

STUDENT CHARTER

**GERRIT RIETVELD
ACADEMIE**

ACADEMIC YEAR 2023-2024

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STUDENT CHARTER GERRIT RIETVELD ACADEMIE

ACADEMIC YEAR 2023-2024

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Introduction

This Student Charter results from the Higher Education and Scientific Research Act (in Dutch known as WHW). Article 7.59 of that act requires the Executive Board of the Institution to describe in a Student Charter its education, educational facilities and the rights and obligations of the student, and to distribute the Student Charter to students upon initial enrolment. The Student Charter is also available via the Institution's intranet.

The student's rights and obligations are regulated in part in the act, such as, for example, the amount of the statutory tuition fee and the degree programmes that can only be followed after passing an entrance exam. In addition, the act instructs the Institution to regulate a number of matters, such as, for example, the Student Financial Support Fund (Profileringfondsen). And finally, there are matters which according to the act may be regulated in policies of the Institution itself, such as in our case the regulations regarding the use of workshops and studios.

This Student Charter provides clarity for students about what they can expect of the Institution and what is expected of them. It is important that rights and obligations are laid down properly. It is even more important that all members of the Gerrit Rietveld Academy community treat each other properly and understand each other's positions, so that there is as little need as possible to fall back on formal agreements.

The Student Charter covers all programmes offered by the Institution. Each programme does have separate Education and Examination Regulations.

Executive Board
Gerrit Rietveld Academy

1. GENERAL PROVISIONS

1.1 Scope of the charter

This Student Charter applies to the Bachelor's and Master's degree programmes of the Institution. It is valid for the Academic Year 2022-2023.

1.2 Relationship to the Act

The provisions contained in this Student Charter will cease to be in force if they are no longer in accordance with or in conflict with (amendments to) the WHW or the generally binding regulations and ministerial circulars applicable to higher professional education. In such case, the provision(s) in question will be deemed to have been superseded by what is contained in the aforementioned Act or regulations.

1.3 Content and disclosure

This Student Charter discloses the rights and obligations of both the Institution and students of the Institution. The Executive Board brings the Student Charter to the attention of newly enrolled students and informs them of how they can access the Student Charter.

Upon enrolment in subsequent academic years, students will receive notice of any changes to the Student Charter and how they can access the revised Student Charter.

2. DEFINITIONS

Departments

The specialisations existing within the Bachelor's degree programmes and following the propaedeutic year.

Department heads

Those charged by the Executive Board of the Institution with the coordination of departments or particular courses.

Bachelor's degree and Master's degree

A student who passes the final examination receives a diploma from the Institution. Upon completion of the Bachelor's degree, the Bachelor's graduate may use the title Bachelor of Arts in Art and Design.

Master's graduates may use the title of Master of Arts in Fine Art & Design or Master of Arts in Interior Architecture.

Executive Board

Under Article 4 of the articles of the Gerrit Rietveld Academy, the Executive Board is charged with the day-to-day management of the Institution.

Examinations Appeals Board

The Examinations Appeals Board as referred to in Article 7.60 WHW.

Higher Education Appeals Board

The Higher Education Appeals Board as referred to in Article 7.64 WHW.

Competencies

The combination of knowledge, attitude and skills required to practice the profession of visual artist or designer. The Education and Examination Regulations include the competencies.

Curriculum

The curriculum of a degree programme.

Course duration

The time specified by or under the act that is available for a degree programme. The full-time Bachelor's degree programme has a duration of four years. The part-time programme has a duration of five years. The full-time Master's degree programmes have a duration of two years.

Teachers

The Institution's teaching staff.

Exam

An examination referred to in Article 7.3 (3) WHW (the propaedeutic examination referred to in Article 7.8 WHW and the final examination referred to in Article 7.10 WHW).

Examination Board

The board, as referred to in Article 7.12 WHW, which determines in an objective and expert manner whether a student meets the conditions, as described in the Education and Examination Regulations, concerning the knowledge, insight and skills required to obtain a degree.

The Institution has two Examination Boards; one for the Bachelor's degree programme and one for the Master's degree programmes.

The Examination Board appoints a committee of examiners for conducting examinations.

Institution

Gerrit Rietveld Academy Foundation in Amsterdam, College of Fine Art and Design, an institution as referred to in Article 1.3 WHW.

Master's degree programmes

Higher education that follows the bachelor's degree programme.

Degree programme

A coherent set of units of study, aimed at the realisation of well-defined objectives in the field of knowledge, insight and skills which the person completing the degree programme must have as referred to in Article 7.3 (2) WHW.

The Institution will offer three degree programmes with effect from Academic Year 2022-2023. The Bachelor of Fine Art and Design degree programme and the Master of Fine Art & Design and Interior Architecture degree programmes.

Educational Committee

A committee as referred to in Article 9.18 WHW, charged with advising on and annually assessing the manner of implementation of the Education and Examination Regulations, as well as advising on all other educational matters.

Education and Examination Regulations (OER)

Regulations as referred to in Article 7.13 WHW. The Institution has separate OERs for the Bachelor's degree and Master's degree programmes.

Propaedeutic phase

The Foundation Year constitutes the propaedeutic phase of the Bachelor of Fine Arts and Design degree programme. The full-time propaedeutic phase takes one year; the part-time propaedeutic phase takes two years.

Specialisation phase

The phase following the propaedeutic phase.

Student

The person admitted to and registered with the Institution.

Student Charter

The present Student Charter for the Academic Year 2022-2023.

Academic Year

The period beginning on 1 September of a year and ending on 31 August of the following year.

Degree programme study load: credits

The Institution's Fine Art and Design degree program covers 240 ECTS (credits). The propaedeutic phase has a study load of 60 credits, the specialisation phase a study load of 180 credits; one credit equals 28 hours of study.

The Master of Fine Art & Design and Interior Architecture degree programmes have a study load of 120 ECTS.

Interim exam (assessment)

An assessment as referred to in Article 7.3 (3) WHW; an assessment includes an examination of the student's knowledge, attitude and skills as well as the results of that examination. Each Academic Year has two assessments: the mid-year assessment and the final assessment.

Admissions Committee

The committee established by the Examination Board and charged with conducting the entrance examinations.

WHW

Dutch Higher Education and Scientific Research Act.

3. ENROLMENT

3.1 General enrolment provisions

In order to be enrolled in the first year of any of the degree programmes, a candidate must have been admitted to and placed in the programme and meet the prior education and language requirements or have received written exemption from the Examination Board.

To enrol in a degree programme after the propaedeutic examination, the candidate must have been admitted to and placed in that programme and be in possession of a propaedeutic diploma of that programme, an equivalent diploma or have received a written exemption from the Examination Board.

3.1.1 Foreign students

Candidates with a non-EU/EEA nationality who enrol at the Institution for the first time are required to demonstrate that they are legal residents of the Netherlands on 1 September of the Academic Year to be taken. Proof of this can be a temporary residence permit sticker (in the passport) or (an application for) a residence permit. A residence permit must be applied for at all times through the Institution's International Office.

In order to be enrolled in the part-time degree programme, the candidate must have the nationality of one of the EU/EEA countries or a residence permit authorising part-time study.

3.2 Enrolment procedure

Any person who, having been admitted and placed, wishes to participate in the Institution's education must enrol as a student, in accordance with Article 7.32 WHW, before any educational, examination or other facilities can be used.

Enrolment is for the entire Academic Year. If enrolment occurs in the course of the Academic Year, enrolment will apply to the remainder of the Academic Year.

Enrolment in the programme is done by the student through Studielink. The student will not be enrolled until the enrolment has been done correctly through Studielink and all procedural rules of the academy have been met.

The procedural rules are:

- The student has been admitted in accordance with the academy's admission requirements (see 3.1);
- The student has received permission from the academy to enrol for a specific year and subject class;

- The student has met the payment requirements, indicated via Studielink.

In the first month after the start of the Academic Year, the student card is issued to correctly enrolled Students (see Article 3.12).

The Student must notify the Student Affairs Department via Studielink of the Institution of changes to their (electronic) contact and address details.

3.2.2. Previous deregistration

(Re-)enrolment of a Student who has been deregistered by the Institution in any year in accordance with Article 3.6 of the Student Charter may be refused in accordance with Article 7.37 WHW.

3.2.3. Reasons for not enrolling or undoing enrolment

Candidates who do not meet the requirements set forth in Articles 3.1 and 3.2 of the Student Charter will not be enrolled or, if the enrolment process has already begun, will be deregistered.

3.3 Enrolment in the course of the Academic Year

Enrolment in the course of the Academic Year is possible only with the written permission of the Executive Board. A request for permission from the Executive Board may be made only by a Department Head.

3.4 Enrolment after negative binding recommendation

The student who has received a negative binding recommendation in the propaedeutic year of a Bachelor's degree programme may not enrol in the same programme for two years. After these two years, the student can re-enter admission according to the applicable procedure.

3.5 Enrolment after poor study results for non-EU/EEA students

Students with residence permits based on study, who at the end of the Academic Year have received less than 30 credits for that year, may no longer enrol at the Institution. Immigration and Naturalisation Service IND will revoke the residence permit of the student in question.

As soon as a student expects to experience study delays due to illness and/or personal circumstances, the student counsellor should be notified. The student counsellor will work with the Student to take measures to prevent study delays.

When study delays occur despite measures taken, a statement from the student counsellor may be used to obtain exemption for any credits not earned. This is possible only once during the study.

3.6 Termination of enrolment

Through Studielink, students can deregister. The deregistration is with effect from the month following the request. Deregistration can only be done via Studielink and is final after the student has met the deregistration conditions delivered via Osiris.

Termination of studies is not possible during the months of July and August. The student card must be enclosed with the request for termination of studies. If applicable, the IND will be notified of termination of the enrolment of Students of non-EU/EEA nationality.

If a Student's enrolment is terminated in a case referred to in Article 7.8b(5), Article 7.12b, Article 7.37(5) or (6), Article 7.42a, or Article 7.57h(1) or (2) WHW, the Executive Board will terminate the enrolment with effect from the following month.

3.7 Tuition fee refund

The tuition fee is refunded by the Institution in proportion to the number of months the Student has been enrolled. This amount will be offset against instalments already paid.

After permission to terminate the study, the student can deregister via Studielink. Financial processing of the deregistration is initiated via Studielink.

3.8 Interruption of studies

In the event that a Student is forced to interrupt their studies for one year, the following procedure applies:

- the Student notifies the Department Head of their Department of the interruption;
- the Student deregisters via Studielink.
- the Student reports to the Department Head of their Department and to the Student Office of the Institution no later than in the month of May preceding the Academic Year that they expect to resume their studies.

If the interruption does not exceed one year, the Student may resume their studies without further requirements. If the interruption lasts longer than one year, the entrance examination must be taken again by the Student in question.

3.9 Tuition fee

3.9.1 Statutory and institutional tuition fees

To be eligible for the statutory tuition fee, the student must meet two conditions referred to in Article 3.8.1 of the Student Charter. If the student does not meet these conditions, the student will pay the institutional tuition fee.

3.9.2 Statutory tuition fee

To qualify for the statutory tuition fee, the student must meet all of the following requirements:

1. the student is a national of one of the EU countries, Norway, Switzerland, Iceland, Liechtenstein or Suriname. The student also meets the nationality requirement if they are a family member of an EU citizen living in the Netherlands or have a residence permit on the basis of which they are eligible for study financing, or hold a residence status as a long-term resident in one of the EU/EEA member states in combination with a residence permit issued in the Netherlands;
2. the student has not yet obtained a Dutch Bachelor's degree (for Bachelor's degree students) or a Dutch Master's degree (for Master's degree students) since 1 September 1991. The student also owes the statutory tuition fee if they started a second programme during a first programme and, even after obtaining a degree for the first programme, attended it continuously.

3.9.3 Amount of the statutory tuition fee

Since the Academic Year 2013-2014, the Institution has had the Special Feature of Small-Scale and Intensive Education. On this basis and pursuant to Articles 6.7 and 6.7b WHW, the Minister of Education, Culture and Science has granted the Institution the right to charge a higher (statutory) tuition fee. This tuition fee is set by the Executive Board by 1 February of each year.

For the Academic Year 2023-2024, the statutory tuition fee for the Institution is €2,814.

3.9.4 Halved statutory tuition fee

Since the Academic Year 2018-2019, the central government has decided to halve the tuition fee for specific groups of first-year students during the first year of their studies.

The halved first-year tuition fee applies to any student who:

- enrolls for the first time in a degree programme at a Dutch government-funded college or university; and
- is going to take a Bachelor's or Master's degree programme; and

- pays the statutory tuition fee. This applies to full-time students, dual students, part-time students, students at the Open University and students at university colleges.

The halved statutory tuition fee for academic year 2023-2024 is: €1,666.

3.9.5 Institutional tuition fee

Students who do not meet the conditions set forth under 3.9.1 will pay the institutional tuition fee, the amount of which is to be determined annually by the Executive Board by 1 February.

For the 2023-2024 Academic Year, the Institution applies an institutional tuition fee rate of:

- New students bachelor full-time/master	€7,600
- New students bachelor part-time	€5,732
- Re-enrolment students bachelor full-time/master	€6,864
- Reregistered bachelor part-time	€5,496

3.9.6 Payment of tuition fee

Payment of the tuition fee is made via Studielink.

Students with a Dutch and European (EEA) nationality can indicate via Studielink whether they want the direct debit for the full amount or in instalments (10x) of direct debit. Students with a nationality from outside the EEA must pay the tuition fee in one payment. The student will receive instructions via Studielink. The student must have paid the tuition fee in full before 1 September.

When paying in instalments, an administration fee of €24 will be charged.

The bank account from which direct debits are taken may not be closed or blocked in the interim. If blocked due to theft, the student must notify Studielink.

Students whose accounts are blocked due to insufficient balance or problems with the bank must pay the remaining amount of their tuition fee in one lump sum.

3.10 Consequences of tuition fee arrears

The Student is required to have sufficient balance in their account to allow collection of instalments. If, despite this, arrears still arise, the Student may be called for an interview after three reminders. If the Student fails to respond to this call without a valid reason and/or the call does not result in the payment arrangements being met on short notice, the Executive

Board may deny the Student access to classes and facilities or proceed to deregistration.

Re-enrolment in a subsequent Academic Year is possible only if all previous payment obligations have been fulfilled.

Students who are in the final study year and are in arrears will not be awarded a diploma/certificate until the tuition fee has been paid in full.

3.11 Penalty provisions or back payment of tuition fee

If it is established that the Student has not been enrolled correctly or at all in any year, even though the Student has used the educational facilities, the tuition fee still due must be paid before further access to education is granted or the diploma/ certificate is issued (Article 15.2 WHW).

3.12 Tuition fee exemption and reduction

The Student who upon enrolment is already studying at another college or university where they pay the statutory tuition fee will only pay the difference between the tuition already paid at that institution and the tuition fee due to the Institution. The Student should contact the Student Office of the Institution about this before the start of the study.

The Student must provide an original Proof of Tuition Fee Payment issued by the institution of initial enrolment.

If in the course of the Academic Year the student disenrolls from the first college or university in which they enrolled, the student must still pay the remaining tuition fee at the second institution in which they enrolled.

The Student can indicate this via Studielink.

3.13 Student card

Only after receipt of payment of the tuition fee, or after the first direct debit in case an authorisation was granted for this purpose, will the Student be issued the student card.

The student card is strictly personal; the Student can use the student card to make payments within the Institution and access areas that are designated in advance. The Student must carry the student card at all times. Use of the student card by anyone other than the (registered) holder is strictly prohibited.

In case of loss or theft of the student card, the Student will pay a €20 administrative fee before receiving a new student card. If the Student can provide proof of reporting the theft of the

student card to the police, the administrative fee will not be charged.

All actions carried out with the student card are recorded by the Institution and stored in a central database. The General Data Protection Regulation (GDPR) restricts the use and recording of such data. The data will be made available by the Institution to the appropriate authorities only in cases of urgent need, such as emergencies, burglary, fire, etc.

4. RIGHTS AND OBLIGATIONS OF STUDENTS

4.1 Personal registration

The Institution considers proper and careful handling of personal data to be essential and has therefore adopted policies regarding the protection of personal data. This privacy statement includes provisions on the purpose and basis for processing personal data and the rights of data subjects. The [privacy statement](#) of the Institution is published on the Institution's website.

Any Student may have access to the information about their person to the extent that it is contained in the records of the Institution.

The Institution's website lists the names of Teachers and Students. Visitors thus gain access to work posted by Students and Teachers on the Institution's website. Each Student has the right to withdraw their consent to having their name listed on the website. Withdrawal of consent does not undo previous processing of personal data.

4.2 Rights of the student

A student who has been admitted to the Institution and has fulfilled the financial obligations will be enrolled in the Bachelor's or Master's degree programme of the Institution for which they have been admitted.

The Student has the following rights:

- participation in education within the specialisation of the Institution in which the Student has been enrolled;
- counselling by Teachers of the Institution;
- use of facilities of the department of the Institution in which the Student is studying;
- access to the Institution's library, general workshops and equipment lending service;

- use of the student facilities of the Institution, including the services of the Student Counselling Service and Student Office of the Institution.

There are separate written agreements for each of the subjects listed under the Student's rights. The Student should become familiar with these agreements in advance.

Different rules may apply for each specialisation of the Institution. The Department Head is responsible for ensuring that each student is issued the rules of the respective Department in writing at the start of the study.

4.3 Obligations of the Student

Enrolment as a student entails at least the following obligations:

- participation in education to the extent defined in the curricula of the specialisations of the Institution;
- Proper conduct in the buildings and grounds of the Institution, as stated in the internal rules, see Chapter 8 of the Student Charter.

4.4 Copyright ownership and right of use

The copyright ownership of works created by students in the course of the education (individual work, projects and assignments) belongs, except where otherwise stipulated, to the Student(s) concerned.

The Institution has the right to use the work and may use the work without compensation (including images for publications, inclusion in archives and presentations) within the scope of the Institution's objectives. Even after deregistration, the Institution retains this right.

If the (former) student becomes a member of an intermediary organisation in the field of copyright (Buma/Stemra, Pictoright, Lira etc.), they are obliged to report this arrangement to this organisation.

5. LEGAL PROTECTION FOR STUDENTS

5.1 Dispute settlement rules

It is the policy of the Institution that all parties involved (Students, staff and Teachers) should first attempt to resolve the matter in a manner satisfactory to all parties involved in the dispute.

The student counsellor can play a role in this. If a solution cannot be reached, the Institution has various forms of legal protection for students. Each form has its own procedure, depending on the complaint, the type of decision and the governing body. The deadline for objections and appeals is six weeks according to Article 7.59a WHW.

Each decision of the Institution that pursuant to the act is open for appeal will specify the applicable objection and appeal procedure and the corresponding deadlines for filing the notice of objection and appeal.

On the [website](#) the Student can find if, to whom and how they submit a complaint or objection (or appeal).

5.2 Administrative appeal to Examinations Appeals Board

The Institution has an Examinations Appeals Board (CBE, formerly Cobex) with which students may lodge an administrative appeal. The procedures of the CBE are governed by rules of procedure, which can be downloaded from the Institution's intranet.

The student may lodge an appeal with the CBE against:

- decisions of an examination board;
- decisions regarding a negative binding recommendation;
- decisions regarding the determination of the number of credits earned;
- decisions regarding admission to the examinations; and
- an untimely decision or a refusal to make a decision.

Before the CBE considers an appeal, the parties always consult whether a resolution of the dispute is possible. The procedure is described in the rules of procedure of the CBE.

Under the provisions of the act and its own regulations, the CBE will examine the case and reach a decision. This decision is binding.

Contact details CBE:

Examinations Appeals Board for the Gerrit Rietveld Academy and the Amsterdam University of the Arts, Gerrit Rietveld Academy Room

attn: Secretary of the Executive Board

c/o Fred. Roeskestraat 96

1076 ED Amsterdam

Tel: 020-5711666

Email: secretariaatcvb@rietveldacademie.nl

5.3 Objection

If an administrative appeal to the CBE against a particular decision is not possible, it is often possible to appeal to the body that made the original decision, under the terms of the Institution's Student Objection Procedure Regulations.

Appeals can be lodged against decisions related to:

- admission requirements;
- enrolment as a student;
- termination of enrolment due to illness or special family circumstances;
- payment, exemption, reduction or refund of tuition fee;
- financial support from the Institution's Financial Support Fund;
- provision of the statement that a certificate may be issued for an exam passed;
- termination/dissolution of a degree programme by the Institution and the possibility of still completing the programme.

The Institution has an advisory committee (pursuant to Article 7.13 of the General Administrative Law Act) to consider appeals lodged against such matters. The committee issues its recommendation to the Executive Board within ten weeks. The Executive Board then decides on the appeal. The decision of the Executive Board on the appeal may be appealed, within six weeks, to the Higher Education Appeals Board.

5.4 Other

Decisions not covered by the aforementioned boards can only be challenged through the civil courts.

5.5 Examination Board

The tasks and responsibilities of the Examination Board are laid down in the WHW and the Gerrit Rietveld Academy Examination Board Regulations.

Students can contact the Examination Board about such issues as:

- a. requests for exemption from prior education requirements;
- b. requests for exemption from tests or interim examinations.

Students may lodge administrative appeals to the CBE against decisions of the Examination Board (see Article 5.2 of the Student Charter).

5.6 Administrative Jurisdiction Division of the Council of State

A student who, after going through the administrative appeal or objection procedure, still disagrees with a decision of the CBE or a decision on an appeal of the Executive Board may appeal to the Administrative Jurisdiction Division of the Council of State. The Administrative Jurisdiction Division of the Council of State then issues a final decision on the matter.

It may relate to, for example:

- admission requirements;
- enrolment as a student;
- termination of enrolment due to illness or special family circumstances;
- payment, exemption, reduction or refund of tuition fee;
- financial support from the Institution's Financial Support Fund;
- provision of the statement that a certificate may be issued for an exam passed;
- termination/dissolution of a degree program by the Institution and the possibility of still completing the programme; and
- action taken by the Institution against a student regarding the Institution's internal rules.

A decision of the Administrative Jurisdiction Division of the Council of State is not subject to appeal.

Contact details:

Administrative Jurisdiction Division of the Council of State
Kneuterdijk 22
2514 EN The Hague
www.raadvanstate.nl

5.7 Undesirable behaviour complaints procedure

The Institution has an undesirable behaviour complaints procedure that can be downloaded from the Institution's intranet.

All students, course participants, employees and freelancers of the Institution are subject to these regulations. It covers all those cases involving unilateral intimidation, bullying, sexual and verbal harassment, aggression and violence. An independent internal complaints committee handles the complaint and gives a recommendation to the Executive Board.

Contact details:

Gerrit Rietveld Academy Complaints Committee

attn: Secretary of the Executive Board
c/o Fred. Roeskestraat 96
1076 ED Amsterdam
Tel: 020-5711666
Email secretariaatcvb@rietveldacademie.nl

5.8 Confidential advisors

The Executive Board has appointed internal and external [confidential advisors](#). The person involved can discuss options with the confidential advisors, who have a duty of secrecy and are an independent point of contact.

5.9 Report form

If a student wishes to report an incident to one of the confidential advisors, this can be done (anonymously) using the report form on the Institution's intranet.

This form allows the student to report a situation that occurred with someone at the Institution and was perceived as undesirable. This form will be kept confidential. If the student does not provide their name and email address, the complaint can be submitted anonymously. The form cannot be traced to any account of the particular student at the Institution. The report is received by a confidential advisor.

An (anonymous) report is considered to be a signal. If there are multiple reports about the same situation within a given time period, an investigation can be initiated.

5.10 Complaints procedure

The Institution's complaints and disputes procedure covers issues for which there is no other formal objection, appeal or complaints procedure, such as the WHW, the General Administrative Law Act or regulations of the Institution.

Moreover, this complaints and disputes procedure covers actions or decisions of bodies, employees or Students of the Institution, which directly affect the interest of the person concerned.

Before filing a complaint, the student counsellor of the Institution may be consulted. The student counsellor, if they deem it possible, will attempt to mediate between the parties.

If mediation is not possible, or if the complainant does not wish to consult the student counsellor regarding the complaint in question, the complainant should submit a written complaint addressed to the Executive Board in accordance with the terms of the Institution's complaints and disputes procedure. The Executive Board will refer the complaint to the Complaints and

Disputes Committee. The committee is formed by a staff member, a student member and an independent student counsellor.

The committee investigates the complaint and reaches a decision within three weeks. Based on this decision, the Executive Board will decide.

The Institution's complaints and disputes procedure can be downloaded from the Institution's intranet.

5.11 Studying with a disability

The Institution is committed to making every effort to give students with disabilities the same opportunity for successful study as students without disabilities, to the extent reasonably within the ability of the Institution.

Students who have a chronic illness or disability at the start of their studies and expect to be hindered in their progress as a result should contact the Institution's student counsellor. If possible, adaptations will be realised, as far as this is both financially and structurally feasible.

Students who develop a chronic illness or disability while studying should contact the student counsellor as soon as possible so that necessary adjustments can be made by the Institution and measures can be taken to prevent study delays as much as possible.

The Study and Disability Regulations apply. The regulations can be downloaded from the Institution's intranet.

The email address of the student counsellor is:
studentcounselor@rietveldacademie.nl

6. PARTICIPATION IN DECISION-MAKING

6.1 Participation regulations and topics

The Institution has a Participation Council (MR). The MR is a consultative body that includes both representatives of the Institution's staff and student representatives. These representatives deal with a variety of matters concerning the Institution and advise the Executive Board on these matters. In some cases, the MR also has the right of consent, which means that the MR must agree to certain decisions before they can be implemented.

The procedures and powers of the MR are defined in the MR Regulations. These regulations can be found on the intranet and

can be requested from the MR secretary at mr@rietveldacademie.nl.

6.2 Educational Committee

The Institution has a Bachelor's Educational Committee and a Master's Educational Committee. The duties of these Educational Committees are:

- advising on the Education and Examination Regulations;
- annually reviewing the manner of implementation of the Education and Examination Regulations;
- providing solicited and unsolicited advice to the Executive Board and the MR on all matters relating to education.

The Bachelor's Educational Committee has six members, three Students and three Teachers. The Master's Educational Committee has four members, two Students and two Teachers. The members of the Educational Committees are appointed by the Executive Board after taking advice from the MR.

The procedures and powers of the Institution's Educational Committees are laid down in the Gerrit Rietveld Academy and Sandberg Institute Education Committee Regulations. These regulations can be requested at opleidingscommissie@rietveldacademie.nl.

7. STUDENT FACILITIES

7.1 Student Counselling Service

The Institution has a Student Counselling Service. The Student Counsellor has an independent position within the Institution. The Student Counselling Service of the Institution represents, in the broadest sense, the interests of Students within the Institution. The Student Counsellor provides information to Students and further has an advisory and guiding, sometimes referring, role.

7.2 Berlage Fund

The Berlage Fund is a facility of limited financial size intended for Students. The money directly and indirectly benefits Students.

A sum of €6,000 is made available annually by the Berlage Fund for final examination projects.

The Student Counsellor has an amount from the School Fund at their disposal, which can be used to provide small financial support to individual Students at their discretion and responsibility.

A voluntary contribution is requested annually from all Teachers, employees and Students of the Institution to maintain the fund.

7.3 Student facilities

There are separate internal rules for the use of most of the Institution's facilities, which are made known to Students in advance (see Article 8 of the Student Charter).

a. Library

The Institution's library is primarily intended for Students and Teachers. It is designed as a theory workshop, where a collection is assembled and managed, and activities are organised to activate this collection.

The current collection consists of 11,000 volumes, mostly books, covering various fields from philosophy and sociology to various fields of fine art and design such as architecture or photography. Through the magazine database, the library provides current reflection in the field of art and design. Books may be loaned, with the standard loan period being two weeks.

The library does not have direct subscriptions to on-line databases, but thanks to a partnership with the University of Amsterdam, access to such databases can be provided.

b. Departmental workshops

Some departments of the Institution have workshops that are linked to that department. The workshops are managed by workshop managers. Each workshop has different internal rules and opening hours.

Students enrolled in a department of the Institution which has a workshop can make use of it. Use of these departmental workshops by Students from outside the respective department requires permission from the workshop manager.

A list of workshops can be found on the website.

c. General workshops

In addition to departmental workshops, there are general workshops that all Students can use. A Student wishing to complete a project in a workshop should discuss the plans in advance with the workshop manager and the relevant Teacher.

d. Departmental rooms

During the opening hours of the buildings, Students can use so-called workspaces. The Executive Board has determined the distribution of workspaces among the Departments.

The Department Head will allocate the space in question to the Student for a specific period of time, and the Department Head may decide that this space must be shared during the week with a Student from another Department or another study year.

Allocation within the department is only valid in the current year and takes place every year. The Department Head is also the one who deals with the allocation of the Institution's areas during the Academic Year.

Upon allocation, the Student signs a contract, agreeing to the obligations and conditions set forth in it. In addition, the Student must provide a copy of personal liability insurance.

e. Liability insurance

All Students are required to have personal liability insurance.

7.4 Providing information to students

Information about curricula and activities will be disseminated by the Departments in a manner to be determined by the respective Department.

General information of an administrative and organisational nature is provided to Students by the Student Affairs Department of the Institution by Osiris, email or regular mail.

Through Studielink, Students should communicate changes of (electronic) contact and address details.

The email address of the Institution's Student Office is: studentoffice@rietveldacademie.nl

For Osiris, the student has received the login details upon registration and/or enrolment.

8. INTERNAL RULES

8.1 Undesirable behaviour

Each Student is expected to behave responsibly toward one another and treat the Institution's buildings and facilities with respect. Forms of vandalism or pollution are not permitted in any way. With regard to interactions, the Institution strives to provide a safe working and study environment for Teachers and Students.

Students should treat each other and all persons working for/at the Institution with respect; all undesirable behaviour, such as bullying, intimidation, sexual harassment, discrimination, threats and violence, as well as acting contrary to standards (of decency), values and morals generally applicable in the Netherlands, whether or not laid down in (legal) rules or rules of the Institution, will not be tolerated. Complaints in this respect are taken seriously; sanctions will be imposed if a complaint is found to be justified.

With respect to the Institution's buildings and facilities, instructions and rules may be given both in writing and orally by the authorised employees (employees of the Institution's Facilities Department, including janitors) and workshop managers. Abuse or negligence will result in sanctions. The procedure is as follows:

In case of behaviour without damage to the Institution's buildings and facilities:

- If the Student fails to treat the Institution's buildings and facilities in a respectful manner, they may be notified in writing by the Institution's Head of Facilities;
- If the Student fails to do so a second time, a formal written warning from the Executive Board will follow;
- If the Student fails to do so a third time, the Student may be denied access to the Institution's buildings and facilities and surroundings for a period of up to three months by the Executive Board.

In case of behaviour involving damage to the Institution's buildings and facilities:

- If the Student fails to treat the Institution's buildings and facilities in a respectful manner, resulting in damage to the Institution's buildings and facilities, the Student will receive a formal written warning from the Executive Board, and the Student will be charged for the cost of repairs;
- If the Student fails to do so a second time and this results in damage to the Institution's buildings and facilities, the Student may be denied access to the buildings and surroundings for a period of up to six months by the Executive Board, in which case the Student will be charged for the cost of repairs as referred to in Article 8.4 of the Student Charter.

In case of undesirable behaviour:

- If the Student displays undesirable behaviour as aforementioned, the Student will receive a formal written warning from the Executive Board;
- If the Student does so a second time, the Student may be denied access to the buildings and surroundings for a period of up to six months by the Executive Board and/or enrolment for the current Academic Year may be terminated by the Executive Board.

If the Student has caused serious nuisance within the buildings and grounds of the Institution or displayed undesirable behaviour and the unacceptable behaviour has continued after repeated warnings and/or sanctions, they may be denied access permanently and/or their enrolment may be terminated by the Executive Board. Access may also be denied if the Student has committed a criminal offence outside the Institution causing direct or indirect harm to the interests of the Institution or of one or more other Students, Teachers or other persons working at the Institution.

The Student may object against one or more of the above measures to the Executive Board within six weeks after the decision has been communicated to the Student (Article 5.3 of the Student Charter).

8.2 Buildings, furniture and equipment

8.2.1 Opening hours

The Student is entitled to access to the buildings and grounds of the Institution in addition to participation in education. Building opening hours during school weeks are as follows:

- Monday through Friday from 8 a.m. to 9:45 p.m.; and
- Saturday from 11:30 a.m. to 6 p.m.

Opening hours are subject to change. For example, because of holidays and activities taking place at the Institution. See the Institution's intranet for current opening hours.

Classes take place (offline/online) at times determined by the Departments.

8.2.2 Management and use

The Student is obliged to behave in accordance with the directions of staff in charge of the safety, management, and order and cleanliness within the buildings and grounds. The following rules apply:

General

- Handle the Institution's school building with care.
- Buildings, equipment and facilities of the Institution must be used in accordance with the purpose given to them. Defacement and improper use of the Institution's building, furniture and equipment is not permitted: walls, curtains, doors, blinds, lamps, floors, display cases, installations and other facilities of the Institution may not be removed and/or painted, graffitied or papered and must be left intact. Drilling and/or nailing in floor, ceiling, cabinet walls and the walls of the Institution's building is not permitted. Damage resulting from abuse or other improper use of the Institution's building and furniture by a student will be recovered from that particular Student.
- Defects in the Institution's building or facilities may be reported verbally to the front desk or via email at facilities@rietveldacademie.nl.
- Requests for modifications to the Institution's building may be directed to the Institution's Head of Facilities through the Department Head.
- It is not permitted to put up anything in the toilets, elevators of the Institution's buildings and the Institution's stairwells for fire safety reasons.
- Inside the Institution's buildings and grounds, the use of spray cans is strictly prohibited. The only location where spray cans are allowed is the Institution's spray booth.
- When leaving the Student workspaces, the lights must be turned off, the windows closed and the heat turned off. Food residues may not be left behind.
- Eating/drinking is not allowed in the workshops of the Institution due to fragile equipment and use of chemicals.

Cleaning/disposal of materials

- The Institution's public areas, sanitary facilities, general classrooms and ICT workshops are kept clean by an (external) cleaning company during the school year. Trash cans from classrooms in the Institution should be placed in the hallway by the Students themselves so that they are emptied. The Institution's workshops are cleaned during vacations. Departmental rooms of the Institution are cleaned before and after the final examination. During the school year, users are expected to tidy and clean the rooms themselves. Students who have their own workspace must keep it clean themselves. In general, materials brought in must be removed or disposed of by the Students themselves;
- All materials and objects brought in by the Student must be disposed of again by the Student in the appropriate

containers on the Institution's premises. All large/specific materials and objects brought in by the Students must be removed by the Students themselves and taken to the municipal waste disposal sites at their own expense. The cost of the disposal, through the Institution, of couches, furniture and the like that was/were brought in by the Student will be borne by the Student.

Smoking

The entire campus (buildings and surrounding (outdoor) grounds) of the Institution is subject to a total ban on smoking. In those cases where non-compliance with the general smoking ban in the Institution results in a fine for the Institution, it will always be recovered from the smoker. In addition, the Fred. Roeskestraat has been designated as a non-smoking area allowing smoking only behind the Rietveld building on the Zuider Amstel Canal.

Lockers

For the safe storage of work items or personal belongings in the Institution's buildings a limited amount of lockers is provided.

When using the Institution's lockers, the Student must provide their own lock. Contact a janitor at the Institution for instructions on the use of the lockers in the Fedlev Building.

Parking

Parking on the Institution's grounds is not permitted. Loading and unloading (maximum 10 mins) may take place on the street side of the Institution after consulting the front desk/concierge.

8.3 Equipment and facilities

The Student will exercise due care when using equipment, objects and facilities of the Institution. In this respect, the following applies:

- general classrooms in the Institution's buildings are assigned to Teachers and Students by the Institution's Reservations Officer. The necessary facilities (beamer, etc.) are available in these classrooms. These classrooms can only be booked through reservations@rietveldacademie.nl;
- defects in the Institution's facilities can be reported to the front desk and at facilities@rietveldacademie.nl. Requests for acquisitions of facilities for the Institution may be directed only to the Head of Facilities of the Institution; and
- various (peripheral) equipment can be borrowed and/or materials can be purchased through the Institution's Tool-O-Theek.

8.4 Liability

Students are responsible for their own work items and property in the buildings of the Institution. The Institution cannot be held responsible and liable for damage, theft or loss of work and/or other property from any cause.

The Institution will notify the Student in a timely manner (at least one week in advance) of any clearing, moving or cleaning activities in designated storage and work areas. The notification will be made through the Department Head, the janitor and/or by means of posters. Students' creations are not permitted in general and escape rooms and will be removed and disposed of at any time without notice.

The Executive Board may hold Students liable for damage or loss, whether intentional or unintentional, of possessions, property of the Institution and property of third parties located (temporarily or permanently) in the Institution's buildings or grounds, for which the Institution has a duty of care (rented equipment, property of utility companies, etc.).

Having private liability insurance is mandatory for every student.

When in exceptional situations, and only with the written permission of the Executive Board, work is performed by Students outside the normal opening hours of the Institution and without the presence of a workshop manager or Teacher, the Institution cannot be responsible for the personal safety of the Student. In that event, the Institution cannot be held liable.

8.5 Safety, health and environment

The Institution has a health and safety policy plan. The purpose of this policy is to optimise the study and working conditions of Students and employees of the Institution with regard to safety, health and the environment. This means that special regulations of the Institution for the use of personal protective equipment must be followed. Other regulations of the Institution to promote the environment and health must also be followed.

Accidents must be reported to the Institution's front desk and recorded by the Institution's Occupational Health and Safety Coordinator.

General safety

The Student is obliged to observe the provisions regarding safety. For general safety, these are as follows:

- corridors, stairwells and emergency exits of the Institution must always be entirely unobstructed (in connection with escape routes and fire safety). Working in these areas and other escape areas of the Institution is not permitted;
- all emergency exits of the Institution are equipped with "panic exit devices" without locks. Emergency exits should always be freely passable and should only be opened in an emergency;
- fire-fighting equipment of the Institution must remain freely accessible at all times and must not be moved;
- open flames are prohibited at all times in the Institution's buildings and grounds;
- the presence of hazardous substances is not permitted in the Institution's buildings;
- it is not permitted to use possible fire sources in or near the Institution's buildings without supervision (electronic heaters, paint strippers, etc.); and
- the use of small household appliances, such as kettles, microwaves or stovetops, in or near the Institution's buildings is strictly prohibited.

In case of emergencies, the instructions of the company emergency response team member must be followed.

Personal safety

For personal safety, these are as follows:

- do not engage in activities that endanger the safety and/or health of yourself and others;
- instructions of the Institution for the use of personal protective equipment and regarding health must be followed;
- working with hazardous/irritating substances (asbestos, polyester, solvent-containing paints and adhesives, spray cans, polyurethane, etc.) is prohibited in the buildings and grounds of the Institution as they affect the health of the user and their bystanders. A spray booth is available for working with solvents and hazardous materials (e.g., epoxy). However, environmentally friendly alternatives are preferred. The Institution has a [policy](#) which is available for download on the Institution's intranet, outlining how to handle the registration, storage, transportation and use of hazardous materials. When in doubt, contact the Institution's workshop manager, facilities coordinator and/or occupational health and safety coordinator; and
- accidents must be reported to the front desk.

The Institution has a permit under the Environmental Permitting (General Provisions) Act for having an establishment

(environmental permit). Inspections are carried out regularly. Sloppy handling of the environment could mean permit revocation. Therefore, the instructions of the Institution's workshop managers and janitors regarding the environment must be strictly followed.

Everyone is required to limit environmentally harmful activities at the Institution to a subminimum level.

Follow the instructions on the product packaging and in the safety sheets available in the Institution's workshops. A chemical sheet book is available for inspection in the Institution's library. It contains instructions (for use) of all kinds of substances.

Chemical/physical waste must not be flushed down the sinks and toilets of the Institution. This means that:

- brushes used for water paints must be cleaned in the wash trough on the Institution's corridors;
- chemical waste must be deposited in the Institution's designated containers;
- working with solvent-based paints is not permitted. For opportunities to work with oil paints, contact the Institution's Occupational Health and Safety Coordinator: jan.vandermeij@rietveldacademie.nl; and
- working with plaster and cement is not allowed in the Institution's buildings (after consultation, the Institution's plaster workshop can be used). In the Institution's courtyard are special containers for plaster and cement waste.

Bringing hazardous and/or health-threatening materials into the Institution's buildings and grounds is prohibited.

9. OTHER MATTERS

9.1 Information for students

The Executive Board will ensure adequate publication and availability of the rules, regulations and decisions applicable within the Institution.

9.2 Annual schedule and vacations

In accordance with the WHW, the Academic Year runs from 1 September of one year to 31 August of the following year. The year has a minimum of 200 teaching days and is divided into two semesters. The first semester runs from 1 September to 1 January, and the second semester from 1 January to 31 August. A teaching

day is a day on which the Student has access to the Institution's buildings.

9.3 Determination of education-free periods

The Executive Board annually determines the periods when no teaching takes place and no examinations are conducted. This information will be announced to all Students at the beginning of the Academic Year.

9.4 Study costs

In addition to the amount of the tuition fee, an amount of approximately €700 to €1,000 per year will be required for materials, equipment and study costs. This amount can vary greatly from one Department to another. Material and study costs include:

- costs for drawing and painting materials, wood, photographic paper, photographic equipment, etc. (some items are available at discounted prices at the Institution); and
- costs of participating in field trips. These costs are kept as low as possible.

9.5 Financial Support Fund

The Institution has a fund for the financial support of Students, the 'Financial Support Fund'. Students may be eligible for financial support from this fund in a number of specified cases. The regulations of the Financial Support Fund define the application procedure and further conditions. The regulations can be downloaded from the Institution's intranet. Applications for the Financial Support Fund are made through the Institution's Student Counsellor.

10. FINAL PROVISIONS

10.1 Adoption and amendment

The Student Charter and any amendment thereto will be adopted by the Executive Board after obtaining the approval of the MR.

10.2 Contingencies

In cases not provided for in the Student Charter, the Executive Board decides.

10.3 Entry into force and citation

The provisions contained in the Student Charter will take effect on the day following its adoption or amendment by the Executive Board. It may be cited as *Student Charter Gerrit Rietveld Academie*.