

STUDENT CHARTER

**GERRIT RIETVELD
ACADEMIE**

ACADEMIC YEAR 2025-2026

~ EN ~

STUDENT CHARTER GERRIT RIETVELD ACADEMIE

ACADEMIC YEAR 2025-2026

Z1. GENERAL PROVISIONS	5
1.1 APPLICATION OF THE CHARTER	5
1.2 RELATIONSHIP TO THE LAW	5
1.3 CONTENT AND PUBLICATION	5
2. DEFINITIONS	5
DEPARTMENTS	5
3. ENROLMENT	9
3.1 GENERAL PROVISIONS REGISTRATION	9
3.2 INTERNATIONAL STUDENTS	9
3.3 PROCEDURE FOR ENROLMENT	9
3.4 PREVIOUS DEREGISTRATION	10
3.5 REASONS FOR NOT ENROLLING OR UNDOING ENROLMENT	10
3.6 ENROLMENT DURING THE ACADEMIC YEAR	10
3.7 ENROLMENT AFTER NEGATIVE BINDING STUDY ADVICE (BSA)	10
3.8 ENROLMENT AFTER UNSATISFACTORY STUDY RESULTS FOR NON-EU/EEA STUDENTS ...	10
3.9 TERMINATION OF ENROLMENT	11
3.10 TUITION REFUND	11
3.11 INTERRUPTING THE STUDY	11
3.12 STATUTORY AND INSTITUTIONAL TUITION	12
3.13 HEIGHT OF THE STATUTORY TUITION FEE	12
3.14 INSTITUTIONAL TUITION FEES	12
3.15 PAYMENT OF TUITION	13
3.16 CONSEQUENCES OF TUITION ARREARS	13
3.17 PENALTY CLAUSE C.Q. BACK PAYMENT OF TUITION FEES	13
3.18 TUITION EXEMPTION AND REDUCTION	14
3.19 STUDENT CARD	14
RIGHTS AND OBLIGATIONS STUDENTS	15
4.1 PERSONAL DATA	15
4.2 RIGHTS OF THE STUDENT	15
4.3 DUTIES OF THE STUDENT	16
4.4 COPYRIGHT OWNERSHIP, RIGHT OF USE AND PERMISSION TO USE ANOTHER'S IMAGE ...	16
5. LEGAL PROTECTION FOR STUDENTS	17
5.1 DISPUTE SETTLEMENTS	17
5.2 ADMINISTRATIVE APPEAL EXAMINATION APPEALS BOARD	17
5.3 OTHER APPEALS	18
5.4 ADMINISTRATIVE LAW DIVISION OF THE COUNCIL OF STATE	19

5.5 OTHER DISPUTES	19
5.6 EDUCATIONAL COMMITTEE	20
5.7 EXAMINATION COMMITTEE	20
5.8 COMPLAINTS COMMITTEE	20
5.9 CONFIDENTIAL ADVISORS	21
5.10 REPORTING FORM	22
5.11 STUDENTS WITH DISABILITIES.....	22
6. CO-DETERMINATION.....	23
6.1 PARTICIPATION RULES AND TOPICS	23
6.2 EDUCATIONAL COMMITTEES	23
7.1 DEANERY	23
7.2 BERLAGE FUND.....	23
7.4 PROVISION OF INFORMATION TO STUDENTS	25
8. HOUSE RULES	25
8.1 DESIRED AND UNDESIRED BEHAVIOR	25
8.2 OPENING HOURS BUILDINGS AND GROUNDS	26
8.3 MANAGEMENT AND USE BUILDINGS, GROUNDS AND FACILITIES	27
8.4 USE OF FACILITIES AND EQUIPMENT	28
8.5 LIABILITY	28
8.6 SAFETY, HEALTH AND ENVIRONMENT	29
9. MANIFESTATIONS.....	29
10. OTHER MATTERS	29
10.1 INFORMATION FOR STUDENTS	29
10.2 ANNUAL SCHEDULE AND VACATIONS	30
10.3 DETERMINATION OF PERIODS WITHOUT EDUCATION	30
10.4 STUDY COSTS.....	30
10.5 STUDENT SUPPORT FUND	30
11. FINAL PROVISIONS	30
11.1 ADOPTION AND AMENDMENT	30
11.2 CONTINGENCIES	30
11.3 ENTRY INTO FORCE AND CITATION	31

Introduction

This Student Charter stems from the *Wet op het hoger onderwijs en wetenschappelijk onderzoek* (Higher Education and Scientific Research Act, WHW). Article 7.59 of the WHW requires the Institution's Executive Board to describe the education and educational facilities and the rights and obligations of the student in a Student Charter, and to present the Student Charter to students upon first enrolment. The Student Charter is also available via the Institution's Intranet.

The student's rights and obligations are partly regulated by law, such as, for example, the level of statutory tuition fees and for which educational programmes entrance examinations must be taken. In addition, the law instructs the Institution to regulate a number of matters, such as, for example, the operation of the Student Support Fund. And, finally, there are matters that the law allows the Institution to regulate in its own policy, such as, in our case, the arrangements regarding the use of workshops and workstations.

With this Student Charter, there is clarity for students as to what they can count on from the side of the educational programme and what is expected of them. A proper recording of rights and obligations 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.

The Student Charter relates to all programmes offered by the Institution. The bachelor's and master's education do have a separate Education and Examination Regulations (OER).

Executive Board
Gerrit Rietveld Academie

1. GENERAL PROVISIONS

1.1 Application of the Charter

This Student Charter applies to bachelor's and master's education of the Institution. It is valid for the 2025-2026 Academic Year.

1.2 Relationship to the Law

The provisions contained in this Student Charter will cease to have effect 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 the Universities of Applied Sciences (hbo). In that case, the provision(s) in question will be deemed to have been replaced by those contained in the aforementioned legislation or regulations.

1.3 Content and publication

This Student Charter discloses the rights and obligations of both the Institution and the Students of the Institution. The Executive Board brings the Student Charter to the attention of newly enrolled students and notifies them of how to consult the Student Charter.

Students will receive notice of amendments and how to access the revised Student Charter upon enrolment for subsequent Academic Years in the event of changes to the Student Charter.

2. DEFINITIONS

Departments

The specialisation programmes existing within the bachelor's education following the propaedeutic year (the Foundation Year), and the departments within the master's education.

Heads of Department

Those entrusted by the Executive Board within the Institution with the coordination of Departments or particular courses.

Bachelor's and master's degrees

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

Graduates of master's education may hold either the title of Master of Arts in Fine Art and Design or Master of Arts in Interior Architecture.

Executive Board (CvB)

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

Examination Appeals Board

The Examination Appeals Board (CBE) as referred to in Article 7.60 WHW.

Administrative Law Division of the Council of State

The *Afdeling bestuursrechtspraak van de Raad van State* (Administrative Law Division of the Council of State) referred to in Article 7.64 WHW.

Competences

The body 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 course.

Course duration

The time specified by or under the law that is available for an educational programme. The full-time bachelor's education has a duration of four years. The part-time bachelor's education has a duration of five years. The full-time master's education has a duration of two years.

Tutors

The Institution's teaching staff.

Exam

An examination referred to in Article 7.3, third paragraph, of the WHW (the propaedeutic examination referred to in Article 7.8 of the WHW and the final examination referred to in Article 7.10 of the 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, in the field of knowledge, insight and skills required to obtain a degree.

The Institution has a joint Examination Board for bachelor's and master's education.

For conducting examinations, the Examination Board appoints a committee of examiners.

Institution

Stichting Gerrit Rietveld Academie in Amsterdam, Hogeschool voor Beeldende Kunst en Vormgeving, an institution as referred to in Article 1.3 WHW.

Master's education

Higher education that follows the bachelor's degree.

Education (educational programme)

A coherent set of educational units, aimed at the realization of well-defined objectives in the field of knowledge, insight and skills which the person completing the education must have as referred to in Article 7.3, second paragraph, of the WHW.

During the 2025-2026 Academic Year, the Institution offers three educational programme. The Bachelor of Fine Art and Design education and the Master of Fine Art & Design and Interior Architecture education.

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 matters relating to education.

Education and Examination Regulations (OER).

Regulations as referred to in Article 7.13 WHW. The Institution has separate OERs for the bachelor's and master's educations.

Propaedeutic phase

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

Specialization phase

The phase following the propaedeutic phase.

Student

The person admitted and registered with the Institution.

Student Charter

This Student Charter is in effect for the 2025-2026 Academic Year.

Academic Year

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

Course load: credits

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

The Fine Art and Design and Interior Architecture master's education have a course load of 120 ECTS.

Exam (assessment)

An assessment as referred to in Article 7.3, third paragraph, of the 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 semester assessment and the final assessment.

Admissions Committee

The committee established by the Examination Board in charge of conducting the entrance examinations.

WHW

Wet op het hoger onderwijs en wetenschappelijk onderzoek (Higher Education and Scientific Research Act).

3. Enrolment

3.1 General provisions registration

In order to be enrolled in the first year of the education (bachelor's or master's), a candidate must have been admitted to and placed in the educational programme and meet the prerequisite course and language requirements or have received written exemption from the Examination Board for this purpose.

To enrol in a programme after the propaedeutic phase, the candidate must be admitted, placed and in possession of a propaedeutic diploma of that educational programme or of an equivalent diploma, or have received a written exemption for this from the Examination Board.

To enrol in master's educational programmes, students must submit a written request to the Admissions Committee.

3.2 International Students

Candidates with a non-EU/EEA nationality who register for the first time at the Institution are required to demonstrate that they are legally resident in the Netherlands on 1 September of the Academic Year to be followed. Proof of this can be a sticker authorizing temporary stay (in the passport) or (an application for) a residence permit. A residence permit must always be applied for through the International Office of the Institution.

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

3.3 Procedure for enrolment

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

Enrolment takes place for the entire Academic Year. If enrolment takes place during the course of the Academic Year, such enrolment will apply for the remainder of the Academic Year.

Enrolment in the educational programme is done by the Student through Studielink. The Student will not be enrolled until enrolment has been properly completed through Studielink and all procedural rules of the Academie have been met.

The procedural rules are:

- The Student is admitted in accordance with the Academie's admission requirements (see 3.1);

- The Student has received permission from the programme to enrol in a specific year and subject class;
- The Student has met the payment requirements indicated through Studielink.

In the first month after the start of the Academic Year, the student card is issued to correctly newly enrolled Students (see Article 3.19 of the Student Charter).

The Student must keep the Student Affairs Department of the Institution informed of changes in (electronic) contact and address details via Studielink.

3.4 Previous deregistration

The (re-)enrolment of a Student who has been deregistered by the Institution in any year through application of Article 3.9 of the Student Charter may be refused through application of Article 7.37 of the WHW.

3.5 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.

3.6 Enrolment during the Academic Year

An enrolment during the Academic Year is possible only after written permission from the Executive Board (delegated to the Educational Directors). A request for permission from the Executive Board can only be made by a Head of Department.

3.7 Enrolment after negative binding study advice (BSA)

The Gerrit Rietveld Academie applies a binding study advice (BSA) at the end of the propaedeutic phase (the Foundation Year). The educational programme determines the requirements for this. If the binding study advice is negative, the student may not continue the programme.

The Student who has received a negative binding study advice in the propaedeutic year of the bachelor's programmes cannot reapply to the same programme for two years. After these two years, the Student may reapply for admission according to the applicable procedure.

3.8 Enrolment after unsatisfactory study results for non-EU/EEA Students

Students with a residence permit based on study, who at the end of the Academic Year have received less than 30 credits for that year, can no longer enroll at the Institution. The Immigration

and Naturalization Service (IND) will withdraw the residence permit from the Student in question.

As soon as a Student anticipates study delay due to illness and/or personal circumstances, the student counselor should be notified. The student counselor will work with the Student to take measures to avoid study delay.

If study is delayed despite measures taken, the lack of credit can be excused through a statement from the student counselor. This is possible only once during the study.

3.9 Termination of enrolment

Deregistration can only be done through Studielink and is final after the Student has met the additional deregistration requirements supplied through student system Osiris. Students can deregister via Studielink from the first of the month following the date of receipt of the deregistration request.

For Students of non-EU/EEA nationality, if applicable, the IND will be notified of the termination of enrolment.

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) of the WHW, the Executive Board shall terminate the enrolment as of the following month.

3.10 Tuition refund

Students are entitled to a refund of the tuition for the remaining months of the Academic Year after deregistration. In case of deregistration in the months of July and August, no tuition refund will be granted (see Article 7.48(4) WHW). Refund of tuition will be given by the Institution in proportion to the number of months the Student has been enrolled. This amount will be offset against instalments already paid.

3.11 Interrupting the study

In the event a Student is forced to interrupt studies during an Academic Year, the following procedure shall apply:

- the Student notifies the Head of Department of his/her/their Department of the study interruption;
- the Student deregisters through Studielink;
- the Student reports themselves to the Head of Department of his/her/their Department and to Student Affairs no later than the month of May preceding the Academic Year that he/she/they expect to resume studies.

The above applies only if it is the first study (and is not applicable to dual students).

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

3.12 Statutory and institutional tuition

To be eligible for statutory tuition, the Student must meet all of the following requirements:

1. The Student has the nationality of one of the EU/EEA Member States, Switzerland or Suriname. The Student also meets the nationality requirement if he/she is a family member of an EU/EEA citizen living in the Netherlands or has a residence permit on the basis of which one qualifies for student finance, or holds 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 students) or a Dutch master's degree (for master's students) since September 1, 1991. The Student will also pay the statutory tuition fee if he/she/they started a second educational programme during a first educational programme and, also after obtaining a degree for the first programme, followed it continuously.

If the Student in question does not meet these requirements, the Student will pay the institutional tuition fee.

3.13 Height of the statutory tuition fee

Since the 2013-2014 Academic Year, the Institution has had the Special Feature of Small-Scale and Intensive Education *Bijzonder (Kenmerk Kleinschalig en Intensief Onderwijs)*. Based on this and pursuant to Articles 6.7 and 6.7b of the WHW, the Minister of Education, Culture and Science (*OCW*) has given the Institution the right to charge a higher (statutory) tuition fee. This tuition fee is set annually by the Executive Board before the 1st of February.

For the 2025-2026 Academic Year, the statutory tuition fee for the Institution is € 3,101.

3.14 Institutional tuition fees

Students who do not meet the conditions set under Article 3.12 are due the institutional tuition fee, the amount of which is set by the Executive Board annually by February 1.

The Institution applies the following institutional tuition fees for the 2025-2026 Academic Year:

- Bachelor's and master's students full-time: € 8,943.
- Part-time bachelor's students: € 7,406.

3.15 Payment of tuition

Payment of tuition is made through Studielink. Students provide a continuous authorization for this purpose that is valid for the duration of the entire study.

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

When paying in instalments, an administration fee of € 24 will be charged. The bank account from which direct debits are taken may not be suspended or blocked in the interim. In the event of blocking due to theft, the Student must report this to Studielink immediately.

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

3.16 Consequences of tuition arrears

The Student is required to have sufficient balance in his/her/their account to allow collection of the instalments. If, despite this, arrears do arise, the Student may be summoned 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 Year of Study and are in arrears will not be awarded a diploma/certificate until tuition is paid in full.

3.17 Penalty clause c.q. back payment of tuition fees

If it is found that the Student has not been enrolled or has not been enrolled correctly in any year, even though the Student has

used the educational facilities, the tuition fees still due must be paid before further access to education is granted or the diploma/certificate is awarded (Article 15.2 of the WHW).

3.18 Tuition exemption and reduction

The Student who is already enrolled elsewhere in college (hbo) or university (wo) in the Netherlands for the statutory tuition fee at the start of enrolment with the Institution will only pay the difference between the tuition already paid at that institution and the tuition due to the Institution. The Student should contact Student Affairs about this before the start of the study.

The Student must provide an original Proof of Tuition Paid (*Bewijs Betaald Collegegeld, BBC*) issued by the institution of initial enrolment.

If the Student deregisters from the first enrolment during the Academic Year, the Student must still pay the remaining tuition at the institution of the second enrolment. The Student can indicate this through Studielink.

3.19 Student card

Only after the receipt of payment of tuition of newly enrolled students, or after the first direct debit in case of authorization for this purpose, will the Student be issued the student card.

The student card is strictly personal; the Student can pay within the Institution with the student card and the Student can use the student card to access areas that are designated in advance. The Student must carry the student card with them 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 Student will pay a € 20 administration 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 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 suspicions, etc. The data will be destroyed upon termination of the study.

RIGHTS AND OBLIGATIONS STUDENTS

4.1 Personal data

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

Any Student may have access to the data pertaining to his/her/their person to the extent they are contained in the records of the Institution.

The Institution's website lists the names of Tutors and Students. Visitors thus gain access to work posted by Students and Tutors on the Institution's website. Every Student has the right to withdraw consent to the aforementioned listing. Withdrawal of consent does not cancel previous processing of personal data.

4.2 Rights of the student

A Student who has been admitted to the Institution and has fulfilled his/her/their financial obligations shall be enrolled in the bachelor's or master's programme of the Institution for which they have been admitted.

The Student has the following rights:

- Participation in education within the educational programme and Department of the Institution for which enrolment is valid;
- tutoring by Tutors 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 lending of equipment;
- use of the student facilities of the Institution, including the services of the student counselor and Student Affairs.

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

For the topics discussed under the Student's rights and obligations, there are separate written agreements or regulations. The Student should take note of these agreements in advance (the House Rules, the Code of Conduct, etcetera).

4.3 Duties of the Student

Enrolment as a Student confers (at least) the following obligations:

- participation in education to the extent defined in the programme of study of the Institution's Foundation Year, the departmental curricula that apply in the specialization phase, and of the master's programme;
- proper conduct in the Institution's buildings and grounds, as stated in the Code of Conduct and in the House Rules, see Chapter 8 of the Student Charter.

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

The copyright ownership of works created by Students in the context of teaching (individual work, projects and assignments) belongs, except where otherwise stipulated, to the Student(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.

In the case that the (former) Student is or becomes affiliated with a copyright intermediary organization (Buma/Stemra, Pictoright, Lira etc.), the Student is obliged to report this arrangement to that/these organizations.

If a Student depicts another person in his/her/their work, prior arrangements must be made between the Student in question and the other person. These agreements must show that the person whose image is being used (the person portrayed) has given permission to be portrayed.

The interests of the person portrayed may be seriously harmed by disclosure of the work. If a Student portrays another Student, a staff member or anyone else affiliated to the Gerrit Rietveld Academie, this person portrayed should have the opportunity to turn to an independent mediator with a substantiated request for approval to (partially) withdraw permission to use the portrait. This request shall be submitted to the Executive Board (secretariaatCvB@rietveldacademie.nl). If, after a mediating conversation between the Student and the person portrayed, the independent mediator deems it necessary that the request be (partially) granted, the Student will no longer be able to use and disclose the work (in that regard). These agreements should be set forth in a written consent agreement signed by the Student

and the person portrayed. The GRA has a format for the agreement of consent that should be used: the Consent Form Depiction of a Person. The form can be consulted via [Intranet](#). The Head of Department can assist in completing the Consent Form Depiction of a Person.

5. LEGAL PROTECTION FOR STUDENTS

5.1 Dispute settlements

It is the policy of the Institution that all concerned (Students, Tutors and other employees) should in the first instance attempt to resolve the matter in a manner that is satisfactory to all parties involved in the dispute. The student counselor can play a role in this. As a next step, the student can turn to the Examination Board.

If a resolution 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 term for lodging objections and appeals is six weeks in accordance with Article 7.59a WHW.

Any decision of the Institution for which an appeal is provided by law shall specify the applicable procedure with the corresponding deadlines for lodging the appeal.

On the [website](#), the Student can find if, to whom and how he/she/they submit a complaint or objection (or appeal). The Student can also contact the advice desk with this question: (helena.lambrechts@rietveldacademie.nl).

5.2 Administrative appeal Examination Appeals Board

An Examination Appeals Board (CBE) to which Students may lodge an administrative appeal is attached to the Institution. The procedure at the CBE is governed by rules of procedure which can be downloaded from the Institution's Intranet.

The Student may appeal to the CBE against:

- decisions of the Examination Board;
- decisions regarding a negative binding study advice;
- decisions regarding the determination of the number of credits earned;
- decisions regarding admission to the assessments; and
- an untimely decision or a refusal to make a decision.

Before the CBE considers an appeal, there is always a consultation between the parties to see whether a resolution of

the dispute is possible. The procedure is described in the CBE's Rules of Procedure, which can be consulted via [Intranet](#).

Under the provisions of the law and its own regulations, the CBE will examine the case and reach a decision. This ruling will be binding.

Contact details:

Joint Examination Appeals Board for the Gerrit Rietveld Academie and the Amsterdam School of the Arts, Chamber Gerrit Rietveld Academie

Attn: Secretary to the Executive Board

p/a Fred. Roeskestraat 96

1076 ED Amsterdam

Tel: 020-5711666

E-mail: secretariaatcvb@rietveldacademie.nl

5.3 Other appeals

Appeals may be lodged against decisions of the Gerrit Rietveld Academie that are not covered by the CBE.

This can be done with respect to written decisions, containing a legal act, made on the basis of the WHW and regulations based on it. This includes decisions with respect to:

- admission requirements;
- enrolment as a Student;
- termination of enrolment due to illness or special family circumstances;
- payment, exemption, reduction or refund of tuition fees;
- the (negative) binding study advice;
- financial support from the Institution's Student Support Fund;
- providing the statement that the certificate of successful completion of an examination may be issued;
- termination/dissolution of an educational programme by the Institution and the possibility of still completing the degree.

The Institution has a Disputes Advisory Committee (pursuant to Article 7:63a of the WHW and Article 7.13 of the General Administrative Law Act (*Algemene wet bestuursrecht*)) to consider appeals lodged against such decisions. The Committee advises the Executive Board within a period of ten weeks. The Executive Board then decides on the appeal. The decision of the Executive Board on the objection can be appealed to the Administrative Law Division of the Council of State (*Afdeling bestuursrecht van de Raad van State*) within six weeks. The Objections procedure for students can be consulted via [Intranet](#).

Contact details:

The Dispute Advisory Committee of the GRA

Attn: Secretary to the Executive Board

Frederik Roeskestraat 96

1076 ED AMSTERDAM

E-mail: secretariaatcvb@rietveldacademie.nl

5.4 Administrative Law Division of the Council of State

A Student who, after going through the administrative appeal, still disagrees with a decision of the CBE or a decision on an objection of the Executive Board, may appeal to the Administrative Law Division of the Council of State (*Afdeling bestuursrecht van de Raad van State*). The Administrative Law Division of the Council of State then issues a final ruling on the matter.

For example, it can be about:

- admission requirements;
- enrolment as a Student;
- termination of enrolment due to illness or special family circumstances;
- payment, exemption, reduction or refund of tuition fees;
- financial support from the Institution's Student Support Fund;
- providing the statement that the certificate of successful completion of an examination may be issued;
- termination/dissolution of an educational programme by the Institution and the possibility of still completing the degree; and
- action taken by the Institution against a Student with respect to the Institution's House Rules.

No appeal is possible against a decision of the Administrative Law Division of the Council of State.

Contact details:

Afdeling bestuursrechtspraak van de Raad van State

PO Box 20019

2500 EA Den Haag

www.raadvanstate.nl

5.5 Other disputes

Decisions by or on behalf of the Executive Board that cannot be appealed to the CBE and the Administrative Law Division of the Council of State may be challenged through the civil courts.

5.6 Educational Committee

The Institution has an Educational Committee for the bachelor's and an Educational Committee for the master's education. The duties of these educational committees are:

- advising on the Education and Examination Regulations (*OER*);
- annually reviewing the manner of implementation of the Education and Examination Regulations;
- Providing solicited and unsolicited advice to the Executive Board and the Participation Council on all matters relating to education.

The bachelor's Educational Committee has six members, three of whom are Students and three Tutors. The master's Educational Committee has four members, of which two are Students and two are Tutors. The members of the educational committees are appointed by the Executive Board after taking advice from the Participation Council.

The procedures and powers of the Institution's educational committees are laid down in the Regulations of the Educational Committees. These regulations can be requested via opleidingscommissie@rietveldacademie.nl

5.7 Examination Committee

The Institution has a joint Examination Board for bachelor's and master's education. Students can contact the Examination Board with such issues as:

- requests for waivers of prerequisite courses;
- requests for exemption from tests or examinations;
- requests to deviate from the programme.

The Examination Board consists of five members (three for the bachelor, one for the master and one external member), a chairman and a secretary. The tasks and responsibilities of the Examination Board are laid down in the Examination Board Regulations. These regulations can be consulted via [Intranet](#).

Contact details:

examencommissie@rietveldacademie.nl

5.8 Complaints Committee

The Institution has a Complaints Committee. Students may apply to the Complaints Committee for issues in respect of which no formal objection or appeal procedures are available pursuant to the preceding articles and/or the provisions of the WHW. Complaints can be submitted to the Complaints Committee about actions of bodies of the Institution, Tutors and other employees

of the Institution or of Students, which directly affect the person concerned in his/her/their interest. An example of this is a violation of the (standards of) conduct set out in the Institution's Code of Conduct (the Code of Conduct).

The Complaints Committee has two chambers: one for general matters (the General Chamber) and one for complaints about undesirable behaviour within the meaning of the Code of Conduct (the Chamber for Undesirable Behaviour). The General Chamber consists of three members: one staff member, one Tutor or other staff member of the Institution and one Student. The 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 Regulations General Complaints Committee and in the Complaints Procedure Undesirable Behaviour. These Regulations can be consulted via Intranet.

Contact details:

complaintscommittee@rietveldacademie.nl

5.9 Confidential Advisors

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

The working method of the confidant is described in the Regulation on confidential advisors Gerrit Rietveld Academie, which can be accessed via Intranet.

Contact details:

Internal 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 confidential advisor

Sanne Baalhuis - Timmermans

sanne.baalhuis@sbt-legal.nl

+31 (0)6 51219511

5.10 Reporting form

If a Student 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 Student to report a situation that occurred with someone at the Institutions that was perceived as undesirable. This form will be kept confidential. If the Student 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 Student in question 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.

5.11 Students with disabilities

The Institution intends to make 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 the progress of their studies as a result should contact the student counselor of the Institution. This can be done directly via an email to the student counselor or via the form sent before the start of the Academic Year. Here the student can indicate whether these adjustments are necessary and whether a conversation with a student counselor is desirable. If possible, adjustments will be realized, insofar as this is both financially and structurally feasible.

Students who develop a chronic illness or disability during their studies should contact the student counselor as soon as possible, or indicate this through a form sent before the beginning of each Academic Year, so that necessary adjustments can be made by the Institution and measures can be taken to avoid study delays as much as possible.

The Regulation on Study and Disability applies. The regulation can be downloaded from the Institution's [Intranet](#).

The email address for the student counselor is:
studentcounselor@rietveldacademie.nl

6. CO-DETERMINATION

6.1 Participation rules and topics

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

The working methods and powers of the MR are laid down in the Participation Council Regulations of the Gerrit Rietveld Academie. These regulations are posted on [Intranet](#) and can be requested from the MR secretary at mr@rietveldacademie.nl.

6.2 Educational committees

In accordance with the provisions of Article 5.6 of the Student Charter, the Institution has educational committees. The educational committees are charged among other things with providing solicited and unsolicited advice to the Executive Board and the Participation Council on all matters relating to education.

7. STUDENT FACILITIES

7.1 Student counselor

There is a student counselor attached to the Institution. The student counselors have an independent function within the Institution. The student counselor of the Institution represents the interests of the Students within the Institution in the broadest sense. The student counselors provide education and information to Students and also have an advisory and supervisory, sometimes referring, role.

7.2 Berlage Fund

The Berlage Fund is the Gerrit Rietveld Academie's school fund. With this fund, the Academie supports students and finances its projects that are not funded by the government.

6,000 euros is made available each year for graduation projects of bachelor's and graduate students in proportion to the number of students in the educational programmes.

In addition, the student counselors have access to an amount from the Berlage Fund that allows them to give individual

students in need a small financial allowance. It is not possible to apply for this; each situation is assessed individually.

In addition to compulsory tuition, the Gerrit Rietveld Academie asks all students and staff to contribute to the Berlage Fund.

7.3 Student Facilities

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

a. Library

The Institution's library is mainly intended for the Students and Tutors. It is classified as a theory workshop, where a collection is partly assembled and managed, and on the other hand, activities are also organized to activate this collection.

The current collection consists of 11,000 volumes, mostly books, covering a range of 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. Departmental workshops

Some departments of the Institution have workshops attached to the department. The workshops are managed by the workshop specialists. Each workshop has different operating rules and opening hours.

Students enrolled in a department of the Institution to which a specific workshop is attached may use it. Use of these departmental workshops by Students from outside the respective department requires permission from the workshop specialist.

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 the workshop should discuss the plans in advance with the workshop specialist and the Tutor concerned.

d. Workstations

Students may, during the opening hours of the buildings, have so-called workstations at their disposal. The Executive Board has determined the distribution of workstations among the Departments.

The Head of Department will assign the space in question to the Student for a specified period of time, and the Head of Department may decide that this space must be shared during the week with a Student from another Department or another Year of Study.

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

7.4 Provision of information to students

Information about the Department's study programme and activities is disseminated by the Departments in a manner to be determined by the respective Department (usually Intranet).

General information of an administrative and organizational nature is provided to Students by Student Affairs through Osiris, e-mail or Intranet.

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

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

For Osiris, the Student has received login information upon registration and/or enrolment.

8. HOUSE RULES

8.1 Desired and undesired behaviour

Every Student is expected to behave responsibly and respectfully towards each other and in relation to their dealings with the Tutors, others involved with the Institution and the grounds, buildings and facilities of the Institution. In dealing with one another, the Institution strives to provide a safe working and study environment for Students and Tutors. In chapter 3 of the Code of Conduct and in the House Rules (see [Intranet](#)) standards have been laid down that give further substance to this. The Student 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) it is established that a violation has occurred, sanctions will be imposed.

For behaviour that violates the rules in Chapter 3 of the Code of Conduct or provisions in the House Rules:

- the Student in question may be addressed in writing; or
- the Student in question may be denied access to the grounds, buildings and facilities of the Institution (in whole or in part) for a maximum period of twelve months or the enrolment of the Student in question at the Institution may be terminated by the Executive Board for a maximum period of twelve months (and the Student will not be entitled to a refund of tuition or institutional fees), and the Executive Board may, depending on the seriousness of the conduct, issue a warning as referred to in article 7.57h WHW; and/or
- the Student may be warned that a repeated violation will permanently deny the Student access to the grounds, buildings and facilities of the Institution or result in a permanent termination of enrolment (a warning within the meaning of Article 7.57h WHW); and/or
- if the Student in question, after having been warned within the meaning of Article 7.57h WHW, again violates the Code of Conduct or the House Rules and thereby causes serious nuisance, the Student may be permanently denied access to the grounds, buildings and facilities of the Institution by the Executive Board within the meaning of Article 7.57h WHW, or the Student's enrolment may be terminated by the Executive Board within the meaning of Article 7.57h WHW (and the Student will not be entitled to a refund of tuition or institutional fees).

The Student may appeal the taking of one or more of the above measures to the Executive Board within six weeks of the decision being communicated to the Student (Article 5.3 of the Student Charter).

If the Student's violation of the rules in the Code of Conduct or House Rules has caused damage to the Institution's grounds, buildings and facilities, the cost of repairing such damage may be recovered from the Student.

8.2 Opening hours buildings and grounds

The Student is entitled to access to the buildings and grounds of the Institution in addition to participating in education. 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.

Sandberg Institute opening hours are:

- Monday through Friday from 8 a.m. to 1 a.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 Departments.

8.3 Management and use buildings, grounds and facilities

a. General

- The specific rules regarding the handling of the Institution's buildings grounds and facilities can be found in the House Rules, on [Intranet](#), and on information facilities in the buildings.
- Defects to the Institution's building or facilities can be reported verbally at the front desk or via e-mail at facilities@rietveldacademie.nl.
- Requests for modifications to the Institution's building may be directed to the Institution's Head of Facilities through the Head of Department.
- For Student workstations, please turn off lights, close windows and turn off heat when you leave. Do not leave food leftovers.

b. 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 the Institution's classrooms must be placed in the hallway by the Students themselves so that they are emptied. The Institution's workshops are cleaned during vacations. Departmental areas of the Institution are cleaned before and after the final examinations. During the school year, users are expected to tidy and clean the rooms themselves. Students who have their own workstations must keep them clean themselves. In general, materials brought in must be brought back or disposed of yourself.
- The rules regarding disposal of materials by Students can be found on [Intranet](#) and on information facilities in the buildings.

c. Smoking

There is a total ban on smoking on the Institution's premises and in its buildings. The precise rules regarding the smoking ban are noted in the House Rules.

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 Student must provide their own lock. Speak to an Institution caretaker for instruction on how the lockers work in the Fedlev Building.

e. Parking

Parking on the Institution's grounds is not permitted. Loading and unloading (maximum 15 min) can take place on the street side of the Institution in consultation with the reception/concierge. The specific rules regarding parking can be found in the House Rules.

8.4 Use of facilities and equipment

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

- Reservations/scheduling of general classrooms in the Institution's buildings is assigned to Tutors and Students by the Institution's Reservations Officer. The necessary facilities (beamer, etc.) are provided in these classrooms. These classrooms can only be reserved through reservations@rietveldacademie.nl;
- defects in facilities of the Institution can be reported at the reception desk and at facilities@rietveldacademie.nl. Requests for purchases of facilities for the Institution can only be addressed to the Head of Facilities of the Institution;
- through the Institution's Tool-O-Theque, 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 listed in the House Rules, on [Intranet](#) and on information facilities in the buildings.

8.5 Liability

All Students are required to have personal liability insurance.

Students are responsible for their own work and property located on the Institution's premises. The Institution is not responsible and is not liable for damage, theft or loss of work and/or other property from any cause.

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

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.).

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 specialist or Tutor, the Institution cannot be responsible for the personal safety of the Student. The Institution shall then also not be liable for any damages.

8.6 Safety, health and environment

The Institution has a health and safety policy plan. The purpose of this policy plan is to make the study and working conditions of Students and staff of the Institution with respect to safety, health and environment as optimal as possible. In addition, the House Rules, Intranet and information facilities in the buildings contain a number of other important general safety regulations, personal safety and environmental regulations and specific safety regulations relating to equipment and facilities of the Institution. These regulations must be followed at all times.

9. MANIFESTATIONS

The Institution has an open culture. The Institution's buildings and grounds are a place of connection, openness and dialogue. All issues should be able to be discussed and critical voices should be expressed and heard. Therefore, the Student has the right to participate in a manifestation. The rules that apply to Students regarding manifestations can be found on [Intranet](#). The House Rules and the Code of Conduct also apply.

10. OTHER MATTERS

10.1 Information for Students

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

10.2 Annual schedule and vacations

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

10.3 Determination of periods without education

The Executive Board annually determines the periods during which there will be no teaching and no examinations. This information is announced to all Students at the beginning of the Academic Year.

10.4 Study Costs

In addition to the tuition, costs should be taken into account for materials, equipment and study, ranging from about € 700 to € 1,000 per year. 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. (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.

10.5 Student Support Fund

The Institution has a provision for the financial support of Students, the Student Support Fund. Students may be eligible for financial assistance from the Student Support Fund in a number of specified cases. The regulations for the Student Support Fund describe the application procedure and further conditions. The regulations can be downloaded from the Institution's [Intranet](#). Applications for the Student Support Fund are made through the student counselor of the Institution.

11. FINAL PROVISIONS

11.1 Adoption and amendment

The Student Charter and any amendment thereto shall be adopted by the Executive Board after obtaining the consent of the Participation Council.

11.2 Contingencies

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

11.3 Entry into force and citation

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