



Student Charter 2023-2024

Edition

Date 1 September 2023

Reference

Version 1

Status Final version

Department OSS / Quality and Regulatory Assurance

Author Evelien Cremers

Table of contents

Preface.....	5
1 Basic principles.....	6
1.1 Definitions.....	6
1.2 Status of the Student Charter	8
1.3 Scope	8
1.4 Content of the Student Charter.....	8
1.5 Amendment and publication of the charter	9
1.6 Principles.....	9
2 Application, admission and enrolment.....	10
2.1 Application for bachelor's, associate and funded master's degree programmes	10
2.2 Requirements concerning preliminary study for bachelor's and associate degree programmes	10
2.3 Other preliminary study and deficiency test requirements for bachelor's and AD programmes.....	10
2.4 Entry requirements for Master degree programmes	12
2.5 Enrolment in bachelor's, associate, and funded master's degree programmes.....	12
2.6 Termination of enrolment in bachelor's, associate, and funded master's degree programmes	13
2.7 Tuition and examination fees.....	13
2.8 Compensation and penalty clauses.....	14
3 Rights and obligations resulting from enrolment.....	15
3.1 Rights of the student (Article 7.34 WHW)	15
3.2 Obligations of the student.....	15
3.3 Rights of the external candidate (Article 7.36 WHW).....	15
3.4 External candidate obligations.....	15
3.5 Rights of students with special needs.....	15
3.6 Health and safety	16
4 Education	17
4.1 Education and Examination Regulations (EER).	17
4.2 Quality of tuition.....	17
4.3 Tuition in Dutch	18
4.4 Affordable tuition	18
4.5 Degrees and titles	18
5 Student facilities	20
5.1 Study coaching.....	20
5.2 Student counsellor.....	20

5.3	Student psychologist	20
5.4	Legal protection	20
6	Financial support	21
6.1	Requirements, level of financial support and payment	21
6.2	The Financial Support Saxion Students Committee	21
6.3	Objection	21
7	Participation in decision making and programme committee	22
7.1	Saxion University Council (abbr. in Dutch: CMR)	22
7.2	SCHOOL COUNCILS	22
7.3	Saxion's participation regulations	22
7.4	Facilities for participation	22
7.5	Programme committees	22
8	Rules of conduct and sanctions	23
8.1	Introduction	23
8.2	House rules and rules of conduct	23
8.3	Saxion Library house rules	24
8.4	Rules of conduct for ICT facilities	24
8.5	Sanctions	24
8.6	Serious nuisance	25
8.7	Student conduct in relation to professional practice	25
8.8	Fraud	26
8.9	Serious fraud	26
9	Legal protection	27
9.1	Complaints and Disputes Office (MKG)	27
9.2	Rules and regulations	27
9.3	Rules of procedure Board of Appeal for Examinations (Cobex)	27
9.4	Disputes Arbitration Committee (GAC) regulations	28
9.5	Complaints procedure for inappropriate behaviour;	28
9.6	Regulations concerning confidential intermediaries	28
9.7	Rules and regulations confidential intermediaries for research integrity	29
9.8	Regulations Concerning the Ombudsperson	29
9.9	Student complaints regulations	29
9.10	Disputes concerning participation in decision making	29
9.11	Privacy	29

Preface

Saxion University of Applied Sciences Student Charter 2023–2024 Institutional Section

The Saxion University of Applied Sciences Student Charter contains all the rights and obligations of Saxion students.

With more than 29,000 students, Saxion is a versatile university of applied sciences with locations in Enschede, Deventer and Apeldoorn. Saxion strives to offer an optimal learning and working environment. This ambition brings together the individual characteristics and needs of students and staff, the requirements set for them and the values and standards considered valuable by society. This includes having a functional Student Charter containing an overview of Saxion's rules written in clear language.

A Student Charter only comes to life when what it says is put into practice. The Student Charter will be invoked when applicable and the Student Charter can be supportive in ensuring a successful educational time at Saxion.

The Student Charter consists of two sections, one relating to the institution and one relating to study programmes. This section of the Student Charter is the institutional section. The section relating to study programmes includes the Education and Examination Regulations (EER) of the study programme and its details.

You can find the Student Charter on mijn.saxion.nl. If you have queries or comments about the Student Charter, please contact OSS/Quality and Regulatory Assurance.

1 Basic principles

1.1 Definitions

Accreditation	The quality mark which expresses that the quality of a programme has been assessed positively. The quality mark is granted by the Accreditation Organisation of the Netherlands and Flanders (NVAO).
Administrative Jurisdiction Division of the Council of State	The Administrative Jurisdiction Division of the Council of State, national appellate situated in The Hague.
Saxion University Council (abbr. in Dutch: CMR).	Central Participation Council, see chapter 7.
Cobex	College van Beroep voor Examens (Board of Appeal for Examinations), the institution within Saxion which handles, among other things, the disputes resulting from decisions of the examination board or an examiner.
Executive Board	The board of the institution as referred to in the Higher Education and Research Act (WHW), that is responsible for the management of Saxion i.e. the Executive Board.
Deficiency test	A test that prospective students may take before enrolling in a study programme when a prospective student does not meet specified preliminary study requirements.
EU/EEA student	A student with the nationality of Belgium, Bulgaria, Cyprus, Austria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden. Students with the Swiss nationality are also considered EU/EEA students.
Examination	An examination is made up of separate exams. Each bachelor's degree programme within Saxion has at least two examinations: the first-year examination and the final examination. Master degree programmes and Associate degree programmes have a final examination only.
External candidate	The person registered at Saxion as external candidate such as described in article 7.36 WHW.
Physical or learning disability	Each physical, sensory or other impediment as a result of which study progress is slowed down.
GAC	Geschillenadviescommissie (Disputes Arbitration Committee), the Saxion institution which handles, among other things, disputes of a general nature.
HTC	Hogeschool Toelatingscommissie (University Admission Board), the committee instituted by the Executive Board based on the WHW (Higher Education and Research Act) which assesses the admissibility of prospective students following a 21+ exam or a deficiency test. The prospective student can also apply to this committee for an exemption for taking the 21+ exam or taking the deficiency test.
MKG	The Meldpunt Klacht en Geschil (Complaints and Disputes Office) provides every (prospective, present or former) student or external candidate and each Saxion staff member, as well as external relations, with the opportunity to submit a complaint, appeal or objection.
EER	The Education and Examination Regulations consist of two parts: A general part determined by the Executive Board (Saxion EER Model) and a programme-specific part that is different for each degree

	programme and is determined by the head of the school. The EER is the whole of the mutual rights and obligations between the school and the students as far as teaching, assessment and examination are concerned. EER-B refers to the EER for bachelor's degree programmes, EER-AD refers to the EER for Associate degree programmes and EER-M refers to the EER for funded Master degree programmes.
Saxion	Saxion University of Applied Sciences (government-funded higher education institution, Article 1.8 Higher Education and Research Act).
Student	The person who has been enrolled as a student at Saxion, as referred to in Article 7.32 up to and including 7.34 of the WHW,
Academic year	The period beginning on 1 September up to and including 31 August of the following year.
Exam	A test regarding the knowledge, understanding, skills and attitude of the student which aims to establish whether the student has acquired the learning outcomes of a unit of study, as well as the assessment of the results of the test.
WHW	Wet op het hoger onderwijs en wetenschappelijk onderzoek (Higher Education and Research Act).
21+ exam	Exam for prospective students aged 21 years or older who wish to enrol in a bachelor's degree programme or an associate degree at Saxion and do not meet the general preliminary study requirements as laid down in Article 7.24 WHW (Higher Education and Research Act) nor have been exempted from these by virtue of Article 7.28 WHW (see Article 7.29 WHW and Article 3 paragraph 1 EER-B).

1.2 Status of the Student Charter

1. The Student Charter has been adopted by the Executive Board (EB), after approval of the Central Participation Council (CMR).
2. The provisions of the Student Charter are only legally effective when they do not conflict with rulings by a higher authority.

1.3 Scope

1. The Student Charter applies to persons who are registered at Saxion as student or external candidate in accordance with the provisions of the WHW. The provisions in Chapter 8 'Rules of conduct and sanctions' constitute an exception to this. These provisions apply to all those registered at Saxion.
2. The Student Charter does not apply to students enrolled in unfunded post-initial Master degree programmes at Saxion, unless explicitly mentioned in this Article. Chapter 8, Rules of conduct and sanctions, does apply to students enrolled in post-initial Master degree programmes.
3. The Student Charter describes, in so far as applicable, the legal position of external candidates.
4. This Student Charter is not applicable to students enrolled at Saxion Next, with the exception of the applicable Rules of conduct and sanctions in chapter 8.
5. This Student Charter applies until superseded by a new charter as determined by Saxion.
6. This Student Charter supersedes all previous charters. Consequently, it is no longer possible to derive any rights and/or obligations from them. Any agreement entered into by Saxion and a student on the basis of a previous Student Charter will, however, be respected.

1.4 Content of the Student Charter

1. Saxion's Student Charter aims to:
 - a. describe students' rights and obligations based on statutory regulations or regulations adopted by Saxion
 - b. record new agreements between Saxion and its students.
2. The programme-specific part as referred to in Article 7.13, paragraph 1 WHW is laid down in the EER and can be found on [mijn.saxion.nl/my_studies/rules_and_procedures/Saxion EER](http://mijn.saxion.nl/my_studies/rules_and_procedures/Saxion_EER). The Student Charter does not cover all subjects exhaustively. The EB and the heads of the schools ensure that the implementing regulations which are part of this Student Charter are available and retrievable, largely on mijn.saxion.nl.
3. Insofar as reference is made to the university of applied sciences arrangements, this comprises at least the following at Saxion for the relevant academic year:
 - Saxion ICT Facilities Code of Conduct
 - Procedure for the misuse of ICT facilities
 - Complaints procedure for inappropriate behaviour;
 - Saxion Code of Conduct for non-Dutch education
 - Privacy policy
 - Saxion University Participation Council Regulations (part of the Programme Committee Regulations)
 - Saxion Tuition Fees Regulations
 - Saxion Annual Academic Calendar
 - Education and Examination Regulations (EER).
 - Framework regulation Studying at Saxion with a physical or learning disability (part of the Policy Plan: Studying at Saxion with a physical or learning disability will be amended in September to Framework regulation studying with special needs.
 - Financial Support Saxion Students Regulation
 - Disputes Arbitration Committee (GAC) regulations
 - Rules of procedure Board of Appeal for Examinations (Cobex)
 - Saxion Talent Scheme
 - Study choice check scheme

1.5 Amendment and publication of the charter

1. The Student Charter is made available to every student upon enrolment in a programme at Saxion (Article 7.59 paragraph 2 WHW). The institutional section is available on mijnsaxion.nl. The EER relating to the programme is also available on mijnsaxion.nl.
2. The Student Charter is reviewed annually. It is possible that the charter will be amended during the course of a year due to new laws or alterations in regulations. If required, students will be informed of these amendments by means of publication on mijn.saxion.nl.

1.6 Principles

Saxion is an institution of higher education based on general and specific principles and as such respects all philosophical convictions and beliefs that fit into our democratic legal order and are in accordance with the Constitution.

2 Application, admission and enrolment

2.1 Application for bachelor's, associate and funded master's degree programmes

Paragraphs 2.1 through to 2.8 also apply to current and prospective external candidates.

In order to be able to study at Saxion as a student you first have to be enrolled as one. To do so, prospective students must apply through Studielink. Prospective students enter their study choice and preliminary study in Studielink. The Student Registration Department then handles the application. DUO checks whether the preliminary study requirement has been met.

Prospective students are advised to apply for a bachelor's degree programme or an associate degree programme by 1 May at the latest. Prospective students are invited to a Meet & Greet. Prospective students who have applied by 1 May at the latest can request a study choice check (an intake activity followed by a Study Choice Advice). See also "Regulations for Study choice check" for further specification. A study choice advice does not say anything about the admissibility of a student and does not affect enrolment.

The application deadline of 1 May and the associated regulations do not apply to prospective students who register for a bachelor's degree programme with decentralised selection (Forensic Science and Real Estate Management (property studies)), or a programme with additional requirements (Hotel Management, Creative Media and Game Technologies and Interior Design and Styling), or a programme with a job requirement in accordance with 7.27 of the Higher Education and Research Act (WHW).

2.2 Requirements concerning preliminary study for bachelor's and associate degree programmes

1. The following general requirements concerning preliminary study apply to anybody who enrolls as a student in the first year of a bachelor's degree programme or associate degree programme (Article 7.24 WHW and Article 3 paragraph 1 EER-B):
 - A pre-university education certificate (VWO) (indicating the subject cluster)
 - A senior general secondary education certificate (HAVO) (indicating the subject cluster)
 - An intermediate vocational education certificate (MBO 4).
2. A student can be enrolled in the main phase of a bachelor's degree programme at Saxion on the following basis:
 - a. On the basis of a certificate as proof of passing the first-year examination of the bachelor's degree programme in question, or passing the first-year examination which this bachelor's degree programme has in common with one or more other bachelor's degree programmes (Article 7.30 paragraph 1 WHW, Article 4 paragraph 1 EER-B).
 - b. On the basis of a decision of the head of the school (based on a binding advice from the examination board), if a certificate is involved that is at least equivalent to the first-year certificate of the bachelor's degree programme. In case of a certificate issued outside the Netherlands, the head may determine that no exams will be taken until the examination board has received proof of sufficient proficiency in the Dutch language so that the programme can be followed effectively (Article 7.30 paragraph 2 WHW, Article 4 paragraph 3 EER-B).
With due observance of the EER-B, the examination board may allow the student to sit one or more exams of the main phase, even when not all first-year exams have been passed (Article 7.30 paragraph 3 WHW, Article 15 paragraph 2 EER-B) and the person involved is therefore still enrolled as a student in the first year.

2.3 Other preliminary study and deficiency test requirements for bachelor's and AD programmes

1. It is prescribed by law which subject clusters for senior general secondary education (HAVO) or pre-university education (VWO) certificates offer admission to a specific programme. Further compulsory subjects of the school-leaving examination may also be prescribed by law (Article 7.25 WHW, Article 3 paragraph 1 EER-B). In the event a prospective student does not meet the specific requirements concerning preliminary study (subject requirements), the prospective student must have passed the deficiency test prior to enrolment (Article 7.28 paragraph 2 WHW, Article 3 paragraph 1 EER-B). Saxion has chosen not to set these more specified preliminary study requirements for prospective students with an intermediate vocational education (MBO-4) certificate. Additional requirements may

also be imposed (article 7.26 WHW). For a part-time or dual study programme requirements may be imposed on the working environment (article 7.27 WHW).

2. With respect to old certificates which do not indicate a subject cluster, or with respect to certificates with subject clusters that were offered in secondary education prior to 1 August 2007, or with respect to students who take a deficiency test as part of a 21+ exam, the University Admission Board (HTC) may determine which deficiency tests must have been passed in order to be admitted.
3. Prospective students with a different certificate (from the Netherlands or elsewhere) may be granted exemption from the general requirement concerning preliminary study by the University Admission Board, when in the University Admission Board's judgement the certificate in question is at least equivalent to the VWO, HAVO or MBO 4 certificates mentioned above under paragraph 1.
4. Prospective students in possession of a certificate from abroad who wish to be admitted to a Dutch-language programme have to submit proof of sufficient proficiency in the Dutch language (Article 7.28 paragraph 1 WHW, Article 3 paragraph 1 EER-B). The following certificates count as proof of sufficient proficiency in the Dutch language: the certificate "Staatsexamen programma 2", the certificate "Profiel Educatief Startbekwaam" (formerly: "Profiel Taalvaardigheid Hoger Onderwijs") or the certificate "Profiel Educatief Professioneel" (formerly: "Profiel Academische Taalvaardigheid (PAT)" for all four sub skills, i.e. reading, writing, listening and speaking, or a previously obtained diploma in the Netherlands on at least pre-vocational level (VMBO). If the prospective student does not possess either of these certificates, then they are expected to demonstrate that they are sufficiently proficient in the Dutch language. This is possible by successfully taking part in the state examination programme 2 offered by DUO.
5. Any prospective student who does not meet the general requirement concerning preliminary study in accordance with Article 7.24 WHW, nor is eligible for an exemption in accordance with Article 7.28 WHW (see Article 7.29 WHW and Article 3 paragraph 1 EER-B and EER-Ad) can sit Saxion's so-called 21+ exam, provided the prospective student is at least 21 years old. As reference date, candidates have to be 21 years old or older in the month of September in the year of enrolment (or in the month of February should the study programme begin in February). Saxion's 21+ exam consists of a Dutch language proficiency test and an aptitude test, which may be supplemented with one or more deficiency tests.
6. The HTC (University Admission Board) can offer an exemption to prospective students who are not directly admissible for:
 - a. the requirements concerning preliminary study, on the basis of:
 - other certificates (7.28 paragraph 2, 3 and 4 WHW), or
 - entrance exams (7.29 paragraph 1, 3 and 4).
 - b. the specific requirements concerning preliminary study (7.25 paragraph 4 WHW)
 - c. (parts of) the Saxion 21+ exam (both the Dutch language proficiency and aptitude test parts)
 - d. the deficiency test
 - e. the Dutch language proficiency test (NT2 test, level B2).
7. Prospective students must send a motivated request for exemption by email to the University Admission Board (HTC). Prospective students must submit any certificates, qualifications and other proof on the basis of which the exemption is requested.
8. Prospective students wishing to enrol in a bachelor's degree programme or wishing to follow a study pathway¹ within a bachelor's degree programme taught exclusively in another language than Dutch, must meet requirements of sufficient proficiency in the language of instruction for the bachelor's degree programme or study pathway in question.
9. Article 3 of the EER-B and EER-AD refers to the 'Requirements' tab on www.saxion.nl. This sets out the entry requirements for each programme.

¹ A study pathway refers to a Saxion bachelor's degree programme with a clearly defined differentiation, specialisation or graduation opportunity. A study pathway must be approved by the Executive Board. If a programme is offered in a different language to the conventional language, we refer to this as a NAAST pathway. This is a separate type of study pathway. Other forms of study pathways are for example a short degree programme, a tailor-made programme, an abridged programme, a target group pathway or a clearly defined differentiation or specialisation in terms of content.

2.4 Entry requirements for Master degree programmes

For admission to a government funded master degree programme and a follow-up master degree programme as referred to in article 7.3a paragraph 2 WHW, the entry requirements apply (article 7.30b WHW):

- A bachelor's degree at university level or a bachelor's degree at higher professional education level, or
- knowledge, insight and skills commensurate with a bachelor's degree at university level or a bachelor's degree at higher professional education level.

In addition to these requirements, Saxion may set qualitative admission requirements. In case of qualitative admission requirements for students, the number of types of such requirements is at least two (Article 7.30b paragraph 5 WHW).

These qualitative requirements are included in Article 3 of the EER-M of the Master degree programme in question.

The EB may set a maximum number of enrolments in the Master degree programme in question. If the EB has set such a maximum number, the additional requirement applies that the admission does not cause this number to be exceeded. In the event a maximum number has been set, regulations will be drawn up which include the procedural rules to be followed if the maximum number of enrolments has been exceeded.

2.5 Enrolment in bachelor's, associate, and funded master's degree programmes

1. Enrolment in a Saxion programme can be effected in two ways:
 - Enrolment as a student: full-time, part-time or dual (Article 7.32 WHW)
 - Enrolment as an external candidate (Article 7.32 WHW).
2. Enrolment as external candidate is only intended for candidates solely wishing to sit the exams/examinations for the relevant programme. An external candidate pays examination fees instead of tuition fees.
3. Students enrol in one or more programmes and in principle for the full academic year. Students can enrol in only one type of programme (full-time, part-time or dual). Non-EU/EEA students who have a residence permit for study reasons, may only be enrolled as full-time students. From academic year 2021-2022 students from the United Kingdom no longer fall under EU/EER regulations due to Brexit.
4. The academic year starts on 1 September and ends on 31 August of the following year. The student is to meet all enrolment requirements prior to enrolment. After enrolment, students are issued with a proof of enrolment in the form of a student card. In the event that a student has not met all enrolment requirements by 1 September, the request for enrolment at Saxion will be cancelled and the student has no right to participate in tuition, sit exams or make use of Saxion's facilities.
5. Requirements for enrolment:
 - a. prospective students must register and enrol in accordance with the procedures of Studielink and Saxion;
 - b. personal details of the prospective student are to be verified. In Studielink, the personal details are to be verified by DUO by checking the municipal personal records database (BRP). If verification is unsuccessful, the prospective student must submit a copy of a valid proof of identity to Saxion's Student Registration department.
 - c. The details of any preliminary study which provides admission to the programme must be verified. In Studielink, the requirements concerning preliminary study are verified by DUO by means of the Examination Results Register (ERR). If verification is unsuccessful, the prospective student must submit certified copies of the certificate and the transcript of the preliminary study to Saxion's Student Registration department;
 - d. the prospective student authorises Saxion until further notice, to withdraw any payable tuition fees by means of a digital debit authorisation through Studielink;
 - e. If additional requirements or requirements of employment have been set for the programme of choice, the programme in question must submit a "statement of intake approval" to Saxion's Student Registration department for each prospective student.
 - f. foreign prospective students must submit evidence of passing a language test (Dutch or English depending on the desired programme) and a submit residence permit (for non-EU/EEA students). Students from the United Kingdom must have a valid residence permit.

6. The regulations relating to determining the tuition fees and payment of tuition fees are recorded in the "Saxion Tuition Fees Regulations 2023-2024" (the Tuition Fees Regulations). The Saxion Tuition Fees Regulations are set annually. An extensive description of application, admission, enrolment and termination of enrolment can be found at <https://www.saxion.nl/studeren-bij/voltijd/inschrijven-voor-voltijd/ik-wil-mij-inschrijven>. The Tuition Fees Regulations can be found at www.saxion.nl and mijn.saxion.nl.
7. Among other things, the following subjects are discussed in these regulations:
 - enrolment during the academic year
 - re-enrolment
 - termination of enrolment;
 - tuition fee types, amounts and conditions;
 - second enrolment
 - Terms of payment
 - problems with payment.

2.6 Termination of enrolment in bachelor's, associate, and funded master's degree programmes

1. The student must terminate their registration in Studielink. Termination of enrolment in the month of June or later in the academic year does not entitle the student to a refund of tuition fees. Terminations of enrolment are processed as at the first day of the next month (this also applies after June). In case of a change of programme, degree type or study pathway, the termination of enrolment will come into effect after the second enrolment.
2. If the student terminates his enrolment in the course of the academic year, this counts as premature termination of enrolment.
3. A student who wants to terminate his first enrolment without having obtained a final certificate must pass this on via Studielink. The termination of enrolment commences on the first day of the month following the month in which the termination of enrolment was passed on by the student in Studielink. A refund of tuition fees will be automatically applied according to the terms included in the Tuition Fees Regulations.
4. A student who wants to terminate his second programme without having obtained a certificate must report this through Studielink. Since the first enrolment is continuing unchanged, the student will not receive a refund.
5. A student who obtains a certificate for the second enrolment remains enrolled in the first programme. No changes are made during that academic year with regard to enrolment, refunds or the level of the tuition fees.
6. A student who meets all the conditions of the final certificate for the associate degree programme, the bachelor's degree programme or the master's degree programme in August of the academic year does not have to enrol in the new academic year until the examination board makes a decision in September. If the examination board decides that the student has passed, the certificate will be backdated to 31 August of the previous academic year.
7. A student who meets all the conditions of the first-year certificate in August of the academic year does not have to enrol in the new academic year before the examination board makes a decision in September. If the examination board decides that the student has passed the first-year examination, the first-year certificate will be backdated to the last working day of August of the previous academic year. The student must terminate his enrolment via Studielink to avoid the continued collection of tuition fees.

2.7 Tuition and examination fees

1. Students are obliged to pay tuition fees to Saxion for each academic year that they are enrolled in a Saxion programme (7.43 WHW). The amounts and the different types of tuition fees (statutory or institutional tuition fees) have been determined in the Tuition Fees Regulations. The amounts of the tuition fees are determined annually.
2. The tuition fees are subdivided into:
 - statutory tuition fees (amount depends on type of degree programme: full-time, part-time, dual);
 - reduced statutory tuition fees (amount depends on type of degree programme: full-time, part-time, dual);
 - Institutional tuition fees (amount depends on nationality or degree obtained).

3. The Tuition Fees Regulations determine whether the student is eligible to pay statutory tuition fees, reduced statutory tuition fees or institutional tuition fees.
4. External candidates are obliged to pay an examination fee determined by the EB for each academic year that they are enrolled in a Saxion programme (7.44 WHW). The EB has set the examination fee at an amount equal to the amount paid by a full-time student in accordance with the Tuition Fees Regulations.
5. The specified General Terms and Conditions (ALV) apply to follow-up master's degree programmes.

2.8 Compensation and penalty clauses

1. Any person not enrolled at Saxion but who makes use of its mainstream tuition and examination facilities will be liable for damages to Saxion (Article 15.2 WHW) (in addition to any fine based on criminal law under Article 15.3 WHW). The level of these damages will be set by the EB at an amount equivalent to the tuition fees that should have been paid if the person had enrolled in the programme in question.
2. If Saxion reports unauthorised use of the tuition and examination facilities to the police, the Public Prosecutions Office (OM) may impose a fine.
3. The payment of damages and/or a fine does not entitle a person to enrolment by operation of law. Enrolment is only possible at the next date of enrolment, subject to payment of the tuition fees.

3 Rights and obligations resulting from enrolment

3.1 Rights of the student (Article 7.34 WHW)

Enrolment as a student entitles the student to:

1. participate in education within the study programme without affecting the right of the Executive Board to determine otherwise by virtue of applying the law. Enrolment as a student in a programme at a Saxion school entitles the student to participation in tuition. Enrolment also entitles bachelor's and Associate degree programme students to participate in tuition for bachelor's degree programmes and associate degree programmes for both another programme at their own location and their own or another programme at another location without requiring a second enrolment, provided they meet the relevant requirements (Article 1 EER-B' and AD, under 'Education within other programmes at Saxion'). This may only involve funded tuition which fits within the study contract approved by the head of the school where the student is enrolled. Should the student wish to participate in a second bachelor's degree programme or associate degree programme, a second enrolment is needed. Refer to the Tuition Fees Regulations for consequences this has for tuition fees;
2. sitting exams and examinations within the programme (see Articles 13 up to and including 24 of the EER-B, Articles 11 up to and including 22 of the EER-AD and Articles 9 up to and including 20 of the EER-M for the programme in question);
3. access to and utilisation of all premises and outdoor spaces belonging to Saxion, unless the Executive Board has restricted such access;
4. use of student services, including the Saxion Library and the student counsellors;
5. study coaching, whereby Saxion will pay special heed to students belonging to cultural or ethnic minorities and students with a special need.
6. The right to vote and stand for election for the Saxion University Council (CMR) and the School Council of the school which offers the programme.

In case the minister or Saxion decides to discontinue a programme, the student is entitled to complete the programme within a reasonable amount of time at Saxion or at another university of applied sciences.

3.2 Obligations of the student

Enrolment as a student entails at any rate the following obligations:

- paying the tuition fees
- Complying with the Saxion Rules of conduct as recorded in chapter 8.

3.3 Rights of the external candidate (Article 7.36 WHW)

An external candidate is a person who is enrolled in one of the degree programmes at Saxion University of Applied Sciences and who is only entitled to participate in the exams and examinations. Unlike a student, an external candidate is not entitled to participate in tuition. Enrolment as an external candidate only entitles the external candidate to the following:

1. sitting exams and examinations within the programme (see Articles 13 up to and including 24 of the EER-B, Articles 11 up to and including 22 of the EER-AD and Articles 9 up to and including 20 of the EER-M for the programme in question). External candidates with a special need may request the examination board to enable them to sit exams in a way adapted to their special needs in as far as possible (Articles 16 EER-B, 14 EER-AD and 12 EER-M);
2. access to and utilisation of all premises and outdoor spaces of Saxion, unless the EB has restricted such access.

3.4 External candidate obligations

Enrolment as an external candidate entails at any rate the following obligations:

- Paying the examination fee
- Complying with the Saxion Rules of conduct as recorded in chapter 8.

3.5 Rights of students with special needs

1. At Saxion, a special need is understood to mean any physical, sensory or other disorder which may result in slowing down study progress. This can be a visual, auditory or motor disability, a language impediment (dyslexia), arithmetic impediment (dyscalculia), speech disorder, stamina impediment,

memory/concentration defect or organ defect, but also a phobia, depression, epilepsy, M.E., chronic RSI or serious migraine. This also includes students with status given by the Talent Scheme.

2. At the request of a student with a special need, Saxion is obliged to take appropriate measures to ensure the student has an equal opportunity of successfully completing the programme. A student counsellor will guide and assist the student with their application for these facilities.
3. The study programme director will, at the student's request and where possible, offer students with a special need the opportunity to participate in education in an adapted way (Article 16 EER-B, Article 14 EER-AD and Article 12 EER-M). Depending on the nature of the impediment, the student may apply for educational facilities. Possible educational facilities are for example an adapted learning pace, a substitute assignment, making use of staggered work placements or additional study coaching.
4. On request and where possible, the examination board offers students with a special need the opportunity to sit exams in a way adapted to the impediment (Articles 16 EER-B, 14 EER-AD and 12 EER-M). Possible compensation during tests includes more time for an exam, the use of a laptop and sitting exams in a quiet space.
5. The Saxion Policy Plan 'Studying with a physical or learning disability at Saxion' (to be changed during 2023 to Policy Plan studying with a special need) and relevant framework regulations, contain the starting points for granting facilities, as well as the procedure for requesting and granting such facilities. Also see www.saxion.nl/studerenmeteenfunctiebeperking (medio 2023) and www.saxion.nl/studerenmeteenondersteuningsvraag.nl.
6. To better facilitate students with special needs, Saxion is seeking to achieve maximum premises accessibility in the event of renovation work and/or new building activities. The web guidelines of the hallmark 'Waarmerk Drempelvrij' (Hallmark Threshold-free) are incorporated in as far as possible, with regard to the digital accessibility of existing and new information systems and websites throughout the university of applied sciences.

3.6 Health and safety

1. At Saxion, the Dutch occupational health and safety laws (Arbowetgeving) apply. Each student is at any rate entitled to:
 - information and instructions concerning risks and dangers related to the study programme;
 - information and instructions about and access to safety measures and (personal) protection equipment;
 - a discussion and evaluation of the health and safety risks involving lecturers and tutors;
 - reporting of hazards and risks by lecturers, tutors, study coaches, confidential intermediaries or the Service Point;
 - suspension of study in case of immediate threat or danger to safety or health, which may not negatively affect the student's study progress;
 - feedback in case of reported problems regarding safety, health and well-being.
2. Every student can contact one of the two occupational health and safety officers with any questions or complaints about, for example, air conditioning, furniture and safety at Saxion: **Albert Baas** (LED) 088-0193061, a.w.baas@saxion.nl (chemical safety and physical working conditions), **Gert Jan de Vries** (FSO) 088-0193699, g.j.devries@saxion.nl (building-related safety, facilities and emergency response service).
3. Every study is at least obliged to:
 - adhere to the safety rules, regulations and procedures in force;
 - follow Saxion and school instructions from lecturers and tutors for following safety procedures and measures and for wearing personal protective equipment;
 - when performing work, make preparations in advance at his own initiative and precautionary measures.
 - Report hazardous situations and near accidents to the Service Point;
 - Report a fire, emergencies and accidents via the emergency phone number 088-0196333;
 - Follow the instructions of the company emergency response officer, evacuation team or lecturers in case of emergencies and/or evacuation.

4 Education

4.1 Education and Examination Regulations (EER).

Each programme or group of programmes has an EER under the WHW. The EER is the whole of the mutual rights and obligations between the school and the students as far as teaching, assessment and examination are concerned. The EER consists of two parts. one general part and a part which is programme specific. The general part, the Saxion Model EER (bachelor's degree programmes, associate degree programmes or master's degree programmes), is determined annually by the EB. The programme-specific part is drawn up each year by the head of the school, with the examination board adding programme-specific details of its own. The Saxion University Council has the right of consent regarding the model Educational and Examination Regulations (EER), in accordance with article 7.13 of the WHW. The School Council has the authority to give or withhold approval of the "Educational and Examination Regulations (EER) of the school as implementation of the Saxion-wide model".

The Programme Committee also has the right of consultation or consent regarding some of the details worked out by the EER. In addition, the Programme Committee will assess the implementation of the EER annually.

For students participating in a Top Talent Programme (Honours Programme or Excellence Programme), the Education and Examination Regulations for the relevant Saxion Top Talent Programme apply as supplement to the EER.

The EER includes:

- provisions relating to study load and the associated credits;
- the form in which the programme established (full-time, part-time or dual);
- a global overview of the contents of the study programme as well as a detailed overview of the units of study, exams and corresponding study load as offered in the academic year concerned;
- the type of exam and references to the conditions, the exam rules and the enrolment process;
- the regulations relating to offering study advice;
- the set requirements relating to the final examination and other exams.

The EER includes that the education in a feasible programme within a bachelor's or other study programme, should be offered in such a way that the student, within the boundaries of the EER, but also taking account of the planning and scheduling and the study contract applicable to the student, is enabled to participate in all the educational programme study activities of the major and any chosen minor. In the case of special needs relating to education and/or assessment, a student may request special facilities, in accordance with the provisions of the EER.

The Saxion Annual Schedule 2023-2024 records the annual schedule of the term schedule for academic year 2023-2024. Times at which lessons take place are laid down in the lesson timetable.

4.2 Quality of tuition

1. The quality of all (funded and unfunded) bachelor's degree, associate degree and master's degree programmes of Saxion is regularly assessed by independent external and internal experts and by students.
2. The external assessment procedure has been laid down in the so-called accreditation system, Article 1.18 WHW. An integrated quality assurance system is used that follows a six-year cycle. Once every six years, an external panel performs an assessment (visitation). The visitation of the programme is carried out by an independent visitation panel duly authorised by the Accreditation Organisation of the Netherlands and Flanders (NVAO). Saxion submits the accreditation procedure based on the visitation report. The NVAO then decides whether the accreditation of a programme is continued. Accreditation means that a programme complies with the NVAO standards and a quality

mark will be issued for six years. Additionally, internal auditors and experts from the professional field perform an internal audit of the quality of the programme once every six years. For both assessments, students submit a chapter (often the degree programme committee) in accordance with Article 5.13 WHW to be included in the programme's self-evaluation.

3. As part of the Saxion-wide quality assurance process, all students will regularly be given the opportunity to give an assessment of the quality of tuition in which they participate (Article 1.18 WHW). The results of these assessments, with the exception of any names mentioned, are public. The head is responsible for dealing with the results of quality assessments of (parts of) the programme. In addition, the programme-specific part of the EER stipulates how the head evaluates his degree programme (Article 7.13, paragraph 2, a1, WHW). The degree programme committee has the right of consent with regards to the method in which evaluations are performed. For more information, see Article 4.4 of the Saxion University Participation Council Regulations.
4. Saxion describes its policy plans regarding the quality of education in its quality policy document and in the academic calendar (as part of the P&C cycle). The results achieved with regard to the quality of education are reported in the annual management report.

4.3 Tuition in Dutch

Within Saxion, both education is given and exams are set in Dutch. The following exceptions to this rule may be made (Article 7.2 WHW):

- NAAST pathways (programmes followed alongside the Dutch study route in a language other than Dutch)
- Programmes for foreign languages
- Guest lectures by a lecturer speaking a foreign language
- If the specific nature, organisation or quality of tuition, or the origin of the students, make it essential to do so.

The Saxion Code of Conduct for Foreign Language Education and the Framework for Language Policy have been determined by the Executive Board.

4.4 Affordable tuition

1. Enrolment in a programme at Saxion is not dependent on any other financial contribution besides tuition fees or examination fees (Article 7.50 paragraph 1 WHW).
2. Expenses incurred for tuition materials for the student's personal use, such as books, materials and equipment for practical training, for participation in tuition and exams/examinations for the programme in which a student is enrolled, are to be paid by the student or the external candidate. The student should receive an overview of these costs to the extent possible before the beginning of the academic year.
3. Costs incurred by Saxion for statutory obligations concerning the provision of tuition, such as furnishing expenses, classrooms, conducting an administration, production of certificates etc., may not be charged to the students.
4. The total amount charged for excursions, introductory periods, project days and work placements, together with the other costs for teaching materials, must not be excessive, but cover costs as much as possible.
5. If any other monetary contribution towards the costs is asked (in addition to the statutory tuition fee, institutional tuition fee or examination fee) for a specific facility or service which bears no close relation to the statutory tasks of Saxion, this may only involve a facility or service the student is allowed but not obliged to buy in order to participate in a programme in which the student wishes to enrol or has been enrolled. In other words, the student is free to decide whether or not to use this provision or service. If the student opts to make use of the voluntary facility or service, he will be due the contribution charged for them, but the enrolment in the programme is not made dependent on this.

If the monetary contribution is for an obligatory part of the programme, the student is offered an alternative activity by the school which will enable the student to achieve the envisaged learning outcomes.

4.5 Degrees and titles

1. Students who pass the final examination of a bachelor's degree programme, a master's degree programme or an associate degree programme are awarded the title of Bachelor (B), Master (M) or Associate Degree (AD), respectively, by the EB. The bachelor's or master's degree will be

supplemented with a further designation, based on a national reference list, to enable comparison with foreign degrees. The graduate may place the degree and further designation behind his name. Graduates who have been awarded an associate degree may only use the designation 'AD' behind their name. They may not use any further designations.

2. Graduates who have been awarded a bachelor's degree may also opt for using a title in front of their name, namely:
 - a. the title ingénieur (engineer), abbreviated to ing., if the final examination of the bachelor's degree programme is in the field of engineering or agriculture and natural surroundings, or
 - b. the title 'baccalaureus', abbreviated to bc., if another programme in higher professional education is concerned.

5 Student facilities

The general facilities for students established by Saxion include the following:

5.1 Study coaching

1. Students are entitled to study coaching by a study coach attached to the programme. Article 5 paragraph 2 of the EER-B, Article 4 paragraph 2 of the EER-AD and Article 4 paragraph 2 of the EER-M describe how the student is informed about who is to be their study coach, how the study coaching of students is to take place and how often and in what way the student will be invited for a study coaching interview.
2. When a student is enrolled in the first year of a bachelor's degree programme or the first year of an associate degree programme, they will be invited for an individual interview on at least three separate occasions during the academic year. This is one of the requirements for rejection when issuing study advice. If a student does not respond to this invitation, the study coach will inform the student in writing which subjects the study coach had wanted to discuss during the interview; this notification has the same legal effect as an interview report.
3. The following also applies within Saxion:
 - If a study completion delay is identified by a programme, various actions can be taken in consultation with the student, such as holding extra interviews, offering self-diagnosis, placing the student in a guidance group, providing subject-specific supervision, offering study skills support or referring the student to the Study Success Centre.
 - Students are entitled to supervision by a lecturer, both in groups and individually.
 - Students are entitled to supervision during a work placement and while carrying out a final assignment. The deadlines in agreements with the supervising lecturer concerned should be such that the student can reasonably be expected to carry out the requested tasks within the agreed time.

5.2 Student counsellor

All students are entitled to use the services of a student counsellor (Article 7.34 paragraph 1d WHW). Students can call on the student counsellor for assistance and advice with regard to study completion delay, options for financial help, enrolment and studying with a special need (including a physical or learning disability, informal care duties and talent scheme). Students can also consult the student counsellor if they have doubts about the choice of study or questions about the study advice, in case of complaints and appeals and for information and advice with respect to the programme and (further) study. The student counsellor works in accordance with the Saxion University of Applied Sciences student counsellor code of conduct, which can be accessed digitally via mijnsaxion.nl.

5.3 Student psychologist

Specialist support is available from Saxion's student psychologist for students dealing with a study completion delay due to personal problems. In most cases, a short result-oriented pathway will be offered. Confidentiality is key to every approach. This service is offered to students free of charge. The students' psychologist works in accordance with the NIP code. More information is available on psynip.nl. Student counsellors and student psychologists together form the Student Supervision team (SBT) to which the SBT integrity code applies. The SBT integrity code can be seen on mijnsaxion.nl.

5.4 Legal protection

Saxion offers each student or external candidate the opportunity to submit their complaint to the Complaints and Disputes Office (MKG). For more information on this subject, see the provisions in chapter 9 of this Student Charter.

6 Financial support

1. It is possible for students to receive financial support from Saxion. The Incentive Fund Regulation was set up for this purpose. The Regulation can be found on [MijnSaxion.nl](https://www.mijnsaxion.nl).
2. The financial support consists of the following facilities:

The Incentive Fund:

- provision on the basis of special circumstances;
- provision for recognised practitioners of performance sports, art or culture (also relevant Saxion Talent Scheme);
- provision in relation to a greater study load;
- provision for administrative participation;
- provision for student engagement in teams and committees;
- scholarships for activities intended to promote outgoing mobility;
- provision for international students.

Emergency Provision

6.1 Requirements, level of financial support and payment

The Incentive Fund Regulation states which requirements the student has to meet in order to be eligible for each provision. The Regulation also stipulates the level of the financial support, the application procedure and the moment of payment.

6.2 The Financial Support Saxion Students Committee

- 1 The student will submit the application online to the Financial Support Saxion Students Committee (hereinafter referred to as 'the Committee'). Provisions for international students are the joint responsibility of the International Office and the Saxion Scholarship Selection Committee.
- 2 The EB has charged the Committee with the implementation of the Incentive Fund Regulation. The Committee is made up of six members in total, including a lecturer member, a deputy lecturer member, a student member and a deputy student member.
- 3 An application for a provision must be supported by a number of documents as requested by the Committee. The Regulation indicates for each provision which documents have to be submitted with the application.
- 4 At the student's request, the student counsellor shall provide the student with information on the application and shall supply an advice regarding the application.
- 5 Prior to the decision-making, the Committee may decide to hear persons, including the applicant. The Committee is not allowed to reject the request without having heard the applicant. The Committee decides on the duration and the level of the financial support.

6.3 Objection

The student may lodge an objection against the decision within six weeks after the publication of the decision. The notice of objection should be addressed to the Complaints and Disputes Office, which will see to it that the objection is dealt with by Saxion's Disputes Arbitration Committee.

7 Participation in decision making and programme committee

7.1 Saxion University Council (abbr. in Dutch: CMR).

1. Under the provisions of Article 10.17 WHW, the Saxion University Council (hereinafter referred to as 'the CMR') has been set up.
2. The CMR consists of 24 members. Half of the members are students chosen by students and the other half are members of staff chosen by staff.
3. The members are chosen in accordance with a constituency system. Constituency 1 consists of the schools concerning care, society and education; constituency 2 consists of the economic schools and constituency 3 the technical schools. For personnel working in the service departments there is a fourth constituency.
4. Three seats in each of the four constituencies are awarded to members of staff. Students are awarded four seats in each of the constituencies 1, 2 and 3.

7.2 SCHOOL COUNCILS

Every school has a School Council (hereinafter referred to as 'the AR'). The number of members of an AR is determined by the number of students enrolled at the school, with a minimum of six and a maximum of ten members. Just as in the CMR, students and staff are represented in equal numbers. In addition, student members will be free of timetable obligations for meetings.

7.3 Saxion's participation regulations

1. Saxion's participation regulations list the tasks and the approval and advisory competences of all participation councils. The Regulation can be found on [MijnSaxion.nl](https://www.mijnsaxion.nl).
2. The relevant authority (the EB or head of the school) will see to it that members of a participation council will not experience any disadvantage because of their membership of the council in respect of their legal position within Saxion. This applies equally to candidate and former members.

7.4 Facilities for participation

Saxion's participation regulations dictate that student members of a representative council will receive an allowance for their work on the council. Furthermore, students will be free of timetable obligations during meetings. In addition, the student member can receive training on participation in decision making. If they sustain a study completion delay because of their work for a participation council, students may claim a provision from the Incentive Fund (see the Incentive Fund Regulation).

7.5 Programme committees

1. Every Saxion degree programme or group of programmes has a degree programme committee (hereinafter referred to as 'the OC') (Article 10.3c WHW). The Programme Committee comprises six members. Half of the members are students from the degree programme concerned and the other half is composed of staff members from the Saxion degree programme concerned. The Degree programme committee co-determination regulations (part of the Programme Committee Regulations) specify the composition and appointment of the degree programme committee.
2. The Programme committee task to give advice about enhancing and guaranteeing the quality of the degree programme. In order to achieve this, the Programme Committee has the right of consent and consultation rights regarding parts of the EER. The Programme committee further assesses the implementation of the EER. In addition, the OC, upon request or at its own initiative, advises the School Council and the head on all other matters relating to tuition for the programme(s) concerned.
3. At the start of a term, the head of the school provides the OC with basic data about the internal organisation and the profile of the programme, the tuition and exam plan and other relevant regulations with respect to tuition. Upon request or at his own initiative, the head provides the OC in a timely fashion with all further information it reasonably needs in order to accomplish its objectives.
4. The head ensures that the OC receives a training budget in order to enable the proper performance of the task.
5. The Programme committee may use the facilities required for the performance of its duties. In each case, it is understood, official, financial and legal support and education (Article 10.39 WHW).

8 Rules of conduct and sanctions

8.1 Introduction

1. In order to maintain a smooth operation and to promote a safe study and working climate for Saxion students and staff, the EB has adopted the following rules of conduct and house rules on the basis of Section 7.57h WHW and the Dutch occupational health and safety laws.
2. These rules of conduct and house rules are applicable to students, external candidates and course participants. In this chapter, these persons are referred to collectively as 'the student'.
3. When the student violates the house rules and rules of conduct, the EB is entitled to impose sanctions as stated in this chapter.
4. To the extent applicable, the rules of conduct also apply in situations in which the student, as part of his studies, makes use of buildings, facilities and/or possessions of companies and institutions outside of Saxion (in the Netherlands or abroad), in accordance with the rules of conduct that apply at these places. This is especially relevant to work placements, study trips, graduation assignments and other assignments to be carried out in the context of preparation for professional practice.
5. Students, staff and other visitors who notice breaches of house rules or rules of conduct inside or around Saxion premises are authorised to call the perpetrator(s) to account and contact the Service Point (088- 019 3000).
6. Misuse of ICT facilities may also be reported to the service desk of Information Systems Services.

8.2 House rules and rules of conduct

The EB has adopted the following house rules and rules of conduct:

1. The student's behaviour must comply with the general standards of decency which are applicable in the Netherlands. This also applies when the student follows an internship or programme at a host institution or company.
2. When in Saxion buildings and grounds, students and other persons present must behave in a manner appropriate to the Saxion house rules and rules of conduct. The student is expected to behave in such a way that the student:
 - a. refrains from inappropriate behaviour. This includes: (sexual) harassment, bullying, physical or verbal aggression, violence and discrimination. The student can discuss this behaviour with the study coach, if the student can't or does not want to do this, the inappropriate behaviour can be discussed with a confidential intermediary at Saxion.
 - b. adheres to the Netherlands Code of Conduct for Research Integrity (NGWI). For more information about this the student can contact a confidential intermediary for scientific integrity.
 - c. causes no damage to Saxion property;
 - d. treats Saxion buildings and facilities with respect;
 - e. shows respect for other people in the buildings and on the grounds of Saxion or for those taking part in a Saxion virtual event and causes them no injury, directly or indirectly.
 - f. does not infringe the rights of other people in the buildings and on the grounds of Saxion;
 - g. does not hinder the course or the progress of their lessons and other activities;
 - h. follows instructions given by Saxion (security) personnel;
 - i. does not act in violation of any other statutory obligation;
 - j. does not act in violation of what is considered desirable social interaction in relation to other persons and goods
 - k. leaves their face uncovered, so that the communication with or between students is not inhibited and the identification of students is not impeded, nor the safety within Saxion affected;
 - l. conforms to the dress code that may be set down by the Head of School. policy in this matter will be largely determined by generally accepted values in the professional field in question.
 - m. adheres to the (mandatory) measures taken in connection with infectious diseases that must be reported to the authorities under the Public Health;
 - n. does not smoke within Saxion buildings. The use of e-cigarettes is also prohibited;
 - o. does not use, possess or sell drugs or narcotics which are prohibited by the Opium Act (List I and II) in a Saxion building or on Saxion grounds;
 - p. only consumes alcohol in Saxion buildings and outside areas at the same location as where it is provided. Alcoholic beverages obtained by students outside Saxion may not be brought

or drunk in Saxion buildings. Saxion applies the national policy NIX-18 (zero alcohol consumption for under 18s).

- q. does not use a mobile phone, laptop, smart watch, audio equipment and other (non-) digital means of communication during a test or examination. These appliances must be turned off and left in a designated place determined by the invigilator of the examination (see the Examination house rules stipulated in the EER).
 - r. does not consume food or drink in the classrooms before, during and after class. However, drinking from sealable drinking bottles is allowed. The ban on food and drink extends equally to lecture halls, computer rooms and practice rooms. It is forbidden to consume food in the Saxion Library. The consumption of food and drink is allowed in the restaurant, the canteen, the grand café or outside in the square
 - s. During classroom activities, the student may only use the devices he has brought with him (e.g. phone, laptop, smartwatch, tablet) if the teacher does not object to this.
 - t. Making video of sound recordings during classroom activities or during contact hours with your lecturer is only allowed if the teacher has given his express consent in advance. Recordings are for the student's own use only and may not be shared with third parties or on social media.
3. Students must always be able to show their student card, identity card or passport when they are in Saxion buildings. The Exam rules state that, upon entering an examination room, students are obliged to present their ID card or passport to the Saxion employee who is tasked with the delivery of education or assessment. In exceptional cases, deviation from this rule may occur (Article 19 EER-B, Article 17 EER-AD and Article 15 EER_M)
 4. In case of a room reservation not being honoured, the reservations officer must be notified.

8.3 Saxion Library house rules

In relation to the Saxion Library, the following rules of conduct apply:

- a. Hindering others by talking loudly or causing any other nuisance is prohibited;
- b. You are not permitted to consume food in the library;
- c. The computers are intended for study and research purposes and not for recreational or commercial use.

8.4 Rules of conduct for ICT facilities

The rules of conduct as laid down in the Saxion IT Facilities Code of Conduct apply to the use of IT facilities. This code of conduct includes specific rules of conduct relating to using work stations and printers, using Saxion applications, software and licences as well as the responsible use of own devices, files, email, internet and telephones. In this context, the code of conduct only applies insofar as the articles relate to persons enrolled as students. The Code of conduct for ICT Facilities is available on <https://servicedesk.saxion.nl>

8.5 Sanctions

1. With regard to students, the director of the school or service department is at all times authorised to impose the sanctions referenced in 8.5 paragraph 5 sub a to and including e on the person who violates house rules and rules of conduct, abuses procedures and / or causes damage in any way. In the event of a violation of the Code of conduct for ICT facilities, the 'Misuse of ICT facilities' procedure comes into effect and the director of the school or service department, employees charged with managing ICT facilities (and telephony, if applicable), are authorised to impose sanctions. Such sanctions, however, will be provisional until the perpetrator has had a fair hearing. If immediate action is deemed necessary, do not wait until the student is heard. In this case, the school director will take a temporary measure and the student will be given the opportunity to be heard as soon as possible. Before imposing a sanction under 8.5 paragraph 5 sub b through to e, the head will ask one of Saxion's ESS lawyers for advice prior to making the decision. The decision will be duly substantiated and will be communicated in writing to the perpetrator by the head of the

- school on behalf of the EB, within two weeks of the day on which the decision was taken. The sanctions referred to in 8.5 paragraph 5 sub f and g are to be imposed by the EB.
2. The student who takes part in the educational or examination facilities of Saxion is obliged to disclose his or her name and address and provide evidence showing that the student is entitled to participate take for inspection (Article 15.4 WHW) at the request of the Saxion employee who is charged with teaching or testing. Apart from teaching and testing, in the event of or suspected violation of the rules of conduct, the caretaker (Saxion security officer) has the right to ask the student in question for their name and address.
 3. The security officer and Saxion Library staff are authorised to impose the sanctions mentioned in 8.5 paragraph 5 sub a and d on the spot. Sanctions are provisional and apply until further notice. After due hearing of the perpetrator, the head of the school or service will apply definitive sanctions, which will be laid down in writing. The letter to the student concerning the breach and the sanctions imposed will contain a motivation and will be sent and signed on behalf of the EB by the head of the school or service.
 4. In accordance with the procedure regarding 'Misuse of ICT Facilities', staff members of the Facility Services Organisation (BSO) responsible for the management of ICT facilities and telephone systems are also authorised to impose the sanctions mentioned in paragraphs 8.5 paragraph 5 sub a and c. On behalf of the Executive Board, the director of the BSO will send the student a letter explaining why a sanction is being imposed. The procedure for the misuse of ICT Facilities can be consulted on mijn.saxion.nl.
 5. The following sanctions may be imposed in the event of a breach of house rules and rules of conduct:
 - a. a formal warning;
 - b. denial of access to all or specifically designated classes or other (extra-) curricular activities for a maximum period of one year;
 - c. withdrawal of the network account for a maximum duration of two weeks, three months or one year
 - d. denial of access to the Saxion Library and/or rooms containing ICT facilities and/or other rooms for the maximum duration of one year
 - e. the complete or partial denial of access to Saxion buildings of for a maximum period of one year (Article 7.57h paragraph 1 WHW)
 - f. suspension of enrolment for a maximum period of one year (Article 7.57h paragraph 2 WHW).
 - g. permanent denial of access or termination of enrolment in the case of a repeated breach after a warning has been issued (Article 7.57h paragraph 2 WHW).

8.6 Serious nuisance

1. If a student who breaches the house rules causes **serious nuisance** on Saxion premises and fails to stop this nuisance after a warning by or on behalf of the EB, the EB may deny the student access to Saxion permanently or terminate his enrolment (Article 7.57h paragraph 2 WHW).
2. The EB will inform the student in writing of its decision to deny the student access to Saxion permanently or to terminate his enrolment. The decision will be duly substantiated.
3. The EB applies the principle of proportionality in its explanation. The expulsion has to be in proportion to the gravity of the offence.
4. The student may lodge an appeal against the decision of the EB before the GAC through the Complaints and Disputes Office. The appeal may be escalated to the Administrative Jurisdiction Division of the Council of State, situated in The Hague.

8.7 Student conduct in relation to professional practice

1. In special circumstances, on advice of the examination board and after a careful appraisal of the interests involved, the EB may terminate or refuse the enrolment of the student in a programme in the event the student in question has shown through his conduct or statements to be unfit to practise one or more professions for which he is being trained by the programme attended, or unfit for the practical preparations for such a profession (Article 7.42a WHW).
2. If the student, as referred to in paragraph 1 of this article, is enrolled in another programme and attends tuition for a main subject which corresponds with or in view of practical preparations for a profession is related to the programme for which the student has been refused, the EB may decide to terminate the enrolment and deny the student permission to re-enrol, follow tuition or sit exams in that main subject or other components of that programme.
3. If the executive board of another university of applied sciences or university has taken a decision

pursuant to paragraph 1 and 2 of this article, the Saxion EB may decide not to enrol or re-enrol the student in question for that Saxion programme.

4. A request to refuse and terminate an enrolment is submitted to the EB together with the advice from the examination board.
5. An appeal against the decision taken by or on behalf of the EB may be lodged through the Complaints and Disputes Office by submitting an objection in writing to the GAC.
6. The GAC gives advice to the EB on the decision to be taken. This advice is given in writing and substantiated with reasons.
7. The decision of the EB is also in writing and duly substantiated.
8. If the EB decides to terminate a student's enrolment in a programme, this will take effect immediately.
9. If the EB decides to deny the student the right to attend tuition and sit exams, this will take effect immediately.
10. The (former) student in question may not be enrolled in the programme in question again, unless the EB has established at the (former) student's request that he is no longer unfit.
11. The student may lodge an appeal against the decision of the EB to the Administrative Jurisdiction Division of the Council of State, situated in The Hague.

8.8 Fraud

1. If a student commits fraud, the examination board can, in addition to declaring the relevant exam invalid, deprive the student concerned of their right to sit one or more exams or examinations designated by the examination board for a maximum period of one year to be determined by the examination board (Article 7.12b paragraph 2 WHW). Further rules concerning irregularities, fraud and plagiarism are included in the EER.
2. Before the examination board takes the above decision, it investigates the case with due care and the student is given the opportunity to be heard.
3. The decision of the examination board is in writing and duly substantiated.
4. The student has the opportunity to lodge an appeal before Cobex within six weeks, starting from the day after the day on which the decision was announced by sending or issuing it. See chapter 9, Legal protection, for more information.

8.9 Serious fraud

1. In the event of **serious fraud** the EB may, on the recommendation of the examination board, terminate the enrolment in the programme of the person concerned permanently. The recommendation will be duly substantiated (Article 7.12b paragraph 2 WHW).
2. Before the examination board submits the above recommendation, it investigates the case with due care.
3. When the EB decides to terminate the enrolment permanently, it will notify the student concerned in writing. The decision will be duly substantiated. The enrolment will be terminated with immediate effect.
4. The student or external candidate may file an objection against the EB's decision with the Disputes Arbitration Committee within six weeks of the date of the decision (see chapter 9.4, Legal protection, for more information). The appeal may be escalated to the Administrative Jurisdiction Division of the Council of State, situated in The Hague.

9 Legal protection

9.1 Complaints and Disputes Office (MKG)

1. The Complaints and Disputes Office (hereinafter referred to as 'MKG') offers each (prospective or former) student, (prospective or former) external candidate (in this chapter to be referred to collectively as 'the student') and each Saxion staff member, as well as external relations, the opportunity to submit a **complaint**.
2. When a student does not agree with a decision made regarding that student, then they can contact the MKG. This is referred to as a **dispute**.
3. Disputes can be subdivided as follows:
 - Disputes relating to an assessment of the suitability of the student and decisions on the performance of the student. These disputes can result in an appeals procedure before Cobex.
 - Disputes of a more general nature. These disputes can result in objection proceedings before the Disputes Arbitration Committee (GAC).
4. Cobex handles, among other things, disputes in connection with decisions of the examination board or an examiner. The GAC deals with, among other things, disputes about enrolment in a programme or the level of the tuition fees.
5. The MKG receives the complaint or the notice of objection or appeal, sends a confirmation of receipt and ensures that the matter is dealt with by the correct body/officer. It is the MKG's responsibility to ensure a smooth and proper procedure.
6. Each complaint can be seen as a positive involvement of the complainant with the organisation and as an instrument for improvement. The basic principle is that the handling and/or settlement of the complaint is to take place at the source of the complaint in order to resolve as many complaints as possible at school/service department level.
7. If a complainant is not satisfied with the handling or settlement of the complaint by the relevant school/service department, or if, for whatever reason, it is not possible or desirable to settle the complaint at the level of the school/service department, the complaint can be lodged with the MKG. This initiates the formal procedure for handling a complaint. It is of course possible for everyone to turn directly to the (specific) body or person authorised to assess the matter.
8. A complaint, objection or appeal can be submitted via a digital form to the Complaints and Disputes Office (MKG - Meldpunt Klacht en Geschil), which can be found on www.saxion.nl, by clicking on the Complaints and Disputes ('klachtenloket') link at the bottom of the page. Or via the self-service portal on mijn.saxion.nl (Regulations & support - Complaints or problems - Complaints and Disputes Office).

9.2 Rules and regulations

1. With respect to the legal protection of students, Saxion has drawn up the following rules and regulations:
 - Regulations concerning confidential intermediaries;
 - Rules and regulations confidential intermediaries for research integrity;
 - Regulations concerning the Ombudsperson; reporting (suspected) misconduct (whistleblower policy);
 - Privacy statement;
 - Rules of procedure Board of Appeal for Examinations;
 - Disputes Arbitration Committee regulations
 - Complaints procedure for inappropriate behaviour;
 - Student complaints regulations.
2. The rules and regulations invoked most often in practice are described briefly below.

9.3 Rules of procedure Board of Appeal for Examinations (Cobex)

1. Pursuant to Article 7.60 WHW, a student may appeal to the Board of Appeal for Examinations (hereinafter referred to as 'Cobex') against a number of decisions mentioned in the law (Article 7.61 WHW).
2. The board is made up of six members. The chairperson and vice-chairperson are external members. In addition, there are two lecturer members and two student members. When handling an appeal, the board is chaired by the chairperson of Cobex. In addition, one lecturer member and one student member hold a seat on the board.
3. Examples of decisions against which a student can appeal:

- Decisions on exemptions following an entrance exam
 - Decisions on establishing the number of credits received
 - A negative and binding study advice
 - Decisions of examination boards and examiners.
4. The notice of appeal is aimed against a decision in writing from a Saxion body. A refusal to take a decision (if a decision is not taken or not forthcoming) is put on a par with a decision and may be therefore be appealed against. The appeal period is six weeks, starting on the day after the day on which the decision was announced by sending or issuing it. Cobex must decide on the appeal within ten weeks after having received the **notice of appeal**. The student may lodge an appeal against the Cobex ruling to the Administrative Jurisdiction Division of the Council of State, situated in The Hague.
 5. All information regarding the Cobex (including rulings made by Cobex) can be found via the Self-Service Portal on mijn.saxion.nl by clicking on the 'Regelingen & ondersteuning' (regulations & support) tile and then clicking through to 'Klachten of problemen' (Complaints or problems) - 'College van Beroep' (Board of Appeals for Examinations).

9.4 Disputes Arbitration Committee (GAC) regulations

1. The Disputes Advisory Committee (hereinafter referred to as 'GAC') advises the EB on objections relating to decisions taken by or on behalf of the EB pursuant to the WHW and regulations based on the WHW, other than decisions that fall under the competence of Cobex pursuant to the law (Article 7.61 WHW). Examples of decisions against which a student may lodge an objection are decisions of the Financial Support Saxion Students Regulation (FSSS) Committee, decisions on house rules and rules of procedure and decisions on the refund of tuition fees.
2. The GAC is made up of six members. The chairperson and vice-chairperson are external members. In addition, there are two lecturer members and two student members. In handling an objection, the committee is chaired by the chairperson. In addition to this person, one lecturer member and one student member hold a seat on the committee.
3. If a student does not agree with a decision, the student can lodge an objection against it within six weeks. This period starts on the day after the day on which the decision was announced by sending or issuing it. The GAC gives advice to the EB on the decision to be taken. The EB takes a decision within ten weeks after having received the **notice of objection**.
4. In so far as there is reason to do so, the EB revokes the contested decision and replaces it by a new decision, if necessary. The student may lodge an appeal against a decision made by the EB to the Administrative Jurisdiction Division of the Council of State, (www.raadvanstate.nl/studentenzaken).
5. All information regarding the GAC can be found via the Self-Service portal on mijnsaxion.nl by clicking on the 'Regelingen & ondersteuning' (regulations & support) tile and then clicking through to 'Klachten of problemen' (Complaints or problems) - 'Geschillenadviescommissie' (Disputes Arbitration Committee).

9.5 Complaints procedure for inappropriate behaviour;

1. Saxion wants to be an organisation where everyone counts, where everyone can feel that they do, where they can be themselves and feel at home. In the event that a student or staff member has to deal with (the suspicion of) inappropriate behaviour, such as (sexual) harassment, bullying, physical or verbal aggression, violence or discrimination, then this person has recourse to the "Complaints Procedure for Inappropriate Behaviour".
2. This scheme records the individual rights and indicates the internal legal routes. Any student who encounters inappropriate behaviour and/or misconduct can always consult a Saxion confidential intermediary.
3. Outside Saxion, a student wishing to lodge complaints concerning inappropriate behaviour can also apply to the Centraal Meldpunt Vertrouwensinspecteurs (Central reporting centre for confidential school inspectors), telephone number 0900 - 111 3 111.

9.6 Regulations concerning confidential intermediaries

Saxion has appointed two internal and one external confidential intermediary. The confidential intermediary provides a listening ear, gives advice regarding possible solutions and may also refer those who contact them to other support agencies. The confidential intermediary can also assist students with submitting a complaint to the Inappropriate Behaviour Committee.

9.7 Rules and regulations confidential intermediaries for research integrity

Saxion has appointed two internal confidential intermediaries for scientific integrity. The confidential intermediary for scientific integrity plays a key role in the prevention, identification and investigation of possible breaches of scientific integrity.

9.8 Regulations Concerning the Ombudsperson

In addition to confidential intermediaries, Saxion has also appointed an ombudsperson. The ombudsperson is available for complaints regarding integrity issues, regulations, procedures, rights and obligations. In addition to providing solicited and unsolicited advice, the ombudsperson can also mediate in conflict situations and handle complaints. The officer also has the authority to conduct an investigation.

9.9 Student complaints regulations

1. The Regulations for student complaints determine how a student can complain about issues, events that fail to materialise, treatment and similar, that do not fall under the authority of the Cobex, GAC or under the regulations for inappropriate behaviour.
2. The basic principle is that the handling and/or settlement of the complaint is to take place at the source of the complaint in order for the complaint to be solved as much as possible at school level.
3. The Regulations for student complaints can be found on mijnsaxion.nl by clicking on the 'Regelingen & ondersteuning' (regulations & support) tile and then clicking through to 'Klachten of problemen' (Complaints or problems) - Complaints and Disputes office (MKG- Meldpunt Klacht en Geschil) > 'Reglement klachten studenten' (Regulations for student complaints).

9.10 Disputes concerning participation in decision making

The procedure concerning the handling of disputes regarding participation in decision making is included in the Saxion University Participation Council regulations (Article 7.59 paragraph 5 sub b 1 WHW). As of 1 September 2018, this procedure also applies to the Degree Programme Committee.

9.11 Privacy

1. Saxion has aligned its regulations with the Act for the Protection of Personal Data (hereinafter referred to as: "GDPR"). The GDPR focuses on the processing of personal data. Personal data is understood to mean any piece of information that may lead to the identification of a natural person. Processing is understood to mean any conceivable activity concerning these data: collecting, processing, distributing, saving, consulting and destroying.
2. Any processing of personal data must meet a number of requirements. For instance, processing should be legitimate, careful and efficient. The aims for processing should be clearly determined and laid down in writing. In addition, those concerned have the right to inspection and correction.
3. The GDPR states the obligations with regard to laying down in writing the objectives of the responsible party (i.e. the EB) regarding the processing of personal data.
4. The 'Privacyverklaring Saxion' (Saxion privacy policy) has been drawn up for Saxion. This document contains, among other things, provisions on the aim of personal data processing, which data may be recorded, to what extent third parties may obtain data and the rights of those whose data have been recorded.
5. The 'Privacyverklaring Saxion' (Saxion privacy policy) can be found on mijnsaxion.nl by clicking on the 'Regelingen & ondersteuning' (regulations & support) tile and then clicking through to 'Klachten of problemen' (Complaints or problems) - Complaints and Disputes office (MKG- Meldpunt Klacht en Geschil) > The 'Privacyverklaring Saxion' (Saxion privacy policy).