

Rules of Procedure Disputes Committee

Saxion

Owner	Document owner	Date last modified	Date adopted by the Executive Board	Valid until:	Page number
DBI	Roos Doorn	24 April 2026	4 May, 2026	4 May, 2028	Page 1 of 9

Table of contents

SECTION I.	Principles	4
SECTION II.	Disputes Committee.....	4
SECTION III.	Objection procedure	5
SECTION IV.	Other matters.....	9

CHAPTER I. Principles

Article 1

Principles

These regulations implement the provisions of Article 7.63a of the Higher Education and Research Act (WHW) regarding the competence and composition of the Disputes Committee, hereinafter referred to as DC (in Dutch known as GAC), as well as the provisions of Article 7:13, first to sixth paragraphs of the General Administrative Law Act (Awb). These regulations also determine the working method of the DC.

CHAPTER II. Disputes Committee

Article 2

Competence of the Disputes Committee (DC)

The Disputes Committee advises the Executive Board on objections, as referred to in article 7.63a paragraph 2 of the WHW, regarding decisions (or the lack thereof) on the basis of the WHW and regulations based on it, other than those referred to in article 7.61 of the WHW.

Article 3

The size and composition of the DC

1. The DC consists of two chambers with a total of six members, including the two chairpersons, and, if necessary, six alternate members.
2. The (alternate) chairperson(s) must meet the requirements for appointment as a judicial officer, as referred to in Article 1d of the Judicial Officers Legal Status Act.
3. The chairpersons are appointed in office.
4. Two members and two alternate members are appointed from the student section.
5. Two members and two deputy members are appointed from the lecturer section.
6. The members and alternate members take turns sitting in the DC. In addition, members and alternate members may replace each other in order to participate in the work of the DC in the event of inability to attend or absence.
7. The remuneration of members and alternate members shall be determined by decision of the Executive Board.

Article 4

The term of appointment and dismissal of DC (alternate) members

1. The members and alternate members of the DC are appointed and dismissed by the Executive Board.
2. The appointment is for a term of four years and, in the case of students, for a term of two years. The lecturer and student members may be reappointed once.
3. The chairpersons are immediately eligible for reappointment at the end of their term, on the understanding that the chairpersons may be reappointed twice.
4. Except at their own request, members and alternate members of the DC shall be dismissed by the Executive Board upon dissolution of the DC, as well as if they have ceased to possess the capacity that was the basis for their appointment as a member or alternate member of the DC.

Article 5

The DC secretary

1. The DC is assisted by a secretary appointed by the Executive Board.
2. The DC secretary shall observe the instructions of the chairperson of the DC in the performance of their duties.
3. The Executive Board also appoints a deputy secretary who, in the event of the secretary's inability to attend or absence, can take over the secretary's duties.

Article 6

Duty of care of the Executive Board

The Executive Board shall ensure that members as referred to in Article 4, their alternates, and former members and their alternates, are not disadvantaged in their position within Saxion by or as a result of their membership of the DC.

CHAPTER III.

Objection procedure

Article 7

The submission of a notice of objection

1. The objection can be lodged by the person concerned, which is understood to mean a (prospective or former) student or a (prospective or former) external candidate.
2. The objection does not suspend the effect of the decision against which it is directed.
3. The notice of objection must be addressed to the Disputes Committee (DC) and submitted to the Complaints and Disputes Office (CDO) via the following page: [Complaints, objections and appeals - Self-service portal](#).

Article 8

The content of the notice of objection; rectification of omission

1. The notice of objection must contain:
 - a. name, address and place of residence of the person concerned,
 - b. the date,
 - c. indication of the body concerned that took the contested decision,
 - d. a clear description of the grounds of objection.
2. If possible, a copy of the decision to which the dispute relates shall be submitted with the notice of objection.
3. If the requirements referred to in paragraph 1 or any other requirement for the handling of the objection are not met, the DC secretary shall inform the person concerned of this and invite them to rectify this within a period specified to them by the secretary.
4. If the person concerned has not rectified the omission committed within the period referred to in paragraph 3, the committee may advise the institutional board to declare the objection inadmissible.

Article 9

Deadline for submitting a notice of objection

1. The period for submitting a notice of objection is six weeks. This period commences the day after the decision has been announced. Announcement takes place by sending or issuing the decision. The date of receipt of the notice of objection determines whether the objection was filed in time.
2. A notice of objection is submitted in good time when it has been received by the Complaints and Disputes Office (CDO) before the end of the period referred to in paragraph 1.
3. If the notice of objection is submitted after the expiry of the period referred to in the first and second paragraphs, a declaration of inadmissibility on that basis shall be omitted if it cannot reasonably be considered that the person concerned can be blamed for the late submission.
4. If the objection is directed against the failure to take a decision in time, the objection is not subject to a time limit. A notice of objection can be submitted as soon as an institutional body fails to take a decision in time. However, a notice of objection will be declared inadmissible if the notice of objection is submitted unreasonably late.

Article 10

Confirmation of receipt of notice of objection

The CDO confirms receipt of the notice of objection in writing on behalf of the DC, and indicates briefly how the procedure will proceed.

Article 11

Amicable settlement

1. Before the notice of objection is processed by the DC, the CDO will send a copy of the notice of objection to the relevant body as soon as possible, with the invitation to examine in consultation with the person(s) involved whether an amicable settlement of the dispute is possible. The invitation contains the request that the relevant body inform the CDO of the outcome of its deliberation within three weeks of receipt of the objection.
2. In the event that an amicable settlement has been reached, the CDO informs the parties on behalf of the DC that the objection will not be dealt with by the DC.
3. If an amicable settlement has not been possible, the relevant body will submit a statement of defence within five working days after notification of this. The CDO shall ensure that a copy of the statement of defence is sent to the other party without delay.
4. If an amicable settlement has not been possible, a report of the amicable settlement meeting will be added to the statement of defence.

Article 12

Right to be heard

1. Before the DC decides on the objection, the chair of the committee will give the person concerned and a representative of the institutional board the opportunity to be heard. A written report will be made of this hearing.
2. Unless otherwise specified, the hearing shall take place in public.

3. The chair of the DC may refrain from hearing a person concerned when:
 - a. the objection is manifestly inadmissible;
 - b. the objection is manifestly unfounded;
 - c. the person or party involved has declared that they do not wish to make use of the right to be heard;
 - d. the person or party involved does not declare within a reasonable period set by the administrative body, that they wish to make use of the right to be heard, or
 - e. the objection is fully met and the interests other persons or parties involved cannot be harmed as a result.

Article 13

Replacement and assistance at the hearing; witnesses and experts

1. The parties may be assisted or represented by an authorised representative at the hearing. They may also bring witnesses and experts to the hearing, provided that they provide the names of those persons in writing to the DC and to the opposing party no later than the fourth day prior to the hearing.
2. If someone lets someone else represent them, the DC will in any case send the documents relating to the case to the representative.
3. The DC may call witnesses and experts either officially of its own volition or at the request of the parties.

Article 14

Course of the hearing

1. The objection will be dealt with in a public session of the DC. In special cases, and also at the reasoned request of one of the parties, the Committee may decide that the hearing of the objection will take place in whole or in part behind closed doors.
2. The DC chairperson determines the date, place and time when the objection will be heard. The parties will be notified of this in writing.
3. The DC chairperson, or their deputy, will preside over the session. They will give each of the parties the opportunity to explain their position.
4. The parties may change the content of the objection and the defence, as well as the grounds on which they are based, until the closing of the hearing, unless the DC is of the opinion that the opposing party is unreasonably disadvantaged by this change.
5. If it appears before the closure of the hearing that the investigation is incomplete, the DC may determine that the hearing will be continued at a time to be determined by the Committee. In this event instructions may be given to the parties.

Article 15

The hearing in the absence of (one of) the parties

1. If one or both parties are absent at the hearing, the DC chairperson shall ascertain whether that party or both parties, were duly summoned.
2. If a party who is not present has been duly summoned, the handling of the objection can also take place without the presence of that party or both parties.

Article 16

Merging of cases; splitting

1. The DC may, of its own official volition or at the request of the parties, summon third parties whose interests are directly affected by the dispute. The summons makes each third party become a party to the proceedings.

2. Irrespective of paragraph 1, any person whose interests are directly affected by the dispute may request the DC to intervene or may join one of the parties.

If the application is granted, the applicant becomes a party to the proceedings.

3. In the cases referred to in the first and second paragraphs, the DC shall establish the rules necessary for the proper conduct of proceedings.

4. The DC is authorised to join related cases and split joined cases.

Article 17

Deliberation and advice

1. The DC holds plenary sessions and deliberates in chambers.

2. It bases its advice solely on the documents that have been submitted and on what has been put forward during the hearing. After the deliberations, the chairperson drafts a proposal for advice.

3. The DC strives for unanimity in the preparation of the advice. If the committee is unable to reach unanimity, a decision is taken by a majority vote.

4. The committee's advice is issued in writing and contains a report of the hearing.

Article 18

The decision on objection

1. The Executive Board will decide within ten weeks of receipt of the notice of objection. The decision shall also specify options for appeal.

2. Insofar as there is reason to do so, the Executive Board will revoke the contested decision and, if necessary, take a new decision in its place.

3. The decision on the objection must be based on sound reasons that are stated when the decision is announced.

If the hearing of the person concerned has been waived, the decision shall also state the grounds on which this was done.

4. The decision on the objection is signed by the President of the Executive Board and sent in copy to the person concerned and made available to interested parties. The names of parties will be omitted in copies made for the benefit of interested parties.

5. If the decision on the objection deviates from the advice of the DC, the decision will state the reason for that deviation and the advice will be sent with the decision.

Article 19

Request for expedited processing

1. If the matter requires urgency, the DC chairperson may, at the request of the person(s) concerned, determine that the committee will issue its advice to the Executive Board as soon as possible.
2. The chair will determine within one week of receipt of the objection whether there is an immediate urgency and will inform the person concerned and the Executive Board of this as soon as possible.
3. The Executive Board will take a decision within four weeks of receipt of the objection by the CDO.

CHAPTER IV.

Other matters

Article 20

Plenary meeting; annual report

1. The DC holds a plenary meeting once a year to discuss the general affairs of the committee.
2. The DC reports annually to the Executive Board on its activities, identifies bottlenecks and, if necessary, initiates amendments to these regulations.

Article 21

Definition of the year of session

A year of session is equal to one calendar year.

Article 22

Citation title

These regulations may be cited as: Saxion Disputes Committee Rules of Procedure.

Article 23

Entering into force

These regulations will enter into force the day after they have been approved by the Executive Board.