places on the students. The aim of the programme is to prevent drop-out among these talented students.

Top-class Sports Scheme

Since the beginning of 1990s, Saxion has offered a scheme for recognised practitioners of top-class sports, art and culture. This scheme is included in the Incentive Fund Regulations and is intended for students who practise top-class sports or who are among the best in the Netherlands in the field of art or culture. We also have the Saxion Topsport Academy (STA) in Deventer, where top-class athletes can follow the course in Marketing/Sports Marketing. STA has many years of experience in supporting top-class athletes during their studies.

On 30 September 2013, Saxion signed the action plan set up by the NOC*NSF – the umbrella organisation for sports in the Netherlands – entitled Flexible Education for Top-class Athletes (FLOT). Research universities and Universities of Applied Sciences have made agreements with the NOC*NSF to improve how students combine higher education and top-class sport. The FLOT is based on three pillars: skills-oriented study choice, flexible education and financial feasibility. In co-signing the NOC*NSF's FLOT, Saxion is explicitly recognising and supporting top-class student athletes in its capacity as a university of applied sciences. The FLOT has also been signed by ten research universities and 14 universities of higher education and focuses primarily on top-class athletes with an 'A', 'B', 'HP', 'IT' and 'NT' profile as awarded by the NOC*NSF. Saxion has chosen to expand the primary target group on the basis of its own policy.

Since the inception of the Top-class Sports Scheme, between 80 and 160 students benefit from support each year. The group of participants is very heterogeneous in terms of its composition (male/female, team sports/individual sports, sector in which the entrepreneur works) and is very diverse. Some of our alumni and current students have performed at the highest level, such as Ellen van Langen and more recently Matthijs Büchli and Reshmie Oogink.

Top Entrepreneurs Scheme

One of Saxion's strategic objectives is to support entrepreneurship. This ambition takes shape in various ways, including a target (rising year on year) for the number of start-ups founded by Saxion students, and the University of Applied Sciences has a range of schemes in place to stimulate this. Embodying this ambition, the incubators¹ in Deventer and Enschede are specifically designed as regional crystallisation points and act as connective hubs for education, research and business. On 7 September 2017, with the opening of the incubator in Enschede, the Top Entrepreneurs Scheme was added to the Talent Scheme. The scheme has been drawn up by analogy with the first scheme of

¹ An incubator is a building that provides start-ups with accommodation, technical support, contacts and advice, with the aim of boosting the growth of their business. Incubators focus on companies in the pre-start-up and start-up phase. Source: https://en.wikipedia.org/wiki/Business_incubator

its kind in the Netherlands, being the one set up by Erasmus University Rotterdam: the Student Entrepreneurs Excellence Programme (StEEP, 2012). The StEEP vision is that student entrepreneurs should not forego studying in order to run a successful business, but instead be supported by their studies. Several educational institutions in the Netherlands now have such schemes and programmes in place.

Since the introduction of the Top Entrepreneurs Scheme, a committee designates at least ten students as top entrepreneur each year.

Informal Carer Scheme

It is important for Saxion that all students can study as successfully as possible and that also applies to students who need to care for an ill family member every day. As a supplement to the Talent Scheme and comparable with the Top-class Sports Scheme a student Informal Carer Scheme was developed in early 2021 to improve the position of student informal carers at Saxion. Students who study while caring intensively for someone close to them are also outstanding. Study completion delay is a regular experience and these students often need additional support in fulfilling their informal carer role alongside their studies. Assuming that one in three Dutch people above sixteen years cares for a relative, a large group of students could fall under this scheme. Eleven students have registered so far and it is expected that this number will grow as the scheme becomes more well known.

Art and Culture Practitioner Scheme

Students who excel in art and culture in the Netherlands also fall under Saxion's Talent Scheme. Two to three students use the Art and Culture Practitioner Scheme every year.

1 Conditions of Saxion's Top-class Sports Scheme

A student must meet the following conditions in order to be eligible for participation in the Saxion Top-class Sports Scheme:

1) NOC*NSF status

The student must be in possession of an NOC*NSF status.

In order to receive a status, it is important that the student, as a top-class athlete, performs at least at the highest national level, is part of a regional or national selection (youth or otherwise), and/or participates in competitions or tournaments at international level.

Saxion recognises the following statuses of the NOC*NSF within its policy for top-class sport:

- Top-class sports status: 'A' status, 'B' status, or 'High Potential' status (HP)
- Talent status: 'International' (IT), 'National' (NT), or 'Promising' status

2) 'Upcoming talent' group

Saxion has added the 'upcoming talent group' (in Dutch: 'aanstormend talent') to the above-mentioned primary target group:

- Top-class athletes with a Regional Top-class Sports Organisation ('Regionale Topsport Organisatie', RTO) status.
- Club athletes, i.e. athletes who play in a team that plays in the highest or second highest national category.
- Athletes who are among the best in the Netherlands, but who do not fall into the above categories.

3) Association affiliated with the NOC*NSF

For all the above categories, the student must practise a sport at an association affiliated with NOC*NSF.

4) Time spent at least 15 full hours

The student spends at least 15 hours a week doing the sporting activity, including travel time.

The top-class athlete as a Saxion ambassador

The student makes himself or herself available for marketing activities at least once per academic year in order to provide information on or promote Saxion's Top-class Sports Scheme and/or a Saxion study programme. The student gives his or her time on the basis of mutual agreement. The student agrees to the use of his or her name for Saxion's marketing activities in connection with his or her sporting achievements.

2 Contents of Saxion's Top-class Sports Scheme

Saxion supports top-class sports students in reaching their ambitions. Working together with the study programme, this enables the students to find opportunities within the profession-oriented curriculum to practise sports or do business at a high level while still meeting the requirements that the study programme places on them. This allows them to build on a career in society alongside and after their athlete career.

The scheme is intended both for athletes who are already practising their sport at the highest level and for upcoming talent, as well as for student practitioners of art and culture. (See chapter 5 for more information)

The student who is eligible to take part in the Top-class Sports Scheme has the opportunity to benefit from the following support:

- I Flexible education and alternative assessment
- II Financial support

Ad. I) Flexible education and alternative assessment

Every study programme has – within the limits of what is reasonable and possible – a best-efforts obligation to provide a flexible arrangement for education and assessment for top-class student athletes, so that

students can reconcile training and competitions at home and abroad with attending teaching and sitting tests. However, as the diversity of Saxion's programmes makes it difficult to prescribe a generally applicable guideline, we operate on a 'case by case' basis. The nature and content of the requested scheme are therefore highly dependent on the study programme the student is following, the sport and the training phase he or she is in.

'Mix and match'

In order to be able to combine study and sport, it may be beneficial for the athlete to start putting together a suitable timetable at an early stage. Among other things, the students should look at the possibilities to 'mix and match' timetables. This means that the student can plan his or her lessons on the basis of the timetables of several classes, in consultation with the study career counsellor, so that he or she does not have to miss anything as a result of training sessions, training internships and/or competitions.

Attendance obligation

A study programme can opt for partial or full exemption from the compulsory attendance of lessons. Another possibility is to issue an assignment as a substitute for the attendance obligation.

If the student is following a large number of programmes, they can log on to Blackboard and take part in remote learning.

Binding study advice (bsa)

In drawing up the study advice, the head takes the student's personal circumstances into account – top-class sport also falls under these personal circumstances.

This may mean that study advice is postponed in the first year of the propaedeutic year if the student has not achieved the study progress standard because he or she has been attending practice for top-class sports.

Unit examination and examination regulations

The assessment dates can be reviewed if they clash with top-class sports activities. In consultation with the Examination Board, it can be assessed whether a different assessment date can be scheduled.

Students residing abroad may also request taking written or digital theoretical exams via online proctoring.

A variation in the type of exam is also an option, such as if the subject can be suitably assessed as an oral exam.

Furthermore, the Examination Board may decide to change the deadline for submitting work. As this will generally call for a 'case by case' approach, the top-class athlete should consult with his or her study career counsellor and compile a study plan together with them.

Internship and/or graduation project

An important part of any higher professional education programme is the internship in the professional field, which may or may not be combined with the graduation project. In order to be able to combine top-class sports and internships, it may be beneficial for the student athlete to start looking for a suitable internship at an early stage. The hours available, the travelling distance in relation to the training location and finding an internship provider with a flexible attitude toward hiring and facilitating athletes should be guiding factors in the student's decision.

The student may wish to have a flexible schedule for the internship and/or graduation project: the student can, for example, request an internship of 160 half-days instead of 80 full days. These and other questions regarding arrangements for internships and/or graduation are at the discretion of the head. While the study programme advises top-class athletes on the choice of an internship and/or graduation project, top-class athletes are also free to use their own network for this purpose.

Draw up a study plan

In order to establish the above agreements, the student draws up a study plan at the beginning of each academic year in consultation with his or her study career counsellor. This study plan sets out performance agreements that in turn lay down the student's rights, obligations, regulations, expectations and any exceptions. This study plan is submitted to the contact person for top-class sports at the school and subsequently submitted to the Examination Board for approval.

If there are any changes during the academic year (e.g. with regard to the competition schedule or top-class sports status), the student must immediately inform the study career counsellor.

Ad. II) Financial support

Saxion believes it is important that top-class student athletes are financially able to practise their sport at the highest level without incurring disproportionate additional study costs. Top-class student athletes are entitled to a financial contribution from the incentive fund for the delays they incur as a direct result of practising their sport. (See the Saxion Incentive Fund Regulations for this, art. 3.2)

The support is a grant and can only be paid out after 48 months of enrolment in higher education (or after 60 months if an extension of the performance-related grant has been applied for and granted).

The duration of the financial support amounts to a maximum of 12 months during the entire period of enrolment at Saxion. The amount of the support is mentioned in the Saxion Incentive Fund Regulations. If the Incentive Fund committee honours the application, the payments will be made in monthly instalments. This will only take place as long as the student is enrolled on a Saxion study programme. There will be no instances of payment with retroactive effect.

Applying for financial support

The student with top-class sports status can submit an application if he or she, as a result of practising sport, has been enrolled on the study programme for more than four academic years. This must be done at the latest within four months of the end of the performance-related grant.

The student must contact the coordinator for top-class sports by email: topsport@saxion.nl

3 Application for and granting of a ‘top-class sport’ status at Saxion

To ensure the combination of top-class sport and education is as successful as possible, the student must apply for top-class sports status. This status entitles him or her to extra support and facilities within the study programme.

a) Application for Saxion ‘top-class sport’ status

The student must submit a digital application for top-class sports status. The application can be sent in the following ways:

- The current or prospective student informs the coordinator for top-class sports that he or she would like to take part in a Top-class Sports Scheme. The prospective student will then be sent the digital top-class sports assessment form.
Email: topsport@saxion.nl.
- The enrolled student downloads the ‘Top-class Sports Reassessment Form’ from MySaxion

The status is assessed and confirmed when the student has officially started his or her study programme.

b) Award of Saxion ‘top-class sport’ status

If the student meets the conditions, he or she will be awarded the Saxion ‘top-class sport’ status. The student will contact the school’s contact person for top-class sports (see Chapter 4) for a preliminary consultation. In this meeting, the contact person informs the student about the support provided in the Top-class Sports Scheme. Subsequently, the top-class athlete contacts the study career counsellor in order to discuss his or her questions and wishes regarding the educational and assessment support. The contact person will then investigate whether and to what extent the requested support can be feasibly implemented within the student’s study programme. The agreed support is laid down in an agreement (study plan). If necessary (e.g. in the case of changes related to assessments), this agreement will be submitted for approval to the programme’s Examination Board.

The Saxion top-class sports status is valid for one academic year. Every year, at the end of an academic year, the student completes a top-class reassessment form and sends this to the Saxion coordinator for top-class sports. The reassessment form can be found on MySaxion or requested by email: topsport@saxion.nl.

If the ‘top-class athlete’ status is applicable to the student once again, the Saxion top-class sports status will be extended for the duration of one academic year, as notified in a letter. Subsequently, at the start of the new academic year, a new study plan is drawn up in consultation with the contact person and the study career counsellor.

4 Supporting and advising top-class athletes

Saxion distinguishes a number of supporting and advisory roles for top-class athletes. It is important that the student maintains regular contact with the study programme and the counsellors.

The student himself or herself

The student athlete is expected to be as committed as possible and adopt a proactive and positive attitude towards his or her studies. This means that students must actively seek opportunities to combine sport and studying and must indicate in good time if they require additional support or anticipate problems. The student draws up a study plan together with his or her study career counsellor. If necessary, the agreements in this study plan will be confirmed by the Examination Board of the study programme concerned. It is therefore very important for the student to proactively communicate with and keep the study career counsellor informed about how his or her studies are going in combination with sports.

The coordinators for top-class sports

The coordinators for top-class sports are the central point of contact for students, student counsellors, programme management, and also for external parties such as the NOC*NSF and Regional Top-class Sport Organisations. In the case of more complex issues that go above and beyond the programme and domain, the student can contact the coordinators for top-class sports.

The coordinator for top-class sports at Saxion is: Cora Noorloos (also student counsellor). E: topsport@saxion.nl

The coordinator for top-class sports can give advice to students, study career counsellors, contact persons for top-class sports and the Examination Board about rules, schemes and support at Saxion. The coordinator of the Saxion Topsport Academy (STA) is Ron Reinderink, E: r.reinderink@saxion.nl

The contact person for top-class sports at the school

Each school has its own contact person for top-class sports. The contact person for top-class sports conducts preliminary consultations with top-class sports students. If desired, he or she can involve the study career counsellor. The contact person is the point of contact for both the student and the lecturers for any questions that relate to combining top-class sport with the study programme. The contact person can also tell the student more about the support and facilities that fall within the Top-class Sports Scheme.

The contact person for top-class sports replaces the study career counsellor if the student temporarily drops out of the study programme. In addition, the contact person informs the relevant programme about the status of participating athletes.

Names of contact persons for top-class sports at each school

School of Governance, Law & Urban Development [ABRR])	Anne-Marie de Waard	a.m.dewaard@saxion.nl
School of Creative Technology (ACT)	Karin Stas	k.stas@saxion.nl
School of Health (AGZ)	Inge Geerink	g.g.m.geerink@saxion.nl
School of Applied Psychology & Human Resource Management (AMA)	Carin Foppes	c.h.foppes@saxion.nl

School of Social work (AMM)	Kathalijne Dullaert	k.m.m.dullaert@saxion.nl
School of Education (APO) Deventer	Mariet Lubbers	m.j.c.lubbers@saxion.nl
School of Education (APO) Enschede	Stephanie Lutjen	s.e.lutjen@saxion.nl
School of Business, Building & Technology (BBT)	Susanne Oudenbroek	s.r.oudenbroek@saxion.nl
School of Finance & Accounting (FEM)	Jurian Haasjes	j.haasjes@saxion.nl
Hospitality Business School (HBS)	Bert Janssen	h.g.m.janssen@saxion.nl
School of Life Science, Engineering & Design	Paulien Smit	p.g.smit@saxion.nl
School of International Business (IBL)	Ivar Hageman	i.hageman@saxion.nl
School of Commerce and Entrepreneurship (SCE)/STACE	Ron Reinderink	r.reinderink@saxion.nl
School of Commerce and Entrepreneurship (SCE)/Entrepreneurship & Retail Management (ORM) Enschede	Heidi Ballast	h.j.m.ballast@saxion.nl
School of Commerce and Entrepreneurship (SCE)/Entrepreneurship & Retail Management (ORM) Deventer	Leonie Rutten	l.rutten@saxion.nl
Saxion Parttime School	Patricia Slot	p.slot@saxion.nl

The study career counsellor

The top-class student athlete has a study career counsellor. It is desirable that the study career counsellor has affinity with top-class sports and that this study career counsellor guides the student throughout his or her studies.

The study career counsellor is the first contact person for the student for questions relating to the daily course of events. The student draws up a study plan together with the study career counsellor. The study career counsellor monitors the student's results and progress on the basis of the sporting and learning performance agreements. In addition to the regular interviews, the study career counsellor will hold an annual evaluation interview with the student during which they will assess the effectiveness of the agreements made and support given in relation to the student's sport. It is important that the study career counsellor and the school's contact person for top-class sports remain in regular contact. If a student has complaints about being treated unfairly or about support not being provided, i.e. in conflict with the agreements made, the study career counsellor is the first point of contact for the student. The study career counsellor is responsible for referring students to the coordinator for top-class sports for independent advice in a timely and appropriate manner.

5 Conditions of Saxion's Top Entrepreneurs Scheme

The Top Entrepreneurs Scheme is open to full-time and part-time students. In order to be eligible for the Saxion Top Entrepreneurs Scheme, the student must demonstrate that he or she has an ambitious and growing business. Self-employed students are also eligible. Students should use a registration form on the website to register interest in the Top Entrepreneurs Scheme. The student will be invited for an intake interview on the basis of this. If the student meets the basic criteria, more detailed information will be requested based on the following components:

- A description of the student as an entrepreneur;
- A description of the business, including its mission, vision and ambition;
- A description of the industry in which the student is operating;
- Supporting financial information (such as annual turnover) and a breakdown of the time the student invests in it;
- A description of the student's motivation for applying for this scheme;
- The contact details of a reference from within the study programme;
- A recent extract from BISON ('Bedrijfsinformatie Student en Onderwijs', administrative information regarding students and education) of the student's study results.

The above criteria are the conditions for being invited for an interview with the Top Entrepreneurs Scheme selection committee. The student will be asked to present the company and him or herself in a pitch. Subsequently, the interview will focus on the above aspects.

The Top Entrepreneurs Scheme will be awarded for the duration of the academic year. After this year, a reassessment will take place to determine whether the student meets the conditions to take part in the scheme.

6 Flexible education and alternative assessment for top entrepreneurs

We have a number of measures in place for the students who are top entrepreneurs that make it possible to combine running a business with the study programme as smoothly as possible. Students should agree with the programme on the measures needed to combine entrepreneurship and studying and produce a study plan incorporating agreements between the student, the programme and Saxion Centre for Entrepreneurship.

These measures are listed below.

Compulsory attendance and timetables

In order to combine study and setting up a business, it may be beneficial for the student entrepreneur to start putting together a suitable timetable at an early stage. Among other things, the student should look at the possibilities to 'mix and match' timetables. This means that the student can, in consultation with the study career counsellor, plan the lessons on the basis of the timetables of several classes, so that he or she does not have to miss anything due to activities that are required for running the business. A study programme can opt for partial or full exemption from the compulsory attendance of lessons. Another possibility is to issue an assignment as a substitute for the attendance obligation.

Binding study advice (bsa)

In drawing up the study advice, the head takes the student's personal circumstances into account – top-class entrepreneurs also fall under these personal circumstances. This may mean that study advice is postponed in the first year of the propaedeutic year if the student has not achieved the study progress standard as a consequence of the top entrepreneurship.

Unit examination and examination regulations

It is not always possible for student entrepreneurs to follow the entire programme, participate in group assignments or take part in the classroom programme. The study plan – exceptions to which can generally only be granted by the Examination Board – is a means to evaluate whether an extra assessment should be scheduled for the student. This will generally need to be done on a 'case by case' basis, and a variant of the prescribed type of exam is also an option. Furthermore, the Examination Board may decide to change the deadline for submitting work.

Internship and/or graduation project

In order to be able to combine top entrepreneurship and internships or graduation, it may be beneficial for the student entrepreneur to start looking for a suitable internship at an early stage. The Saxion Centre for Entrepreneurship guides the student on the commercial side of entrepreneurship and the combination of entrepreneurship and internship or graduation. The programme guides the student in terms of content.

If the internship and/or graduation is to be assessed at the student's own business, the student must appoint an external entrepreneur from the same industry who can act as an adviser in the assessment process. However, the study programme itself is ultimately responsible for assessment.

Access to support programmes

Students in the Top Entrepreneurs Scheme have free access to events for entrepreneurs that are organised by Saxion and its partners. Furthermore, if places are available, they can be granted access to workshops and training sessions from, for example, the programme of the 'Startup Entrepreneur' minor. The student entrepreneur can use the facilities at the incubators on all working days.

Growth track for talented entrepreneurs

Top entrepreneurs are admitted to a growth track for talented entrepreneurs. Together with other student entrepreneurs, top entrepreneurs receive fortnightly coaching and peer review to develop their company. Saxion Centre for Entrepreneurship coaches and entrepreneurs from the region support the student entrepreneurs in this. The students present their progress twice to 'the Circle of Experts', a group of five entrepreneurs who provide feedback on their company and help them see opportunities for growth.

7 Supporting and advising student entrepreneurs participating in the Top Entrepreneurs Scheme

Saxion distinguishes a number of supporting and advisory roles to help student entrepreneurs who are taking part in a Top Entrepreneurs Scheme.

The student himself or herself

The student entrepreneur is expected to be as committed as possible to, and adopt a proactive and positive attitude towards, his or her studies. This means that a student must actively seek opportunities to combine the study programme with running his or her own business and must indicate in good time whether he or she requires additional support or anticipates problems. The student draws up a study plan together with his or her study career counsellor. If necessary, the agreements in this study plan (under the responsibility of the head) will be confirmed by the Examination Board of the study programme concerned. It is therefore very important for the student to proactively communicate and to keep the study career counsellor informed about how his or her studies are going in combination with business – running one's own business and studying should be mutually enhancing activities. We aim to seek out the best possible match between the study programme and the student's professional practice, so as to provide appropriate and engaging learning environments. For instance, the student's business challenges are used as much as possible as cases in the study programme, and vice versa. The student is responsible for demonstrating how these two elements form a synergy.

The coordinator for top entrepreneurship

The coordinator for top entrepreneurship works at the Saxion Centre for Entrepreneurship (Saxion Centrum voor Ondernemerschap). This person is the first point of contact for the contact persons for top entrepreneurship at each school, and fulfils the role of secretary to the committee that assesses the applications for the scheme.

The contact persons for top entrepreneurs

Each school has its own contact person for top entrepreneurship – this is the same person as the contact person for top-class sports. This contact person holds preliminary interviews with the top entrepreneurs. If desired, he or she can involve the study career counsellor. The contact person is the point of contact for both the student and lecturers for any questions that relate to combining their own company with their study plan. The contact person can also tell the student more about the support and facilities that are part of the Top Entrepreneurs Scheme. The contact person for top entrepreneurship replaces the study career counsellor if the student temporarily drops out of the study programme. In addition, the contact person informs the relevant study programme about the status of participating top entrepreneurs.

Names of contact persons for top entrepreneurs at each school

School of Governance, Law & Urban Development [ABRR])	Anne-Marie de Waard	a.m.dewaard@saxion.nl
School of Creative Technology (ACT)	Karin Stas	k.stas@saxion.nl
School of Health (AGZ)	Inge Geerink	g.g.m.geerink@saxion.nl
School of Applied Psychology & Human Resource Management (AMA)	Carin Foppes	c.h.foppes@saxion.nl
School of Social Work (AMM)	Kathalijne Dullaert	k.m.m.dullaert@saxion.nl
School of Education (APO) Deventer	Mariet Lubbers	m.j.c.lubbers@saxion.nl
School of Education (APO) Enschede	Stephanie Lutjen	s.e.lutjen@saxion.nl

School of Business, Building & Technology (BBT)	Susanne Oudenbroek	s.r.oudenbroek@saxion.nl
School of Finance & Accounting (FEM)	Jurian Haasjes	j.haasjes@saxion.nl
Hospitality Business School (HBS)	Bert Janssen	h.g.m.janssen@saxion.nl
School of Life Science, Engineering & Design (LED)	Paulien Smit	p.g.smit@saxion.nl
School of International Business (IBL)	Ivar Hageman	i.hageman@saxion.nl
School of Commerce and Entrepreneurship (SCE)/STA/CE	Ron Reinderink	r.reinderink@saxion.nl
School of Commerce and Entrepreneurship (SCE)/Entrepreneurship & Retail Management (ORM) Enschede	Heidi Ballast	h.j.m.ballast@saxion.nl
School of Commerce and Entrepreneurship (SCE)/Entrepreneurship & Retail Management (ORM) Deventer	Leonie Rutten	l.rutten@saxion.nl
Saxion Part-time School	Patricia Slot	p.slot@saxion.nl

The contact person at the Saxion Centre for Entrepreneurship (Saxion Centrum voor Ondernemerschap)

In addition to a study career counsellor and a contact person from the study programme, the top entrepreneur will have a contact person from the Centre for Entrepreneurship who can provide the student with business-related guidance and advice. This contact person is both an inspirer and a motivator, as well as a critical dialogue partner who can help the student entrepreneur.

The study career counsellor

The top entrepreneur is assigned a study career counsellor. The study career counsellor is the first contact person for the student for questions relating to the daily course of events. The student draws up a study plan together with the study career counsellor. In coordination with the contact person for top entrepreneurship and the coordinator for top entrepreneurship, the study career counsellor assesses the student's own business and his or her attainment of the learning performance agreements on the basis of the student's results and progress. In addition to the regular interviews, the study career counsellor will hold an annual evaluation interview with the student during which they will assess the effectiveness of the agreements made and support given in relation to the student's business. This is also when the conditions for the award of the Top Entrepreneurs Scheme will be reassessed. It is important that the study career counsellor and the programme's contact person for top entrepreneurship remain in regular contact.

If a student has complaints about being treated unfairly or about support not being provided, i.e. in conflict with the agreements made, the study career counsellor is the first point of contact for the student. The study career counsellor is responsible for referring students to the coordinator for top entrepreneurship for independent advice in a timely and appropriate manner.

8 How do students apply for the Top Entrepreneurs Scheme?

In order to be able to do business at a top level in addition to their studies, students must make certain arrangements both for their business and their study programme. What should the student in order to run a business and study at the same time as successfully as possible?

The Saxion Top Entrepreneur status is assessed and awarded as follows:

- The student informs the coordinator for top entrepreneurship that he or she would like to take part in the Top Entrepreneurs Scheme. Subsequently, the prospective top entrepreneur fills out the Top Entrepreneur registration form on the website of the Saxion Centre for Entrepreneurship (Saxion Centrum voor Ondernemerschap, SCvO). See: <https://www.saxion.nl/bedrijven/ondernemerschap/centrum-voor-ondernemerschap/topondernemersregeling-tor>
- The status is assessed and awarded at the time the student has officially started the study programme (as of September), or at any other time during the study programme.
- The coordinator will submit the completed form to the chairperson. The chairperson of the committee will assess the application on behalf of the selection committee. If the student appears to meet the conditions, he or she will be invited for an admission interview with the coordinator. If it becomes apparent during the admission interview that the student meets the basic criteria, the student will be asked to provide more detailed information based on the previously-mentioned components and the student will be invited for an interview with the selection committee.
- The selection committee comprises experienced entrepreneurs, a director of a national bank and Saxion colleagues who are closely involved in implementing entrepreneurship education and have experience as chairperson of an Examination Board. The committee is chaired by the manager of the Saxion Centre for Entrepreneurship.
- If the student meets all the conditions and the committee arrives at a positive decision, he or she will be awarded the Saxion Top Entrepreneurs status.
- The top entrepreneur will receive publicity via the Centre for Entrepreneurship including via a newsletter and an interview. These news items will not only be posted in Saxion media but also regional media.
- Subsequently, the top entrepreneur contacts the study career counsellor or the programme director in order to discuss his or her questions and wishes regarding the educational and assessment support. The contact person will then investigate whether and to what extent the requested support can be feasibly implemented within the student's study and assessment programme. Where necessary, the agreed support is laid down in an agreement (study plan). If necessary (e.g. in the case of deviations with regard to the issuing of study advice or adjustments for assessments), this agreement is submitted to the director of the study programme for approval. Notice: support is not granted by the Saxion Centre for Entrepreneurship. Educational arrangements are the exclusive competence of the director; special arrangements for assessments are the exclusive competence of the Examination Board of the study programme concerned. If necessary, proper consultation on the scheme and the possible study-related adjustments will take place before the head or Examination Board decides.
- The Saxion top entrepreneur status is valid for one academic year. As the end of the academic year approaches, the committee may decide to grant the status for the entire following academic year.
- Annually, at the end of an academic year, the student writes a reflection report on his or her progress in the past year (business and study) and sends this to the Saxion coordinator for top entrepreneurship. The coordinator provides the guidelines for this. If the status of 'top entrepreneur' is applicable to the student once again, the Saxion top entrepreneur status will be extended for the duration of one academic year, as notified in a letter. In case of any doubt, the student will first be called in for an interview by the committee. This does not mean that all support

granted by the director or Examination Board is automatically extended. After a year, this support expires and must be reapplied for in the new situation.

- The counsellors can request the list of the top entrepreneurs at Saxion from the coordinator for top entrepreneurship at the Saxion Centre for Entrepreneurship.

9 Conditions of Saxion's Informal Carer Scheme

A student must meet the following conditions in order to be eligible for participation in the Saxion Informal Carer Scheme:

1) Be ready day and night to care for a relative

In accordance with the definition on the national government website and MantelzorgNL, Saxion defines a student informal carer role that falls under the Informal Carer Scheme as follows:

- Informal care is caring for a relative
- Informal care is usually long-term and can be intensive. The assistance comprises care but can also involve assistance with necessary daily activities
- The student is the only person who can provide the care
- Availability can often be required 24 hours per day
- Is unpaid (but is not voluntary work)
- The student cannot simply stop providing the care
- The care has a medical basis and sometimes also involves nursing care
- This assistance enables the other person to manage, continue living at home and participate in society.

Sources: <https://www.rijksoverheid.nl/onderwerpen/mantelzorg/vraag-en-antwoord/wanneer-ben-ik-mantelzorger>
<https://www.mantelzorg.nl/>

2) Time spent at least 15 hours

The informal carer is actively involved in caring for a relative for at least 15 hours per week. The activities can vary from, for example making applications at the municipality or care institutions, accompanying the person to a doctor, supervising activities, physical care etc.

Informal carers are Saxion ambassadors

Where possible and desirable, the student should be available once per academic year for marketing activities to provide information and a recognisable image for other informal carers, and to promote the Saxion Informal Carer Scheme and/or a Saxion programme. The student gives his or her time on the basis of mutual agreement and is not obliged to do this.

Informal care is defined on an individual basis. It is possible to deviate from the above in specific cases.

10 Contents of Saxion's Informal Carer Scheme

Saxion supports student informal carers in achieving their ambitions. Working together with the study programme, this enables the students to find opportunities and space within the profession-oriented curriculum to continue to provide informal care while still meeting the requirements that the study programme places on them. This allows them to build a career in society alongside being an informal carer.

This scheme is comparable with the Top-Class Sports Scheme and the Art and Culture Practitioner Scheme.

Students who are eligible to take part in the Informal Carer Scheme can benefit from the following support:

- I Flexible education and alternative assessment
- II Financial support
- III Network of student informal carers

Ad. I) Flexible education

Every study programme has – within the limits of what is reasonable and possible – a best-efforts obligation to provide a flexible arrangement for education and assessment for student informal carers. This enables the student to combine informal care activities for a relative with attending teaching and sitting tests. However, as the diversity of Saxion's programmes makes it difficult to prescribe a generally applicable guideline, we operate on a 'case by case' basis. The nature and content of the requested schemes are therefore highly dependent on the study programme the student is following, the care that the relative needs and the informal carer's education phase.

'Mix and match'

In order to be able to combine study and informal care, it may be beneficial for the informal carer to start putting together a suitable timetable at an early stage, together with the programme. Among other things, the students should look at the possibilities to 'mix and match' timetables. This means that the student can plan his or her lessons on the basis of the timetables of several classes, in consultation with the study career counsellor, so that he or she can continue to provide optimal care to the relative.

Attendance obligation

A study programme can opt for partial or full exemption from the compulsory attendance of lessons. Another possibility is to issue an assignment as a substitute for the attendance obligation. For most programmes it is possible to log on to Blackboard and/or participate in hybrid education and/or take part in remote learning.

Binding study advice (bsa)

In drawing up the study advice, the head takes the student's personal circumstances into account – informal care also falls under these personal circumstances.

This may mean that study advice is postponed in the first year of the propaedeutic year if the student has not achieved the study progress standard because he or she has been providing informal care.

Unit examination and examination regulations

The assessment dates can be reviewed if they clash with informal care activities that cannot be postponed. In consultation with the Examination Board, it can be assessed whether a different assessment date can be scheduled.

A variation in the type of exam is also an option, such as if the subject can be suitably assessed as an

oral exam. Furthermore, the Examination Board may decide to change the deadline for submitting work. Other assessment methods are possible where necessary. This will generally need to be done on a 'case by case' basis for which the informal carer, in consultation with the study career counsellor and the student counsellor, can make a request to the Examination Board.

Sometimes, it may even be possible to sit tests at other locations in the Netherlands or at home. The tests must, to the fullest extent possible, be sat on the same day as the regular tests. The options must be considered in consultation with the Examination Board and the exam office.

Internship and/or graduation project

An important part of any higher professional education programme is the internship in the professional field, which may or may not be combined with the graduation project. In order to be able to combine informal care and internships, it may be beneficial to start looking for a suitable internship at an early stage, together with the programme. The hours available, the travelling distance in relation to home and finding an internship provider with a flexible attitude toward informal carers should be guiding factors in the student's decision.

The student may wish to have a flexible schedule for the internship and/or graduation project: the student can, for example, request an internship of 160 half-days instead of 80 full days. These and other questions regarding arrangements for internships and/or graduation are at the discretion of the head. While the study programme advises informal carers on the choice of an internship and/or graduation project, student informal carers are also free to use their own network for this purpose.

Draw up a study plan

In order to establish the above agreements, the student draws up a study plan at the beginning of each academic year in consultation with his or her study career counsellor. This study plan sets out performance agreements that in turn lay down the student's rights, obligations, regulations, expectations and any exceptions. This study plan is presented for information to the student counsellor of the school and subsequently submitted to the Examination Board for approval.

If there are any changes during the academic year (e.g. with regard to the relative's care needs), the student must inform the study career counsellor immediately.

Ad. II) Financial support

Saxion believes it is important that student informal carers are financially able to care for their relative without incurring disproportionate additional study costs. Student informal carers are entitled to a financial contribution from the Incentive Fund Regulations for delays they incur as a direct result of caring for their relative. The support is a grant and can only be paid out after 48 months of enrolment in the programme (or after 60 months if an extension of the performance-related grant has been applied for and granted). The amount of the support is mentioned in the Saxion Incentive Fund Regulations, article 3.1 Special Circumstances. If the Incentive Fund committee honours the application, the payments will be made in monthly instalments. This will only take place as long as the student is enrolled on a Saxion study programme. There will be no instances of payment with retroactive effect.

Applying for financial support

The student with informal carer status can submit an application if he or she, as a result of providing informal care, has been enrolled on the study programme for more than four academic years. This should take place within one year of the occurrence of the delay.

The student should contact the student counsellor of the school by making an appointment via Servicepoint.

The application must then be submitted to the Financial Support for Saxion Students (FOSS) committee. This can be submitted digitally via: MySaxion.

Ad III) Network of student informal carers

Saxion has an active network of student informal carers. Student informal carers are free to join this and exchange experiences with fellow students and/or provide information as ambassador to Saxion employees and prospective students.

11 Application for and granting of informal care status at Saxion

To ensure the combination of informal care and education is as successful as possible, the student must apply for informal carer status. This status entitles him or her to extra support and facilities within the study programme.

a) Application for Saxion informal carer status

The student should submit a request digitally - preferably prior to the start of the study - for informal carer status. The application can be sent in the following ways:

The current or prospective student informs the student counsellor of his or her own school that he or she would like an informal carer arrangement. The prospective student will then be sent the digital informal carer assessment form. Part of the form is a signed statement from an external supervisor, the relative or his or her representative, that the student spends an average 15 hours per week on informal care tasks.

The status is assessed and confirmed by the school's student counsellor when the student has officially started his or her study programme. A re-assessment takes place annually at the start of the academic year.

b) Award of Saxion informal carer status

If the student meets the conditions, he or she will be awarded Saxion informal carer status.

The student should contact their school's student counsellor for a meeting regarding the conditions. In this meeting, the student counsellor informs the student about the support provided in the Informal Carer Scheme. Subsequently, the informal carer contacts the study career counsellor in order to discuss his or her questions and wishes regarding the educational and assessment support. The contact person will then investigate whether and to what extent the requested support can be feasibly implemented within the student's study programme. The agreed support is laid down in an agreement (study plan). If necessary (e.g. in the case of changes related to assessments), this agreement will be submitted for approval to the programme's Examination Board.

Saxion informal carer status is valid for one academic year. Every year, at the end of an academic year, the student completes an informal care reassessment form and sends this to his or her own student counsellor. The reassessment form is available on MySaxion. The student counsellor informs the student by no later than September of the new academic year whether the informal carer status is being extended.

If the informal carer status is applicable to the student once again, the Saxion informal carer status will be extended for the duration of one academic year, as notified in a letter. Subsequently, at the start of the new academic year, a new study plan is drawn up in consultation with the student counsellor and study career counsellor.

One of the student counsellors retains an overview of the name, student number and programme of all students with informal carer status and informs the contact person of each school annually regarding which students from his/her school have informal carer status.

12 Supporting and advising care givers

Saxion distinguishes a number of supporting and advisory roles for informal carers. It is important that the student maintains regular contact with the study programme and the counsellors.

The student himself or herself

The student informal carer is expected to be as committed as possible and adopt a proactive and positive attitude

towards his or her studies. This means students must actively seek opportunities to combine the study programme with providing informal care and must indicate in good time whether they require additional support or anticipate problems. The student draws up a study plan together with his or her study career counsellor. If necessary, the agreements in this study plan will be confirmed by the Examination Board of the study programme concerned. It is therefore very important for the student to communicate proactively with and keep the study career counsellor informed about how his or her studies are going in combination with providing informal care.

The student counsellors

The student counsellor is a central contact point for students, student supervisors, informal care contact persons and programme management. In the case of more complex issues that go above and beyond the programme and domain, the student can contact the student counsellor.

The student counsellor can give advice to students, study career counsellors, informal care contact persons and the Examination Board about rules, schemes and support at Saxion.

The study career counsellor

The student informal carer has a study career counsellor. It is desirable that the study career counsellor has affinity with informal care and that this study career counsellor guides the student throughout his or her studies. The study career counsellor is the first contact person for the student for questions relating to the daily course of events. The student draws up a study plan together with the study career counsellor. In addition to regular interviews, the study career counsellor will hold an annual evaluation interview with the student during which they will assess the effectiveness of the agreements made and support given in relation to the student's informal care. It is important that the study career counsellor and the school's student counsellor remain in regular contact.

If a student has complaints about being treated unfairly or about support not being provided, i.e. in conflict with the agreements made, the study career counsellor is the first point of contact for the student. The study career counsellor is responsible for referring students to the student counsellor for independent advice in a timely and appropriate manner.

The informal carer contact person at the school

Each school has its own contact person for informal care. In general, this will be the Support issues contact person. This informal care contact person conducts an introductory meeting with the student informal carer. If desired, he or she can involve the study career counsellor. The contact person is the point of contact for both the student and the lecturers for any questions that relate to combining informal care with the study programme. The contact person can also tell the student more about the support and facilities that are part of the Informal Carer Scheme.

The informal carer contact person replaces the study career counsellor if the student temporarily drops out of the study programme. In addition, the contact person informs the relevant study programme about the status of participating informal carers.

13 Art and Culture Practitioner Scheme

Saxion's Talent Scheme also provides exceptional scope for students who excel in art and culture in the Netherlands. Examples are playing in a national orchestra of considerable stature, or cabaret artists participating in national student cabaret festivals.

However, to be eligible for the scheme, the student must not generate any income from their art and cultural activities and must spend at least 15 hours per week on these activities.

If the status of 'practitioner of art and culture' is awarded, these students can make use of the tailor-made solutions determined in consultation with the study programme. As with students who have been awarded top-class sports or top entrepreneur status, the following provisions apply in the case of art and culture:

Flexible education and alternative assessment

Financial support

(for further details on this support, see Chapter 2: 'Contents of Saxion's Top-class Sports Scheme')

If you are a practitioner of art or culture and wish to apply for the scheme or receive further information on the scheme, please contact: topsport@saxion.nl

14 Provision of information and advice

MySaxion and the website provides information about Saxion's talent policy.

For prospective students, the Open Day is an important opportunity to inform themselves about the possibilities of the course of their choice. Prospective students can also contact the school of their choice directly to discuss the possibilities of combining top-class sport, top entrepreneurship or informal care with their chosen course of study.

More information

- Top-class Sports Scheme.
For more information, the prospective or current student can send an email to topsport@saxion.nl
The coordinator for top-class sports can provide the current or prospective student with general information about the Top-class Sports Scheme.

 - Saxion Topsport Sport Academy
The prospective student who will study at the Saxion Topsport Academy (STA) will contact coordinator for top-class sports, Ron Reinderink, E: r.reinderink@saxion.nl

 - Top Entrepreneurs Scheme
For more information about the Top Entrepreneurs Scheme, the prospective or current student can send an email to the coordinator of the Top Entrepreneurs Scheme, Antje Kollenhof: j.t.kollenhof@saxion.nl or call +31 (0)6 – 57 80 55 79.

 - Informal Carer Scheme
For more information about the Informal Carer Scheme, contact student counsellor Mariska Ansink: m.s.ansink@saxion.nl

 - Art and Culture Practitioner Scheme
For more information, the prospective or current student can send an email to topsport@saxion.nl
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