

COURSE PARTICIPANT CHARTER

**GERRIT RIETVELD
ACADEMIE**

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COURSE PARTICIPANT CHARTER GERRIT RIETVELD ACADEMIE

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Introduction

Course Participants receiving course tuition at the Gerrit Rietveld Academie, unlike Students taking bachelor's or master's degrees, are not subject to the *Wet op het hoger onderwijs en wetenschappelijk onderzoek* (Higher Education and Scientific Research Act, WHW). The rights and obligations of Course Participants follow from this Course Participant Charter and the law applicable to this course agreement. The Gerrit Rietveld Academie regulations mentioned in this Course Participant Charter also apply to Course Participants.

With this Course Participant Charter, there is clarity for Course Participants as to what they can count on on the part of the course and what is expected of them. A proper record of the rights and obligations agreed upon is important. Even more important is that all members of the Gerrit Rietveld Academie community treat each other with care and understanding for each other's position, so that there is as little need to resort to formal agreements as possible.

Executive Board
Gerrit Rietveld Academie

1. GENERAL PROVISIONS

1.1 Application of the Course Participant Charter

This Course Participant Charter covers all courses offered by the Gerrit Rietveld Academie. This excludes the bachelor and master programmes.

1.2 Content and disclosure

This Course Participant Charter discloses the rights and obligations of both the Institution and the Institution's Course Participants. The Executive Board brings the Course Participant Charter to the attention of newly enrolled Course Participants and notifies them of how to access the Course Participant Charter.

2. DEFINITIONS

Executive Board

Under Article 6 of the Gerrit Rietveld Academie's articles of association, the Executive Board is charged with the day-to-day management of the Institution.

Course Participant

The person admitted and enrolled at the Institution for a course, excluding bachelor and master programmes.

Course Participant Charter

The present Course Participant Charter.

Teachers

The Institution's teaching staff.

Head of Course Education

The person charged by the Executive Board within the Institution with the coordination of the relevant course.

Institution

Stichting Gerrit Rietveld Academie in Amsterdam, Hogeschool voor Beeldende Kunst en Vormgeving.

Student

The person admitted and enrolled at the Institution for a bachelors or masters programme.

3. SUBSCRIPTION

3.1 Application

In order to be registered for the course of application, the Course Participant must follow the registration procedure as announced through the Institution's website and by mail if applicable.

3.2 International Course Participants

To be enrolled in the course of application, the candidate must have the nationality of one of the EU/EEA countries. An exception applies to the Orientation Course.

3.3 Procedure for enrollment

Any person who, after being admitted and placed, wishes to participate in a course shall be enrolled as a Course Participant by Student Affairs after full payment of the course fees.

3.4 Reasons for not enrolling or undoing enrollment

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

3.5 Termination of enrollment

Termination of enrollment can only be done through Student Affairs.

3.6 Refund of course fees

Course Participants are not entitled to a refund of course fees after termination of enrollment, except in cases of force majeure. In that case, the Course Participant shall bear (1) the cost of each month of course tuition (already started), calculated pro rata per month, and in addition (2) an amount equal to one-third of the total course fee to cover the start-up costs involved in the admission procedure and the start of the course. The Course Participant is entitled to a refund of the amount equal to the difference between the costs borne by the Course Participant and the course fee paid.

To be eligible for a partial refund of course fees, the Course Participant must promptly submit a written request, including proof of the force majeure situation, to Student Affairs or to the Student Counselor.

3.7 Level of course fees

The amount of course fees will be announced through the Institution's website, and by mail if applicable, before the admission rounds begin.

3.8 Payment of course fees

The course fee must be paid in one lump sum (before the start of the course). It is not possible to pay in installments.

Participation in course instruction does not entitle a Course Participant to student finance, as a Course Participant is not enrolled as a Student.

3.9 Student card

After registration, the Course Participant will be issued the student card.

The student card is strictly personal; the Course Participant can pay within the Institution with the student card and the Course Participant can use the student card to access areas that have been designated in advance. The Course Participant must carry the student card at all times. Use of the student card by others than its (registered) holder is strictly prohibited.

In case of loss or theft of the student card, the Course Participant shall pay a €20 administration fee before receiving a new student card. If the Course Participant can provide proof of reporting the theft of the student card to the police, the administration fee will not be charged.

All actions done 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 this 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, criminal suspicion, etc. The data will be destroyed upon termination of the study.

4. RIGHTS AND OBLIGATIONS COURSE PARTICIPANTS

4.1 Personal registration

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

Each Course Participant may access the data about his/her/their person to the extent they are contained in the Institution's records.

4.2 Rights of the Course Participant

A Course Participant who is admitted to the Institution and has fulfilled his/her financial obligations is enrolled at the Institution.

The Course Participant has the following rights:

- Participation in the education for which the Course Participant has signed up;
- Use of the classrooms where courses are held and materials offered during class times;
- access to the Institution's library and Tool-O-Theek;
- use of the facilities of the Institution, including the services of the Student Counselor and Student Affairs.

4.3 Duties of the Course Participant

Enrollment as a Course Participant gives rise to at least the following obligations:

- correct behavior in the buildings and grounds of the Institution, as stated in the House Rules and in the Code of Conduct, see Chapter 7 of the Course Participant Charter. The Course Participant should take note of these agreements in advance.

4.4 Copyright ownership, right of use and permission to use another's image

The copyright of works created by Course Participants in the context of education (individual work, projects and assignments) belongs, except where otherwise stipulated, to the respective Course Participant(s).

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.

The (former) Course Participant is obliged in the event of affiliation with an intermediary organization in the field of copyright (Buma/Stemra, Pictoright, Lira etc.) to report this arrangement to these organizations.

If a Course Participant uses the image of another person in his/her/their work, agreements must be made between the Course Participant in question and the other person beforehand. These agreements must show that the person whose image is used (the person portrayed) has given permission for being depicted.

5. LEGAL PROTECTION COURSE PARTICIPANTS

5.1 Dispute settlements

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

The Student Counselor can play a role in this. The Course Participant also has access to the Confidential Advisors and to the Complaints Committee (the Chamber for Undesirable Behaviour).

5.2 Complaints Committee

The Institution has a Complaints Committee. Course Participants can go to the Complaints Committee's Chamber for Undesirable Behaviour when they are affected by a violation of the Institution's Code of Conduct (the Code of Conduct).

The Complaints Committee's Chamber for Undesirable Behaviour consists of one external lawyer and two staff members. The tasks, responsibilities and procedures of the Complaints Committee are laid down in the Complaints Committee Regulations of the Gerrit Rietveld Academie. They can be consulted via the Intranet.

Contact details:
complaintscommittee@rietveldacademie.nl

5.3 Confidential Advisors

The Executive Board has appointed internal and external [confidential advisors](#). With the confidential advisors, who work under confidentiality and are an independent point of contact, the person can discuss options and access other resources.

The working method of the confidential advisors is described in the Regulation on Confidential Advisors, which can be accessed via Intranet.

Contact information:
Confidential Advisors:

Matthijs Hattink

matthijs.hattink@rietveldacademie.nl
+31 (0)6 1541 8060

Agata Bar
Agata.bar@sandberg.nl

Rosie Haward
Rosie.haward@rietveldacademie.nl

External confidants:

Sanne Baalhuis - Timmermans
sanne.baalhuis@sbt-legal.nl
+31 (0)6 51219511

For the most recent contact information, the Course Participant is advised to consult Intranet.

5.4 Report form

If a Course Participant wishes to report an incident to one of the Confidential Advisors, this can be done through the reporting form on the Institution's Intranet.

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

A (anonymous) report is considered a signal and will not be processed further. If there are several reports about the same situation within a certain period of time, an investigation may be started.

5.5 Course Participants with disabilities

The Institution intends to make every effort to give Course Participants with disabilities the same opportunity for successful participation in education as Course Participants without disabilities, to the extent reasonably within the ability of the Institution.

Course Participants may contact the Student Counselor of the Institution about this.

The Student Counselor's email address is:

6. STUDY FACILITIES

6.1 Student Counselor

A Student Counselor is attached to the Institution. The Student Counselors have an independent function within the Institution. The Student Counselor of the Institution represents, in the broadest sense, the interests of the Course Participants within the Institution. The Student Counselors provide education and information to Course Participants and also have an advisory and guiding, sometimes referring, role.

6.2 Student Facilities

There are separate House Rules for the use of most of the Institution's facilities which are made known to Course Participants in advance (see Section 7 of the Course Participant Charter).

a. Library

The library of the Institution is mainly intended for the Course Participants, Students and Teachers. It is classified as a theory workshop, where a collection is assembled and managed, and on the other hand, activities are organized 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 journal database, the library provides current reflection in the field of art and design. Books can be borrowed, with the standard loan period being two weeks.

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

b. Workshops

Course Participants have the right to use the workshops only when the use of the workshop is part of the curriculum.

6.3 Provision of information to Course Participants

Information about the course schedule and activities of the course will be disseminated in a manner to be determined by the Head of Course Education.

General information of an administrative and organizational nature is provided to Course Participants by Student Affairs through email or intranet.

Through Student Affairs, Course Participants should communicate changes of (electronic) contact and address information.

The email address for Student Affairs is: studentoffice@rietveldacademie.nl

7. HOUSE RULES

7.1 Desired and undesirable behaviour

Each Course Participant is expected to behave responsibly and respectfully towards each other and in relation to their dealings with the Teachers, the Students, others involved with the Institution and the grounds, buildings and facilities of the Institution. In dealing with each other, the Institution strives to provide a safe working and study environment for the Course Participants, the Students and the Teachers. Chapter 3 of the Code of Conduct (see intranet) lays down standards that provide further details on this. The Course Participant must comply with these standards. Violations and complaints will be taken seriously. In the event that (whether or not as a result of a complaint) a violation is established, sanctions will be imposed.

For behavior that violates the rules in Chapter 3 of the Code of Conduct:

- the relevant Course Participant may be addressed in writing; or
- the Course Participant concerned may be denied access to the grounds, buildings and facilities of the Institution (in whole or in part) for a temporary period and/or the enrollment of the Course Participant concerned at the Institution may be terminated for a temporary period by the Executive Board; or
- the Course Participant may be warned by the Executive Board that a repeated violation will permanently deny the Course Participant access to the grounds, buildings and facilities of the Institution and/or terminate enrollment; and/or
- if the relevant Course Participant, after being reminded, again violates the Code of Conduct and thereby causes serious nuisance, the Course Participant may be permanently denied access to the grounds, buildings and facilities of the Institution by the Executive Board and/or the Course Participant's enrollment may be terminated by the Executive Board.

If the Course Participant's violation of the rules in the Code of Conduct has caused damage to the Institution's grounds, buildings and facilities, the cost of repairing this damage may be recovered from the Course Participant.

7.2 Opening hours buildings and grounds

The Course Participant is entitled to access the buildings and grounds of the Institution. The opening hours of the Rietveld Academie buildings 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 due to holidays and activities taking place at the Institution, among other reasons. Please refer to the Institution's [Intranet](#) at all times for current opening hours.

Classes take place at times determined by the Head of Course Education.

7.3 Management and use of buildings, grounds and facilities

a. General

- Specific rules regarding the handling of the Institution's buildings, grounds and facilities are included in the House Rules and on Intranet.
- Defects to the Institution's buildings or facilities can be reported verbally at the front desk or via e-mail at facilities@rietveldacademie.nl
- For the classrooms, please turn off the lights, close the windows and turn off the heating when you leave. Do not leave food leftovers.

b. Cleaning/disposal of materials

- The Institution's public areas, washrooms, general classrooms and ICT workshops are kept clean by an (external) cleaning company during the school year. Trash cans from the Institution's classrooms must be placed in the corridor by the Course Participants 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 exams. During the school year, users are expected to tidy and clean the rooms themselves. In general, materials brought in must be brought back or disposed of themselves.
- The rules regarding disposal of materials by Course Participants can be found in the House Rules and on Intranet.

c. Smoking

There is a general ban on smoking on the Institution's premises and in its buildings. The exact rules regarding the smoking ban can be found in the House Rules and on Intranet.

d. Lockers

A limited number of lockers are available in the Institution's buildings for the safe storage of work items or personal belongings.

When using the Institution's lockers, the Course Participant must provide their own lock. Institution caretakers can provide instruction on how the lockers work in the Fedlev Building upon request.

e. Parking

Parking on the Institution's grounds is not permitted. Loading and unloading (maximum 10 minutes) may take place on the street side of the Institution by arrangement with the reception/caretaker.

7.4 Use of facilities and equipment

The Course Participant must exercise due care when using equipment, objects and facilities of the Institution. The following applies in this regard:

- defects in Institution facilities can be reported at the reception desk and at facilities@rietveldacademie.nl. Requests for acquisition of Institution facilities can only be addressed to the Institution's Head of Facilities;
- through the Institution's Tool-O-Theek, it is possible to borrow various (peripheral) equipment and/or purchase materials; and
- the exact (safety) regulations regarding working with and using the Institution's facilities and equipment are contained in the House Rules and in further regulations on Intranet.

7.5 Liability

Course Participants are responsible for their own work and property located on the Institution's premises. The Institution is neither responsible nor liable for damage, theft or loss of work and/or other property from any cause.

The Institution shall notify the Course Participant in a timely manner (at least one week in advance) of any clean-up, moving or cleaning activities in designated storage and work areas. Notice shall be made through the Head of Course Education, the caretaker and/or by means of posters.

The Executive Board may hold Course Participants 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.).

7.6 Safety, health and environment

A number of important general safety regulations, personal safety and environmental regulations and specific safety regulations relating to equipment and facilities of the Institution are included in the House Rules and on the Intranet. These regulations must be followed at all times.

8. MANIFESTATIONS

The Institution has an open culture. The Institution's buildings and grounds are a place of connection, openness and dialogue. All topics should be able to be discussed and critical voices should be expressed and heard. Therefore, the Course Participant has the right to participate in an event. The rules that apply to Course Participants regarding manifestations are included in the relevant rules and on Intranet.

9. OTHER MATTERS

9.1 Information for Course Participants

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

9.2 Study Costs

In addition to the amount for the course fee, materials, equipment and study costs of about €250 per year should be taken into consideration. This amount depends on one's own choice of materials. Material and study costs include, for example:

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

10. FINAL PROVISIONS

10.1 Adoption and modification

The Course Participant Charter and any amendment thereto shall be adopted by the Executive Board.

10.2 Contingencies

In cases not covered by the Course Participant Charter, the Executive Board shall decide.

10.3 Entry into force and citation

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