



# University of Groningen Graduation Fund Regulations 2024-2025

## Part A Financial support for students who incur study delay due to extraordinary circumstances

### Introduction

Article 2a of the Higher Education and Research Act (WHW) relates to the Graduation Fund (*Profileringfondsen*) and contains regulations concerning financial support for students who incur study delay due to extraordinary circumstances.

These Regulations apply to applications for the 2024-2025 academic year.

The Board of the University approved the regulations set out below concerning the granting of financial support on the basis of these legal regulations after approval by the University Council on 7 May 2024.

See also:

[www.rug.nl/studievertraging](http://www.rug.nl/studievertraging). This page provides more information about these regulations, as well as a link to the application form.

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## Chapter 1 General provisions

### Article 1. Definitions

BA:	The nominal duration of a Bachelor's degree programme
CLRS:	Central Portal for the Legal Protection of Student Rights
Board of the University:	The Board of the University of Groningen
DUO:	<i>Dienst Uitvoering Onderwijs</i> [Dutch Education Executive Agency]
Higher education:	Education provided at research universities (WO) and universities of applied sciences (HBO)
MA:	The nominal duration of a Master's degree programme
Nominal student workload:	In accordance with Article 7.4 of the Higher Education and Research Act (WHW), the nominal student workload is 60 ECTS credit points per academic year.
Degree programme:	A Bachelor's or Master's degree programme
Performance-related grant:	Article 5.1 WSF 2000: A basic grant and travel allowance, possibly with the addition of a supplementary grant and bonus for a single-parent family. The performance-related grant is awarded by DUO for the combined nominal duration of the Bachelor's and Master's degree programmes. The travel allowance is awarded for the combined nominal duration of the Bachelor's and Master's degree programmes, plus one extra year.
The UG:	University of Groningen
Student:	A person who has paid tuition fees and is registered at the University of Groningen, with all the rights connected to registration as set out in WHW Article 7.34
Student counsellor:	Confidential Advisor for students with problems relating to study delay
Study advisor:	The person appointed by the faculty to inform, advise, and guide students in their study planning and progress, as well as in their choice of degree programme.
Academic year:	A period of time that starts on 1 September and ends on 31 August of the following year
Student finance:	A performance-related grant and the student loan that students receive during the nominal duration of their degree programme, followed by a three-year loan period, in accordance with the WSF 2000
UFC (University Funds Committee):	A committee installed by the Board of the University which advises the Board with regard to decisions made on the basis of these Regulations.
Act:	The Higher Education and Research Act ( <i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> , WHW)
WSF 2000:	Student Finance Act 2000 ( <i>Wet studiefinanciering</i> )
Statutory tuition fees:	The tuition fees as referred to in Article 7.45 of the Higher Education and Research Act (WHW) for registration as a student, set by the Minister
University tuition fees:	The tuition fees as referred to in WHW Art. 7.46 for registration as a student, set by the Board of the University

All other terms used in these Regulations will have the meaning that the Act ascribes to them.

## **Article 2. Conditions for financial support**

The University of Groningen provides financial support from the Graduation Fund (*Profileringfondsen*) to students who have incurred study delay due to exceptional circumstances, and who:

- was enrolled as a full-time student in a Bachelor's degree programme at the University of Groningen during the period for which financial support is applied for and has not yet completed a Bachelor's degree and has paid the statutory tuition fees or university tuition fees due for that period to the University of Groningen;
- or was enrolled as a full-time student in a Master's degree programme at the University of Groningen during the period for which financial assistance is applied for and has not yet completed a Master's degree and has paid the statutory tuition fees or university tuition fees due for that period at the University of Groningen.

## **Article 3. Extraordinary circumstances**

Extraordinary circumstances include:

- a. illness of the applicant;
- b. pregnancy and childbirth;
- c. physical, sensory or other functional impairments;
- d. extraordinary family circumstances;
- e. an insufficiently feasible degree programme;
- f. the applicant's degree programme has not been re-accredited whilst the student has not yet completed the degree;
- g. the provision of informal care by the applicant.

## **Article 4. Duration of support**

1. In addition to the provisions of Articles 2 and 5, on the basis of these Regulations, students will be entitled to financial support for one additional academic year for study delay incurred during the duration of a *Bachelor's degree programme*, calculated from the first year of registration in Higher Education. (BA + 1 year).
2. In addition to the provisions of Articles 2 and 5, on the basis of these Regulations, students will be entitled to financial support for one additional academic year for study delay incurred during the duration of a *Master's degree programme*, calculated from the first year of registration for a Master's degree programme in Higher Education (MA + 1). This is based on the nominal duration of the Master's degree programme in which the student is registered in the period to which the application relates.

## Chapter 2 Study delay due to extraordinary circumstances

### Article 5. Reporting study delay

1. A student must immediately report to the study advisor as soon as it becomes clear that the exceptional circumstance will last more than a month (resulting in a study delay of 5 ECTS credit points or more) to discuss how the study delay can be limited as much as possible.
2. After the initial report to the study advisor, the student must also contact the student counsellor immediately if the study delay increases during the academic year to more than 15 ECTS credit points.
3. If the study advisor refers the student to a student counsellor, the student must make an appointment with the student counsellor as soon as possible but no later than four weeks after reporting to the study advisor.
4. The study advisor or student counsellor will complete a digital registration form on the basis of the study delay circumstances. This form also includes the agreements made.
5. Students who are unable to report to the study advisor and/or the student counsellor themselves must appoint someone to do this for them.
6. Students must follow the advice of the study advisor and/or student counsellor and make every effort to minimize the study delay.
7. If the student fails to report to the study advisor on time and has no obligation under these Regulations to report to the student counsellor, the student may only be eligible for support from the time of reporting to the study advisor.
8. If the student does report to the study advisor on time but is then late in reporting to the student counsellor, the student may only be eligible for support from the time of reporting to the student counsellor.
9. If the student fails to report to the study advisor on time and then does report to the student counsellor on time, the student may only be eligible for support from the time of reporting to the study advisor.
10. If the student fails to report to the study advisor on time and is also late in reporting to the student counsellor, the student may only be eligible for support from the time of reporting to the student counsellor.

### Article 6. Extending performance-related grant

1. In the event that the study delay is caused by a medical condition, the student may in certain cases, and with support from the student counsellor, submit a request to DUO for an extension of the performance-related grant. The study delay upon which such a request is based must have been reported to the student counsellor in accordance with Article 5 of these Regulations. The student counsellor assesses whether the request for an extension of the performance-related grant is supported.
2. The student who has been granted an extension of a performance-related grant from DUO, or who is supported by the student counsellor in a request for extension of the performance-related grant cannot receive financial support from the Graduation Fund for that period. This also includes a student who chooses not to submit a request with DUO.
3. The extension of the performance-related grant received from DUO is for 12 months. If a student has been granted an extension of the performance-related grant in a particular academic year and once again incurs a study delay in the following academic years due to special circumstances, the student will not be eligible for financial support from the Graduation Fund again unless the total study delay exceeds the 12 months covered by the extension of the performance-related grant.

### Article 7. Scope of and cap on support

1. The amount of study delay that qualifies for financial support under Part A of the Graduation Fund Regulations, regardless of the special circumstance that caused it, amounts to a *maximum of 12 months over the entire period (BA + 1 year and MA + 1 year combined)* that the student is enrolled at the University of Groningen, in accordance with Article 2, and is capped at *six months per academic year*.

2. The start date for calculating the 12-month period referred to in Article 7.1 is 1 September 2021. Financial support for study delays incurred before 1 September 2021 will not be counted for this purpose.
3. The calculation of study delay is based on the nominal study load of 60 ECTS credit points per academic year, whereby all ECTS credit points earned are taken into account, regardless of the degree programme for which they were earned. Any ECTS credit points earned as part of the Honours College or ECTS credit points earned in another degree programme, as well as extracurricular ECTS credit points count towards the calculation of the study delay.
4. Financial support is only granted per full month.
5. No financial support will be granted for study delays of less than one month (less than 5 ECTS credit points).
6. Only the study delay incurred during the period when the special circumstances were at play is eligible for financial support. Study delays incurred as a result of entry requirements or restrictions within the curriculum will, in principle, not be reimbursed.

### **Article 8. Amount of financial support**

Financial support is related to the extent of the study delay and amounts to € 321,- per month, plus any supplementary grant the applicant enjoyed during the period in which the study delay occurred.

### **Article 9. Application for granting of financial support**

1. The application can be submitted between 1 September and 31 January following the academic year during which the study delay due to extraordinary circumstance occurred. Students can apply for financial support via the digital application system available on the University of Groningen website: <http://www.rug.nl/studievertraging>.
2. Contrary to Article 9.1, a student may also submit an application in the same manner mentioned above in the academic year in which the study delay due to extraordinary circumstances occurred if the student has deregistered as a student at the University of Groningen before the end of that academic year. In that case, the application can be submitted from the time of deregistration until 31 January following the academic year during which the study delay due to extraordinary circumstance occurred.
3. Applications submitted on or after 1 February of the academic year after the academic year in which the study delay due to extraordinary circumstances occurred have not been submitted on time and will not be processed.
4. If the application is incomplete, the student will be granted four weeks to complete the application. If the application is not completed within this period, it will not be processed further. The student will be notified of this.
5. The Board of the University will make a decision with regard to the application after consultation with the UFC. This will take place as soon as possible but within a maximum of eight weeks of receipt of the completed application.
6. The decision will be:
  - a. either the granting of financial support including the method of disbursement, or
  - b. rejection of the application, or
  - c. non-consideration of the application because it was submitted after the deadline, or
  - d. non-consideration of the application because the application was incomplete and the missing information was not provided before the deadline.

The decision, and the reasons for it, will be communicated to the student.

### **Article 10. Documentary evidence**

The following documents must be submitted with applications for financial support:

- a. If the application is based on circumstances referred to in Articles 3.a and 3.b: a declaration from a specialist (e.g. a physician or psychologist) specifying the period during which the circumstances occurred.

- b. If the application is based on a bodily, sensory, or other functional impairment as referred to in Article 3.c: a declaration by a specialist stating that such a functional impairment must be present. This can be a statement issued once by a specialist.
- c. If the application is based on extraordinary family circumstances as referred to in Article 3.d: written proof of the extraordinary family circumstances.
- d. If the application is based on grounds as referred to in Article 3.1.e: a declaration from the faculty.
- e. If the application is based on loss of accreditation for the degree programme as referred to in Article 3.1.f: written documentary evidence and an explanation to support the application.
- f. If the application is based on the provision of informal care as referred to in Article 3.g: written proof of the provision of informal care.
- g. The documentary evidence as referred to in Articles 3.1a – 3.1g may be submitted in either Dutch or English.
- h. If a supplementary grant was received in the period in which the study delay occurred, a notification from DUO must also be enclosed, stating the amount of the supplementary grant received in the relevant period (available for download in My DUO. Download instructions are available on [www.rug.nl/studievertraging](http://www.rug.nl/studievertraging)).

### **Chapter 3 Transitional and final provisions**

#### **Article 11. Possibility of appeal**

Students may lodge an appeal against a decision taken by or on behalf of the Board of the University on the grounds of these Regulations within six weeks of the date of the decision with the Central Portal for the Legal Protection of Student Rights (CLRS) via the website [www.rug.nl/clrs](http://www.rug.nl/clrs) or P.O. Box 72, 9700 AB Groningen.

#### **Article 12. Concurrence with other parts of the Graduation Fund Regulations**

In the event that study delay within the meaning of these Regulations coincides with membership of a consultative body or board/committee, or with top-level sport activities as determined in the University of Groningen Graduation Fund Regulations 2024-2025, Part B, the specified term for these activities will be taken into consideration when determining the extent of the study delay. No more than 12 months of financial support per academic year can ever be granted under Part A and Part B of the Graduation Fund Regulations, combined.

#### **Article 13. Hardship clause**

In some cases, an application for financial support may be granted if rejection would result in a situation of unfairness of overriding nature.

#### **Article 14. Deviation from the regulations**

In exceptional circumstances, the Board of the University may deviate from the provisions of these Regulations.

#### **Article 15. Entry into force**

These Regulations enter into force on 1 September 2024 and apply to applications relating to a study delay incurred in the 2024-2025 academic year.

#### **Article 16. Citation and publication of these regulations**

1. These regulations may be cited as: 'University of Groningen Graduation Fund Regulations 2024-2025', possibly supplemented by 'Part A: Financial support for students who incur study delay due to extraordinary circumstances'.

2. These regulations have been sent to the faculty boards for reference, are published on [www.rug.nl](http://www.rug.nl) and are included as an appendix to the Student Charter.

Groningen, 7 May 2024

the Board of the University