



Student Charter

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1. Student Charter

The Student Charter provides an overview of the rights and obligations of both students (i.e. persons who have paid tuition or a fee to the University of Groningen (UG) and are registered as full-time, part-time, or co-op students in an officially recognized UG degree programme or a pre-Master's programme) and the University. The Charter is based on Dutch legislation and on the Higher Education and Research Act (hereinafter referred to by its Dutch abbreviation WHW) in particular, supplemented by UG-specific regulations.

The UG regulations are listed in the appendices to the Student Charter. In light of this, the Student Charter is not a law-creating document but purely a description of the legal position of both students and the University. In the event that the Student Charter contains information that deviates from the referenced statutory or regulatory provisions, those provisions will prevail over the wording of the Student Charter.

The WHW stipulates that a Student Charter is to be comprised of two sections: a University-wide section and a programme-specific section ([Section 7.59, WHW](#)).

- The University-wide section describes the rights and obligations that apply across the University, such as those relating to registration and protection of rights.
- The programme-specific sections describe the rights and obligations that apply to specific degree programmes. These sections include the Teaching and Examination Regulations (OER), the Rules and Regulations for examinations and final assessments, and other regulations and provisions set by the degree programmes. These sections will be included in the Faculty-specific student handbooks. The student handbook is available on the Faculty's web page or from the Faculty Student Administration Offices.

This document is the University-wide section of the Student Charter (hereinafter referred to as the Student Charter). The Student Charter does not literally quote statutory and regulatory provisions, but transcribes them as clearly as possible. Links to the relevant articles of acts or regulations have been included for the various topics.

The regulations listed in the appendices to the Student Charter and your degree programme's Teaching and Examination Regulations will provide the most accurate information about your rights and obligations.

Validity

This Student Charter applies to the academic year 2024-2025. The Student Charter is adopted annually by the Board of the University and endorsed by the University Council. In the event that the Charter challenges or contradicts any statutory provisions, the statutory provisions will take precedence.

Publication

After its adoption, the Student Charter will be published on the UG website: <http://www.rug.nl/studentcharter/>

At the start of the academic year, all students will receive an email from the Board of the University drawing their attention to the Student Charter, where it can be downloaded from the website, and where a hard copy is available for review.

Using the Student Charter

The Student Charter is required reading. All students are expected to be familiar with its contents. Non-compliance with the obligations outlined in the Student Charter may affect your rights, including the right to financial support from the Graduation Fund.

Rules and regulations are by definition general in nature, and the Student Charter is no exception. This means that it is not always straightforward to predict or determine the effect of these regulations in concrete situations and individual instances. First-year students may find that the regulations that apply to them are different from those applicable to senior students.

Please make sure that your Faculty and/or the Student Information and Administration Office gives you the right information and read the Student Charter and the associated regulations carefully!

Force majeure

As the coronavirus pandemic and the resulting temporary closure of schools and universities have shown, things do not always go as planned. Instances of force majeure may impact the implementation of this Student Charter, potentially leading to deviations from its original provisions. In case of unforeseen events or circumstances beyond our control, the UG will accommodate student interests and seek to prevent delays in degree completion as much as possible. Students will be notified of any such events or circumstances on the UG website or via email.

Information sources

The [UG website](#) contains a wealth of information about the UG for students. Most of the information is available in Dutch and English.

You can log in to the Student Portal on the UG website once you have received your account details. The Student Portal provides all the information that students need, such as news, announcements, curriculum details, and legislation and regulations (including amendments). The Student Portal has four tabs: *Today*, *Study Info*, *My Career*, and *UG Tools*.

Need-to-know information

All UG regulations and any interim amendments to these regulations are published via the need-to-know information under the Today tab of the University's Student Portal.

Study Info: *University-wide infonet and faculty intranet*

Study Info offers both general UG-wide and faculty-specific information for students. Information about UG-wide regulations (such as the Regulations for Registration and Tuition Fees, and the Graduation Fund Regulations) or faculty-specific regulations (such as the Teaching and Examination Regulations) is available here.

2. UG organization

The UG is a large organization made up of different faculties and departments. The Student Information and Administration Office and Student Service Centre, both of which are central departments falling under the purview of University Services, provide support in all matters concerning admissions, student registration, deregistration, and information provision to students, as well as student support and counselling at University level.

Student Information and Administration Office

The [Student Information and Administration Office \(SIA\)](#) is the point of contact for questions about admission, registration, tuition fees, scholarship programmes, and immigration issues. The office is located in the UG's Academy Building. Appointments can be made via email, by telephone, or online.

After you have paid your tuition fees as a first-time UG student, you will receive your student card at your home address within a few weeks or – if the UG does not have an address in the Netherlands for you on file – you will be notified that your card is ready for pick-up from SIA. The card will be valid for the duration of your degree programme. Please contact SIA if you have not received your student card.

Student Service Centre

The [Student Service Centre \(SSC\)](#) is the UG's student counselling expertise centre. The SSC employs student counsellors, psychologists, and trainers to help students improve their academic performance in different ways.

Student counsellors

The UG has [student counsellors](#) who are available to help with any questions, whether they concern your academic trajectory or to other issues. You can also contact a student counsellor if you want to raise a matter that you would prefer not to discuss within your programme. Student counsellors are not linked to specific degree programmes; their office hours are open to all UG students. Every question or issue will be treated confidentially.

The student counsellors provide information, advice, and guidance on aspects such as choice of degree, legislation and regulations, personal circumstances, financial support in case of delays in degree completion, and accommodations for students with special needs. If necessary, they can write a letter of recommendation for you to accompany your application for academic accommodation. The student counsellors can also provide support in Graduation Fund applications.

You are expected to notify your study advisor of any delay in degree completion due to force majeure as early as you can, i.e. as soon as possible after having suffered the delay or the occurrence of the circumstance causing the delay. Please do not wait for resits, but report your delay immediately after having failed a regular examination. We urge you to make an appointment with the student counsellor if you are facing (or you expect to face) a delay in degree completion by 15 ECTS credits or more. Your study advisor will typically refer you to the student counsellor if your delay involves 15 ECTS credits. Even if you are not referred, you are personally responsible for making an appointment with the student counsellor within four weeks.

You are expected to follow the advice of, and honour the agreements you have made with, the study advisor and the student counsellor. If you fail to do so, you will not be eligible for financial support from the Graduation Fund.

Psychologists

Students may experience stress factors, whether these are related to academic challenges or personal issues. Their ability to focus on their studies may be impacted by identity struggles, anxiety, depression, or other issues. If you suffer from any such stressors, you are encouraged to contact the SSC's [psychologists](#).

The psychologists are available to help UG students struggling with:

- stress due to academic challenges;
- mental health issues, such as anxiety or depression; or
- phase-of-life problems, such as identity-related issues.

Trainers

During your studies, you may find that you could use some extra help, for instance with time management or study skills. Perhaps you suffer from motivation issues, have writing anxiety, or feel

overwhelmed at the thought of having to take a test. The SSC trainers offer various courses, workshops, and support in the fields of study skills, personal development, stress management, self-discipline, and choice of degree.

Career Services

[Career Services](#) is the UG's central service point for career support. They offer a variety of activities, such as workshops and training courses, designed to help students make degree-related choices and prepare for the job market. Career Services can also give personal advice to help students put together a CV and write application letters. The Career Services network consists of all relevant parties, such as the faculties, study and alumni associations, employers, and the University's own Student Pool.

3. Admission

All government-funded degree programmes are considered initial education, which, since the introduction of the Bachelor-Master structure in 2002, has consisted of three-year Bachelor's degree programmes (including a propaedeutic phase) and Master's degree programmes extending over one or more years. Specific admission requirements apply to both Bachelor's and Master's degree programmes.

Bachelor's degree programme (three years)

During the Bachelor's phase, you will acquire a thorough academic grounding in your field and be introduced to academic research. You can also explore options for graduate programmes or other learning pathways. All Bachelor's degree programmes span three years (180 ECTS credits) and are concluded with a final assessment. A Bachelor's degree is a prerequisite for admission to a Master's degree programme. The admission requirements for the second and third years, the Bachelor's Minor component, and the Master's degree programme are set out in the relevant Teaching and Examination Regulations.

See: [Admission to Bachelor's degree programme](#).

Master's degree programme

A Bachelor's degree will give you admission to a Master's degree programme at the UG or another university in or outside the Netherlands, provided you also meet the other admission requirements for the Master's programme. Rather than pursuing a Master's degree, you can also decide to enter the job market after having earned your Bachelor's degree; you can always decide to pursue a Master's degree later on. A Master's degree takes between one year and three years to complete.

See: [Admission to Master's degree programme](#).

Selection and placement (fixed quotas)

A number of Bachelor's degree programmes at the UG have limited slot availability; they work with fixed quotas. Registration for these programmes is restricted to candidates with a personal allocated place, issued by the University. The following programmes work with fixed quotas: Medicine, Dentistry, International Relations and International Organization (IRIO), Psychology, Artificial Intelligence, International Business, Computing Science and Biomedical Engineering ([Regulations for Registration and Tuition Fees 2024-2025](#), Article 2).

For more information about fixed quotas and the selection procedure, see [Selection and Placement](#), the [Selection and Placement Regulations for Fixed Quota Programmes](#), or go to the websites of the individual degree programmes.

Specific selection criteria: University College Groningen and University College Fryslân

The Bachelor's degree programme in Liberal Arts and Sciences offered by University College Groningen and the Bachelor's degree programme in Global Responsibility and Leadership offered by University College Fryslân qualify as small-scale and intensive programmes (Section 6.7, WHW). These degree programmes are governed by specific selection criteria.

See: selection criteria of [University College Groningen](#) and [University College Fryslân](#).

For a list of all UG degree programmes, see the [University of Groningen Administrative Regulations](#), Articles 2.3.2 and 2.3.3.

Admission to Bachelor's degree programme

Admission requirements

Admission to a university Bachelor's degree programme is granted to students who meet the statutory admission requirements. The following diplomas/certificates will be accepted:

- VWO diploma (Dutch pre-university education); or
- Dutch or foreign certificate that is considered (by the Lisbon Recognition Convention, the Dutch Ministry of Education, or the Board of the University) to be equivalent to a VWO diploma; or
- a successful entrance test result (a certificate stating that the applicant meets the admission requirements despite not having a qualification).

Some degree programmes will admit students who have passed the propaedeutic phase of a programme offered by a university of applied sciences (HBO).

For more information, please consult the admission requirements on the [UG website](#).

[Sections 7.24 to 7.30, WHW](#)

Pre-university subject clusters

Some degree programmes require prospective students to have completed a specific subject cluster in secondary education. That said, you may still qualify for admission to a degree programme even if you have not completed the required cluster, provided that you remedy the relevant deficiencies before you register. For more information, please consult the relevant Teaching and Examination Regulations. Additional admission requirements may apply if you have an ‘old-style’ VWO diploma from before the time that subject clusters were introduced (see the [Teaching and Examination Regulations](#) of the relevant degree programme or go to the website of the [Dutch Education Executive Agency \(DUO\)](#)).

Language proficiency

If you have a foreign certificate and you want to follow a degree programme in Dutch, you may have to demonstrate that you have sufficient knowledge of Dutch. Students who register for an English-taught degree programme must be proficient in English. Language proficiency may be a prerequisite for admission to examinations or to a degree programme in general. Admission is at the discretion of the Admissions Board.

Matching

The application deadline for Bachelor’s degree programmes that do not have a selection procedure is 1 May. This is a statutory deadline. Upon registering, you will be invited to participate in the degree programme’s matching activities, which are designed to help you choose the programme that is right for you. Participation in the matching procedure is compulsory for Bachelor’s degree programmes offered by the following faculties: Behavioural and Social Sciences (with the exception of the Bachelor’s programme in Pedagogical Sciences/primary school teacher training (AOLB)), Medical Sciences (Bachelor’s degree in Human Movement Sciences), Law, Spatial Sciences (Bachelor’s programme in Spatial Planning and Design), and Science and Engineering.

The matching procedure entails several steps. Once you have registered in Studielink, you will first receive a message containing a link to the online matching environment. This link provides an overview of matching activities for the degree programme(s) that you have registered for and indicates for each degree programme whether participation in the matching procedure is compulsory. The UG issues a degree programme recommendation to each student based on their participation in the matching procedure. This recommendation is not binding.

A number of exceptions apply to the compulsory 1 May registration deadline for matching activities, for example for students who have registered for one Bachelor’s degree programme by 1 May but opt for a different programme after 1 May, or for students who are issued with a negative binding study advice (BSA) due to poor academic performance after 1 May. The registration deadline for these students is 31 July.

More information about matching and registration deadlines is available on the [matching page](#) and in Chapter 3 of the [University of Groningen Regulations for Registration and Tuition Fees 2023-2024](#).

Starting dates of Bachelor’s degree programmes

All Bachelor’s degree programmes will start on 1 September. In certain cases, the Faculty Board may grant students permission to register as of a different date. The options for, and conditions governing, registration after 1 September are set out in the [Teaching and Examination Regulations](#) of the relevant

degree programme. While students can effectively register on dates other than 1 September, they will not necessarily be admitted on that date.

Admission to Master's degree programme

Admission requirements

Admission to a Master's degree programme is granted to students who meet the statutory admission requirements. To qualify for admission to a UG Master's degree programme, students need to be in possession of:

- a Bachelor's degree that meets the admission requirements set out in the Teaching and Examination Regulations of the programme; or
- a foundation certificate (pre-Master); or
- confirmation of admission issued by the Admissions Board on behalf of the Faculty Board after it has been established that a student has Bachelor-level understanding, knowledge, and skills.

The rules for admission are set out in the relevant [Teaching and Examination Regulations](#). For more information, please contact the [study advisor](#) for the degree programme. For the admission requirements for Master's degree programmes, see the [UG website](#).

[Sections 7.30b to 7.30f, WHW](#)

Starting dates of Master's degree programmes

All Master's degree programmes will start on 1 September. A number of Master's programmes will also admit new students on 1 February. Research Master's degree programmes and selective Master's degree programmes only have one starting date, i.e. 1 September. For more information, see: [starting dates](#).

If you have specific questions about your own degree programme, please contact your [study advisor](#).

Pre-Master's programmes

A pre-Master's programme is a pathway programme designed to help students meet the admission requirements for a Master's degree programme. If it is reasonably to be expected that a student will achieve the necessary academic level and skills to progress to a Master's degree programme within a fairly short period, the department offering the Master's degree may decide to facilitate a pre-Master's programme. While pre-Master's programmes are usually tailored to specific students, there are standard pre-Master's programmes for a number of popular Bachelor-to-Master transitions.

[Pre-Master's programmes](#) are made up of 60 ECTS credits or less; this is considered to be feasible for a student to achieve within a fairly short period. On completion, students will be issued with an admissions decision for the Master's degree programme. No certificates will be awarded when completing a pre-Master's programme.

Some vocational pathways (HBO) that are closely related to a university Master's degree programme offer the option of following an intensive programme during the final year in preparation for the Master's programme. This will enable you to earn the first 30 ECTS credits of the pre-Master's programme before the programme begins. If you succeed in earning these extra credits, you may be granted immediate admission to some Master's degree programmes, whereas other programmes may require you to take a shortened pre-Master's programme worth a further 30 ECTS credits. Which scenario applies to you depends on your HBO degree programme and which degree you want to pursue at the UG.

For more information, please contact the [study advisor](#) of the relevant Master's degree programme.

Fees

Fees are based on the student workload of the programme and will vary depending on compliance with the nationality requirement. Students qualifying under one of the categories specified in Section 2.2 of the Dutch Student Finance Act 2000 or have Surinamese citizenship (i.e. meet the nationality requirement) will owe a fee corresponding to the statutory tuition fee for a programme worth 60 ECTS

credits (2024-2025: €2,530). The fees for programmes with a lighter student workload are charged proportionately, for example:

15	ECTS	€ 633
30	ECTS	€ 1,265
45	ECTS	€ 1,897

Students who do not qualify under one of the categories specified in Section 2.2 of the Dutch Student Finance Act 2000 or do not have Surinamese citizenship (i.e. do not meet the nationality requirement) will owe a higher fee derived from the University tuition fee II for non-EU/EEA students. For the academic year 2024-2025, this fee is:

		Arts and humanities	Social sciences	Natural sciences	Medical sciences	UCG/CF
15	ECTS	€ 3,275	€ 3,275	€ 4,825	€ 8,000	€ 4,175
30	ECTS	€ 6,550	€ 6,550	€ 9,650	€ 16,000	€ 8,350
45	ECTS	€ 9,825	€ 9,825	€ 14,475	€ 24,000	€ 12,525
60	ECTS	€ 13,100	€ 13,100	€ 19,300	€ 32,000	€ 16,700

Students can register for a pre-Master's programme via Studielink. To find out more about the required number of ECTS credits, please contact the faculty offering the Master's degree programme. We would like to remind you that you need to take all the necessary action before 1 September.

The Teaching and Examination Regulations of your degree programme will tell you more about the completion timeframe of the pre-Master's programme and the progress requirements, if any. If you do not manage to complete the pre-Master's programme within one year, the department may allow you to reregister. You will then owe another fee based on the number of ECTS credits of the pre-Master's programme you have yet to complete, even if you have not taken those courses before.

Refund

If you terminate the pre-Master's programme early, the fee will not be refunded to you. There is one exception. For more information, see Chapters 6 and 8 of the [Regulations for Registration and Tuition Fees 2024-2025](#).

Teaching module

The [teaching module](#) (link to page in Dutch) is designed for students with a Bachelor's degree who are interested in teaching. The module goes into detail on teaching theory and methods, and students will be placed at a secondary school to gain practical experience. Graduates of this module will be qualified to teach students at the lower vocational level (VMBO) and the lower years of the upper levels of secondary education (HAVO/VWO).

The sixth-month module, which is comprised of 30 ECTS credits, provides students with the knowledge and skills they need as a secondary school teacher. It includes courses on adolescent development and learning, and instructional strategies. Students are also expected to complete a work placement of three half-days per week at a secondary school. The module runs from September to February.

Graduates of the module will earn a limited grade two teaching qualification, meaning that they are qualified to teach students at the lower vocational level (VMBO) and the lower years of the upper levels of secondary education (HAVO/VWO).

The fee for this module corresponds to that payable for a 30-ECTS pre-Master's programme. The fee level depends on whether a student meets the nationality requirement. Students who qualify under one of the categories specified in Section 2.2 of the Dutch Student Finance Act 2000 or have Surinamese citizenship (i.e. meet the nationality requirement) will owe € 1,265 for the teaching module. The fee for non-EU/EEA students is € 6,550, i.e. the fee for arts and humanities/social sciences for non-EU/EEA students.

Refund

If you terminate the teaching module early, the fee will not be refunded to you. There is one exception. For more information, see Chapters 6 and 8 of the [Regulations for Registration and Tuition Fees 2024-2025](#).

4. Registration and deregistration

Registration

In order to pursue a degree programme, you must be registered at the University. Registration as a student comes with a number of rights and obligations.

Students are expected to register via [Studielink](#). Your registration will not be completed until you have paid your tuition fee. Registration may be subject to additional conditions, such as the obligation to take part in a matching event or in a selection procedure. Your registration will not be final until you have fulfilled all the relevant conditions. You can view the status of the registration process at any time by logging in to Studielink or the Student Portal.

You will receive a student card as proof of registration at the UG. This card is issued only once and will be valid for as long as you are registered as a student. You will need this card to make use of a number of facilities offered by the University. Upon confirmation of your registration, you will automatically receive proof of registration. Proof of registration is also available for download from the Student Portal.

Please contact SIA if you have not received your student card within three weeks of your first registration becoming final.

Your registration must be completed before 1 September of the academic year (Article 4(4) of the Regulations for Registration and Tuition Fees 2024-2025). You cannot, in principle, register with retroactive effect.

However, if you miss the payment deadline due demonstrably to compelling personal circumstances, the head of the Student Information and Administration Office (SIA) may permit registration with retroactive effect in the month during which the conditions for registration are satisfied (except for October). A request for retroactive registration, substantiated with documentary evidence, can be submitted via the following link: [Registration and payment after start date of programme | Student Information and Administration](#). A decision on the request will be taken in consultation with the Faculty Board. The request will not be granted if the nature of the degree programme does not allow for retroactive registration.

Missing the registration deadline will have consequences for your entitlement to student finance, your student travel product, and other facilities.

If, before the start of the academic year, you suffer from an illness or are facing other circumstances that might affect your studies, please consult an SSC student counsellor before registering to discuss whether it would be advisable for you to register.

If a request for registration is submitted after the start of the academic year, the registration will apply from the first day of the month following the month in which the request was submitted. Please note that registration after 1 September of the academic year is subject to the approval of the Faculty Board (Bachelor's degree programmes) or as of the next starting date (Master's degree programmes). The tuition fee will be reduced by a twelfth part for each month that you were not registered.

For the registration procedure, see the [SIA](#) web page and the [Regulations for Registration and Tuition Fees 2024-2025](#).

[Sections 7.32 and 7.33, WHW](#)

Deregistration

Registration for a degree programme is for the full academic year. A request for deregistration can be submitted through Studielink. There are two options:

1. Deregistration – graduation

If you deregister because you have graduated, the first day of the month following your graduation date will qualify as your deregistration date. Your graduation date is the date on which you complete the last component of your final assessment, for example the date on which you sit your last exam or submit the final version of your thesis, rather than the date on which you receive your results. If the Board of Examiners has yet to sign off on your course units, even after you believe that you have passed the final assessment, your graduation date will be the date that the Board of Examiners has signed off on these subjects. The administrative process for

requesting your degree certificate will sometimes take extra time. Your deregistration may take retroactive effect as a result. Please keep this in mind and remember to duly cancel your student finance and student travel product (based on your graduation date).

2. Deregistration – reasonable request

If you submit a request for deregistration via Studielink for reasons other than graduation (the term in Studielink is ‘reasonable request’), your registration will be cancelled as of the month following the date on which you submit your request.

For the deregistration procedure, see the UG website and the [Regulations for Registration and Tuition Fees 2024-2025](#).

[Section 7.42, WHW](#)

Tuition refund

Once you decide to cancel your registration, the UG will proceed to refund any overpaid tuition fees to you. Upon deregistration, one-twelfth of the tuition fee due for the degree programme in question will be refunded for each remaining month in the academic year, provided that it was paid earlier. Tuition will not be refunded for the months of July or August. If you cancel your registration for a pre-Master’s programme or teaching module, the fee may not be refunded (see also under ‘Admission to Master’s degree programme’).

For more information, see: [Regulations for Registration and Tuition Fees 2024-2025](#).

Binding study advice (BSA)

All students embarking on the first year of their Bachelor’s degree programme (the first period of a Bachelor’s programme with a student workload of 60 ECTS credits) are subject to the binding study advice (BSA) system. Students who have not earned enough credits by the end of the first year will be issued with a negative BSA and be forced to withdraw from their degree programme. To avoid a negative BSA, students are expected to complete a credit load of at least 45 ECTS credits in the first year. The minimum for students in Liberal Arts and Sciences (University College Groningen) and Global Responsibility and Leadership (University Campus Fryslân) is 60 ECTS credits.

At the UG, the BSA system comes with intensive academic progress monitoring. Each student is allocated a contact person at their degree programme and is given regular feedback on their academic progress in the form of academic progress reports and a preliminary progression advice after both the first and the second blocks of the first semester. If you are faced with a delay in degree completion due to extraordinary circumstances, you are expected to notify your [study advisor](#) as soon as possible. If you have not earned the minimum number of ECTS credits and have not reported any extraordinary circumstances contributing to your delay in degree completion, you will be issued with a negative BSA. A student who has been issued with a negative BSA cannot reregister for the same degree programme or cluster of degree programmes for a period of two years from 1 September of the next academic year. For more information on clusters, please consult the Teaching and Examination Regulations or the BSA Manual.

If a student deregisters from a UG degree programme before 1 March, no BSA will be issued for that degree programme, and the student can in principle begin the same degree programme again the next year. What matters in this context is the date on which the student was officially deregistered rather than the date on which they submitted a deregistration request. In other words, a deregistration request should be submitted via Studielink in the month of February at the latest. The option to deregister before 1 March in order to avoid a negative BSA is a one-off.

Please note: deregistration will affect your right to student finance and your student travel product. The Dutch Education Executive Agency (DUO) operates a statutory ‘1 February scheme’, by which the student travel product and any supplementary grant awarded to students who cancel their student finance before 1 February will be converted into a gift. No such conversion will take place if you deregister on or after 1 March; you will then have to cancel your student travel product and any supplementary grant yourself. That is why, if you want to qualify for DUO’s ‘1 February scheme’, you need to make sure that you cancel your student finance and student travel product with DUO by 1 February at the latest.

This scheme only applies to students who have registered for a degree programme for the first time. The months in which the student enjoyed student finance will be deducted from the total number of months for which they were awarded student finance. For more information, please consult the [DUO](#) website.

For more information about BSA, see the Teaching and Examination Regulations of the relevant degree programme, the Faculty Regulations, or the UG website: [BSA in brief](#), [BSA Manual](#).

[Section 7.8b, WHW](#)

Education ban (iudicium abeundi)

In exceptional cases, registration for a degree programme can be refused or a student can be permanently banned from a degree programme, for instance if the student's actions or words suggest a lack of suitability for the professional role or roles for which the degree programme is designed to train them ([Section 7.42a, WHW](#), [Regulations for Registration and Tuition Fees 2024-2025](#), Article 6).

The Netherlands Federation of University Medical Centres (NFU) has drawn up a national protocol for medical degree programmes, see [Iudicium Abeundi Protocol](#) (in Dutch).

Rights and obligations of students

Registration at the UG not only gives you certain rights, but also confers a number of obligations.

Rights

As a UG student, you have the right to:

- receive quality instruction and supervision by suitably qualified lecturers so as to gain academic knowledge and skills;
- demonstrate your progress through examinations and final assessments;
- receive certificates showing that you have achieved the required knowledge level;
- use educational services such as libraries, laboratories, and computer facilities;
- access student services, such as academic progress monitoring, guidance from a student counsellor, and sports facilities;
- have a say in matters that affect you as student through your right to vote for, or be elected to, the University Council and the Faculty Council, or the Teaching and Research (O&O) Council (UMCG). See: [University of Groningen Electoral Regulations](#).

[Section 7.34, WHW](#)

Students with special needs may qualify for:

- expert individual academic progression monitoring, with the aim of overcoming challenges due to their impairment;
- teaching and/or exam accommodations;
- a reduced credit load, to be assessed by the Faculty Board of the relevant degree programme;
- financial support for delays in degree completion.

See: your degree programme's student handbook and the [UG website](#).

Obligations

As a UG student, you are under the obligation to:

- maintain a workable, safe, and pleasant academic environment for yourself and for others by complying with the [University of Groningen House Rules and General Code of Conduct](#);
- comply with the rules set by or on behalf of the Board of the University to promote safe and healthy working conditions;

- take the initiative to familiarize yourself with matters that may affect your studies, such as the Student Charter;
- attend sessions that are a mandatory part of your degree programme (consult your student handbook), such as practicals;
- duly register for course units and comply with the rules and guidelines with regard to exams;
- respect copyrights to teaching materials. All teaching materials are protected by copyright. Students are prohibited from photocopying teaching materials, exams, and lectures other than for their own study purposes. In addition, teaching materials cannot be further disseminated in whatever format. Intentional violation of copyrights is a criminal offence. The UG will take appropriate action upon detecting such violations;
- comply with the rules set out in the [Netherlands Code of Conduct for Research Integrity](#); please consult with your supervisor if you are considering publishing an academic article.

Tuition fees

A student at the UG will owe statutory tuition, University tuition, or a fee (for pre-Master's programmes and the teaching module). The tuition fees and the fees for pre-Master's programmes and the teaching module for the academic year 2024-2025 are listed in the [Regulations for Registration and Tuition Fees](#). These regulations also specify the different types of tuition fees, the rules for lump-sum or deferred payment, the conditions for refunding or reducing tuition fees, and the consequences of missing the payment deadline.

See: [Student Portal](#), information about tuition fees on the [UG website](#), [Section 2.2, Dutch Student Finance Act 2000](#) (in Dutch), and the [Regulations for Registration and Tuition Fees 2024-2025](#).

[Sections 7.32ff, WHW](#)

Tuition fees loan

If you are eligible for student finance, you can also apply for an extra loan from the [Dutch Education Executive Agency \(DUO\)](#) to put towards your tuition. This loan is known as a 'tuition fees loan'. If you are expected to pay the University tuition fee, you can apply for a loan of up to five times the statutory tuition fee.

See: [Application for tuition fees loan \(DUO\)](#).

Damage compensation

Anyone taking courses at the UG without paying tuition (i.e. who is not registered) may, upon discovery of this violation, be liable to pay compensation to the UG ([Regulations for Registration and Tuition Fees 2024-2025](#)). All course units (including exams, placements/internships/clerkships, results achieved outside the Netherlands, and thesis) completed without payment of tuition fees will be declared invalid. The UG may also decide to impose a fine. Needless to say, you will not be eligible for student finance if you are not registered.

[Sections 15.2 and 15.3, WHW](#)

5. Teaching

A student's academic career starts with a three-year Bachelor's degree programme. Once they have completed their Bachelor's degree, they have the option to continue on to a Master's degree programme for the duration of one year, 18 months, two years, or three years.

The following aspects have been defined for each Bachelor's and Master's degree programme:

- nature of the degree programme: full-time, part-time, or co-op;
- language of instruction.

Each Bachelor's degree programme consists of:

- a Minor and a Major.

Some Bachelor's and Master's students may also be eligible for:

- Honours College.

All students have a right to the following:

- quality instruction, teaching facilities, and assessment;
- a uniform student workload;
- a feasible programme;
- affordable education;
- academic progress monitoring;
- accommodations for special needs.

Types of degree programmes

Full-time, part-time, or co-op

University degree programmes are full-time, part-time, or co-op programmes ([Section 7.7, WHW](#)). The type of degree programme and the language in which courses are delivered and assessments are conducted have been specified in the degree programme's Teaching and Examination Regulations (OER).

Language of instruction

At the UG, the language of instruction is typically Dutch, unless the degree programme is taught in English. Other languages of instruction may be used during guest lectures by non-Dutch speakers or in foreign language programmes ([Section 7.2, WHW](#)).

The [Code of Conduct for Languages used in Teaching and Examinations](#) sets out the guidelines for English-taught programmes. Some Master's degree programmes as well as a substantial number of Bachelor's degree programmes are open to international students. These programmes are taught in English.

Bachelor's degree programmes

A student's academic career starts with a three-year Bachelor's degree programme. Each academic year is comprised of 60 ECTS credits. Some programmes share the same initial year of a Bachelor's degree, either fully or in part. For more information, please consult the student handbook of the degree programme in question.

The degree programme will advise students on whether or not it would be expedient for them to continue on with the Bachelor's degree programme no later than by the end of the first year of registration for a full-time or co-op programme ([Section 7.8b, WHW](#)).

The UG has in place a [binding study advice \(BSA\) system](#). Students who have not earned enough credits by the end of the first year will be issued with a negative BSA and be forced to withdraw from their degree programme. The minimum requirement for full-time students is 45 ECTS credits in their first year or 60 ECTS credits for students pursuing a Bachelor's degree at University College Groningen or University College Fryslân.

For more information, see the [Teaching and Examination Regulations](#) of the degree programme, the Faculty regulations, or the UG website.

Please consult the Teaching and Examination Regulations of your degree programme's specific rules for admission to, and the structure of, the second and third years of the Bachelor's degree programme.

Minors

Most Bachelor's degree programmes offer scope for a Minor, which comprises 15 or 30 ECTS credits. Depending on the requirements of your degree programme, you can earn a [Minor](#) by completing a civil society or academic placement, studying abroad, or following a Minor programme. A Minor programme is a coherent set of courses consisting of 15 ECTS credits. For the admission criteria, please consult the [Teaching and Examination Regulations](#) of the degree programme(s) in question or go to the [website](#) for more information about how to register.

Honours College

The [University of Groningen Honours College](#) offers the most talented and high-achieving students the opportunity to work on their personal and intellectual development through additional coursework. The Honours College has a limited number of slots, which is why candidates will be subject to a selection procedure.

The Honours College involves 30 ECTS credits in extra coursework over and above the regular Bachelor's degree programme of 180 ECTS credits. The programme starts after the first semester of the first year and involves enrichment curriculum, offering both breadth and depth. This allows students to deepen their expertise in their chosen field (courses taught at their own faculty) and to broaden their knowledge across various disciplines through their intensive contacts with Honours students from other faculties.

Master's degree programmes

Master's degree programmes are the next stage after a Bachelor's programme. There are several different types of Master's degree programmes, such as research Master's degree programmes, which focus specifically on conducting academic research and a career as a researcher, and Master's degree programmes focused on a career in teaching. Master's degree programmes, even within the same faculty, may have admission requirements over and beyond a specific Bachelor's degree.

See also [Admission to Master's degree programme](#), the list of [UG Master's degree programmes](#), and the [Teaching and Examination Regulations of the relevant Master's degree programmes](#).

Faculty-specific information

Student handbook

Your degree programme's annual student handbook is a good source of information. Student handbooks are issued to students or can be consulted on the Faculty websites. Students are expected to check regularly for important Faculty announcements on digital noticeboards such as Need to Know, email, the Student Portal, etc.

Student Portal: Study Info tab

The Study Info tab offers both general UG-wide information and Faculty-specific information for students. Information about UG-wide regulations (such as the Regulations for Registration and Tuition

Fees or the Graduation Fund Regulations) or Faculty-specific regulations (such as the Teaching and Examination Regulations) is available under this tab.

Teaching and Examination Regulations

Every degree programme has regulations describing the programme itself, admission requirements, and examination procedures: these are referred to as Teaching and Examination Regulations (OER). These Regulations are available from your Faculty's Student Administration Office and on the [website](#). They are also included in the student handbook.

Study advisor

The [study advisor](#)'s job is to provide information, advice, guidance, and support regarding academic planning. The study advisor liaises with other central and Faculty offices, and will refer you on if needed. Every question or issue will be treated confidentially.

If you have incurred a delay in degree completion of more than four weeks due to extraordinary circumstances (delay involving more than 5 ECTS credits), you are expected to notify your study advisor immediately, particularly if you want to be eligible for financial support from the Graduation Fund. Please do not wait for resits, but report your delay immediately after having failed a regular examination due to extraordinary circumstances.

Faculty Student Administration Offices

Apart from the Teaching and Examination Regulations, your Faculty's Student Administration Office can provide information relating to exam registration, recording of exam results and ECTS credits, progress requirements, timetables, and student records.

Programme Directors and Degree Programme Managers

Every faculty has at least one Programme Director who is responsible for ensuring compliance with the Teaching and Examination Regulations. Some degree programmes and faculties also have a Degree Programme Manager or a Degree Programme Coordinator. They are available to answer any questions you may have about your programme.

Programme Committee

Issues relating to your degree programme should be addressed to the Programme Committee, which plays an important role in the structure and evaluation of the programme curriculum. Half of the members of the Programme Committee are students and half are staff.

Board of Examiners

Questions about exemptions, examinations, and final assessments can be put to the [Board of Examiners](#). The Board of Examiners will determine, in an objective and expert manner, whether individual students meet the conditions of the Teaching and Examination Regulations regarding the knowledge, understanding, and skills required for final assessment eligibility. The Board of Examiners is authorized to investigate reported cases of fraud, establish that fraud has been committed, and impose penalties. For more information, please consult your student handbook. If you have questions about specific examinations, you can also contact the relevant lecturer/examiner.

Admissions Board

The Admissions Board is the body that, on behalf of the Faculty Board, selects students for admission to a degree programme. More information about the composition and duties of the Admissions Board is available in the Teaching and Examination Regulations of the relevant degree programme.

BSA Committee

A Faculty Board can appoint a BSA Committee and delegate responsibilities to this committee, such as hearing students who refuse to accept a negative binding study advice (BSA) that has been issued to them, and processing requests from students to change credit load requirements or postpone a negative BSA.

6. Student rights

Right to quality instruction and assessment

All students are entitled to quality instruction and good teaching facilities, and have the right to evaluate their degree programme in writing. Quality reviews are also performed by a review committee of independent experts. These reviews are available for public viewing ([Section 1.18, WHW](#)). Faculties may adjust their policies if a quality review so warrants.

Right to a uniform student workload

The European Credit Transfer and Accumulation System (ECTS) was developed to enable comparison of student workloads of degree programmes across Europe. Each degree programme and each course unit within a degree programme corresponds to an ECTS credit load. One ECTS credit is equivalent to 28 hours of study, and one full year of study comprises 60 ECTS. The Bachelor's degree programme comprises 180 ECTS credits. Most Master's degree programmes comprise 60 ECTS credits, but some are made up of 90, 120, or 180 ECTS credits.

Right to a feasible degree programme

The Faculty Board is responsible for publishing the curriculum and Teaching and Examination Regulations in the student handbook before the start of the academic year. The nature and availability of the information should be such that students are able to reach an informed opinion of the nature and structure of the programme.

See also:

- [Quality Assurance Netherlands Universities \(QANU\)](#)
- [Accreditation Organisation of the Netherlands and Flanders \(NVAO\)](#)

[Section 7.15, WHW](#)

For degree programmes with compulsory placements, the Faculty Board will ensure that there are sufficient suitable placement hosts available and will specify which steps students are expected to take to successfully complete their placement.

The degree programme should be structured and managed such that a student displaying sufficient aptitude and effort is able to earn 60 ECTS credits in 1,680 hours of study per academic year, and will thus be able to finish the degree programme within the nominal programme duration ([Section 7.4, WHW](#)).

The curriculum and the Teaching and Examination Regulations are evaluated annually by the Programme Committee, half of whose members are students. This Committee will report to the Faculty Board ([Section 9.18, WHW](#)), which will assess the student workload and adjust it if necessary.

A degree programme is demonstrably infeasible if it does not enable you to meet its requirements. If so, you can apply for financial support from the Graduation Fund as the programme will cause you to exceed the time restrictions attached to your performance-related grant due to force majeure, on condition that you report this immediately to your study advisor.

Right to affordable education

In addition to paying tuition, you will have to allocate funds to items such as readers, textbooks, and field trips. The Board of the University has adopted a [Pricing Policy on Study Costs](#) (in Dutch) to ensure that the associated costs stay within acceptable limits. This policy aims to ensure that your annual study costs do not exceed the standard amount defined in the Student Finance Regulations. If your study costs exceed the upper limit specified in the pricing policy, you have the option to request a refund of half the excess from the Faculty Board (receipts required).

In 2023-2024, the one-year upper limit for study costs of a degree programme was € 931. The upper limit is adjusted every year in line with the general rate of inflation. The upper limit for 2024-2025 is based on the 2023 consumer price index published by Statistics Netherlands: 3%. The amounts for the academic year 2024-2025 are as follows:

Programme duration	Programme phase	2023-2024	2024-2025
1 year (60 ECTS)	First year, one-year Master's	€ 904	€ 931
2 years (120 ECTS)	Subsequent years, two-year Master's	€ 1,808	€ 1,862
3 years (180 ECTS)	Three-year Bachelor's or Master's	€ 2,712	€ 2,793

The study costs of elective course units, Minors, Honours College, etc. are not subject to an upper limit, but rather to a derivative guideline:

Credits	Programme phase	2023-2024	2024-2025
Per 1 ECTS	Elective course units	€ 15	€ 15.50
15 ECTS	Half Minor	€ 225	€ 233
30 ECTS	Full Minor	€ 450	€ 465
45 ECTS	Honours College	€ 675	€ 698
90 ECTS	Major in second and third years of programme	€ 1,350	€ 1,395

More information about [financial matters and pricing policy](#) is available on the UG website.

Right to student support

All students are entitled to support. The nature of student support varies across departments, each having its own methods. Every department will at least have a [study advisor](#) to provide student support. The study advisor serves as a confidential advisor for all programme-related matters, the curriculum, circumstances affecting your academic planning, etc. They can be contacted directly or through the department office.

On a central level, the UG offers support in the form of student counsellors ([Section 7.34\(1\)\(d\), WHW](#)). Student counsellors serve as confidential advisors for matters that you cannot, or do not wish to, discuss with a representative of your degree programme. Examples include financial problems, special costs of living, costs associated with illness, a significant delay in degree completion (more than 15 ECTS credits), assistance in conflicts, complaints, or objections, problems with [DUO](#), etc. To find out how to get in touch with a student counsellor, go to www.rug.nl/studentendecaan.

Extra guidance and support is available for students with special needs, e.g. because they suffer from an impairment or chronic illness.

For more information, go to the [UG website](#).

Right to changes to curriculum and examinations

Students suffering from an impairment or a chronic illness are entitled to certain accommodations to allow them to pursue their academic interests without hindrance. Examples include extended time for exams, the use of a laptop during tests, and improving the physical accessibility of buildings.

Please consult your study advisor if you have any questions or need advice about the accommodations offered by your degree programme. We encourage you to reach out to one of the [student counsellors](#) if you or your degree programme are not sure how to prove that you have special needs, which statements you require, or which accommodations would be reasonable in your situation. They can advise the Board of Examiners of your degree programme on the required accommodations that will lower or remove the barriers you are facing. The student counsellors can also tell you which financial and other facilities (training courses, housing, state or municipal allowances, etc.) are available to you.

Please contact the Board of Examiners for your degree programme to request a permanent or one-off accommodation. The Board of Examiners will review your request within the framework of the learning outcomes of the degree programme. The Faculty Board, typically via the Programme Director, will decide whether or not any accommodations will be granted.

For more information about support for students with special needs, go to www.rug.nl/specialneeds.

7. Final assessment and examinations

Final assessment

A Bachelor's degree programme spans three years. A Master's degree programme extends over one or more years. Each Bachelor's or Master's degree programme concludes with a final assessment. The propaedeutic assessment was abolished with effect from the academic year 2017-2018.

Upon successful completion of a final assessment, a degree certificate (diploma) is awarded ([Section 7.11, WHW](#)). The degree certificate comes with a Diploma Supplement, which provides detailed information about the nature of the programme, the course load, and the results achieved by the student. There are two final assessments:

- Bachelor's assessment (degree certificate awarded after successful completion of a three-year Bachelor's degree programme comprising 180 ECTS credits; the transcript will show results from years 1, 2, and 3);
- Master's assessment (degree certificate awarded after successful completion of a Master's degree programme).

The Teaching and Examination Regulations of each degree programme contain information about the required course units. These Regulations are available in your degree programme's student handbook.

Examinations

Each course unit will conclude with an examination ([Section 7.10, WHW](#)). An examination is a formal assessment used to evaluate a student's knowledge, understanding, and skills. The examination procedure of your degree programme is set out by course unit in the Teaching and Examination Regulations of your degree programme.

The Board of Examiners will appoint examiners to conduct exams and determine results. As a student, you have the right to view your graded exam.

Board of Examiners

Each degree programme or cluster of degree programmes within the UG has its own [Board of Examiners](#). The Board of Examiners is an independent body that will determine, in an objective and expert manner, whether individual students meet the conditions of the Teaching and Examination Regulations regarding the knowledge, understanding, and skills required for earning a degree. In addition, the Board is responsible for ensuring the quality of, and the procedures surrounding, examinations and final assessments, and has the authority to grant exemptions from one or more exams, and to establish whether fraud has been committed. If fraud has been committed, the Board can impose penalties, for instance by excluding a student from taking exams for up to one year. In the event of serious fraud, the Board of the University, on the recommendation of the Board of Examiners, may decide to expel a student from their degree programme.

The Board of Examiners is instituted by the Faculty Board. The Faculty Board is responsible for ensuring that the Board of Examiners can operate independently and expertly. When instituting a Board of Examiners, the Faculty Board will appoint at least one member who is a lecturer in the relevant degree programme or cluster of degree programmes and at least one member who is not.

The Board of Examiners will adopt rules of procedure covering their remit and their powers. These rules of procedure are available on the website of your Faculty or department. The Board of Examiners also has the authority to make exam accommodations for students with special needs and to offer them extra exam attempts.

Complaints, objections, and appeals

We encourage you to contact the Board of Examiners if you have any complaints about exams, the final assessment, or any related procedures. Objections to an assessment conducted by an examiner (e.g. grading) are to be addressed to the Board of Appeal for Examinations (CBE), as the Board of Examiners is not authorized to deal with such objections.

If you do not agree with a decision by the Board of Examiners, you have the right to request an explanation of the assessment or decision. If, after this explanation, you still do not agree with the decision, you can lodge an appeal to the [Central Portal for the Legal Protection of Student Rights \(CLRS\)](#) within six weeks. Appeals will be considered by the UG's [Board of Appeal for Examinations \(CBE\)](#) only if they are submitted via this Portal.

Documentary evidence

Exam results are published in Progress and/or printed on an exam slip that is presented to the student.

The Student Administration Office of the Faculty or degree programme will register all results achieved by each individual student in the Progress academic records system. To view your records, please log on to [Progress](#).

If you have failed your final Bachelor's or Master's assessment, but have passed at least two exams, you can request the Board of Examiners to issue a transcript ([Section 7.11\(5\), WHW](#)).

Requesting a degree certificate

Bachelor's or Master's degree certificates

The Board of Examiners will determine the result of the final assessment as soon as you have passed all the relevant exam components. For the Board of Examiners to be able to set a final assessment date, you need to ensure that your course units have been duly signed off. Once you have passed the final assessment for all signed-off course units and the last examination results have been recorded, you will receive a graduation notice from the Board of Examiners. The Board of Examiners will set the graduation date. By deciding to award the degree, the Board of Examiners also undertakes to arrange for the degree conferral at relatively short notice.

Students may submit a request to postpone their graduation within 14 days of receiving the graduation notice. You cannot postpone your graduation unless you have taken, or wish to take, additional course units that are to be included in your transcript. The Board of Examiners will then have to sign off on your course units for a second time ([Section 7.11\(3\), WHW](#)).

If you do not make any changes once the last course unit has been completed, the Board of Examiners will issue a graduation notice.

Please consult your department's website for more information.

You are expected to submit a deregistration request via Studielink as soon as you know that you have graduated. Please do not wait to do so until the graduation procedure has been completed (grade recording and convocation). If an exam for a course unit has been scheduled for after 31 August, you will have to reregister for the degree programme. You will then graduate in the new academic year.

Customization

Customized programmes

The components of each examination programme are listed in the [Teaching and Examination Regulations](#) of the relevant department. However, some departments allow students to put together their own examination programme. To apply for customization, students are expected to submit a request to the Board of Examiners. Students will not be permitted to graduate with a customized programme unless the Board of Examiners has signed off on their course units.

Exam accommodations

Students suffering from an impairment, illness, or disability may experience exam challenges. The UG offers a number of exam accommodations to help special needs students overcome these challenges, such as extended time, a separate testing environment, the use of a laptop, and/or text-to-speech

software, etc.

If you have specific questions or need advice about the accommodations offered by your own department, please contact your [study advisor](#). Alternatively, you can reach out to an SSC [student counsellor](#), as they are responsible for advising Boards of Examiners on customized exam accommodations for students. For more information, please consult your department's student handbook or go to www.rug.nl/specialneeds.

8. Incentive policy for student entrepreneurs

The Board of the University is committed to supporting students who face challenges in their academic planning due to starting and operating a business during their academic career.

For this reason, the Board of the University has adopted the UG [Student Entrepreneurship Scheme \(SOR\)](#), which sets out provisions for conferring student entrepreneur status upon students. Students qualifying as student entrepreneurs can apply for flexible class scheduling and exam accommodations to their Programme Director or Board of Examiners, respectively. The Programme Director (acting on behalf of the Faculty Board) or the Board of Examiners will review whether there is room for customization without compromising the learning outcomes of the course and the degree programme's final assessment. In addition, student entrepreneurs are always expected to discuss changes to their academic progression plan with their study advisor.

The Student Entrepreneurship Scheme recognizes the unique needs of students who own and operate a business during their academic career, and outlines the benefits and responsibilities that come with qualifying as a student entrepreneur.

Applications for student entrepreneur status can be submitted to the Coordinator, i.e. the Head of the UG's Incubator, via entrepreneurship@rug.nl. After all the required documents have been submitted, the Coordinator will invite the applicant to an interview. The Coordinator is responsible for taking the status decision.

9. UG Elite Sports Student Programme

The UG has in place an Elite Sports Student Programme by which student-athletes are supported on a dual path of achieving academic success alongside athletic excellence.

The Elite Sports Coordinator is responsible for reviewing applications to the elite sports programme.

The department's study advisor will arrange for the Faculty-provided academic support of the student-athlete. Elite sports status will be in effect for no more than one academic year (1 September to 31 August), but is subject to renewal.

Student-athletes are expected to discuss any changes to their academic planning with their study advisor. Some changes are subject to the Board of Examiners' approval. The Board will review whether there is room for customization within the framework of the learning outcomes of individual exam components and the final assessment.

For more information, go to [Study and top sports](#) on the UG website or consult the [Elite Sports Student Programme](#).

In addition to customization, student-athletes may also qualify for a UG elite sports grant for up to the nominal duration of their degree programme. The elite sports grant will be paid out at the end of the academic year based on the student's athletic achievements and academic progression.

If you think you qualify for the Elite Sports Student Programme, please contact Cees Reitsma, the UG's Elite Sports Student Programme Coordinator, as soon as possible after the start of the academic year. You can reach him via email at c.r.reitsma@rug.nl.

Please reach out to your study advisor if you want to learn more about how your department has implemented the Elite Sports Student Programme.

To qualify for an elite sports grant, students are expected to fulfil a number of requirements (see: [UG Graduation Fund Regulations, Part B, Chapter 67](#)).

10. Graduation Fund Regulations

There are a number of instances in which the UG will provide students with financial support. For more information about the criteria for financial support, see the [UG Graduation Fund Regulations 2024-2025](#).

[Section 7.51, WHW](#)

Delay in degree completion due to extraordinary circumstances

You may be eligible for financial support from the UG Graduation Fund if you face a delay in degree completion due to special, compelling circumstances. This financial support is meant to bridge the extended time-to-degree in which you are no longer eligible for a performance-related government grant. To qualify for this type of financial support, the following criteria apply as a minimum:

1. your delay in degree completion is due to extraordinary circumstances;
2. you duly reported your expected or actual delay in degree completion;
3. you are registered as a full-time student at the UG;
4. you duly paid your statutory or University tuition fee.

Regardless of the nature of the extraordinary circumstances, the extended time in which you will qualify for financial support under Part A of the Graduation Fund Regulations has been capped at 12 months across the full period of registration at the UG in accordance with Article 2 (Ba+1 and Ma+1 combined). This extended time has been capped at six months for each academic year.

Counting from the first year of registration in higher education, the period during which a student is eligible for support after the regular duration of their Bachelor's or Master's degree programme is one additional academic year: Bachelor's + 1 year and Master's + 1 year.

Your application for financial support will be rejected if you do not meet the criteria. That said, exceptions can be made if – in the opinion of the Board of the University – such a rejection will lead to hardship.

[UG Graduation Fund Regulations, Part A](#) – Financial support for students who incur study delay due to extraordinary circumstances.

1. Extraordinary circumstances – force majeure

Your delay in degree completion is a direct consequence of one of the following circumstances:

- illness;
- pregnancy and childbirth;
- a physical, sensory, or other impairment;
- personal circumstances;
- an infeasible degree programme;
- loss of accreditation of your degree programme before you have graduated;
- provision of informal care.

[\(Article 3\)](#)

2. Prompt reporting

You are expected to notify your study advisor of an extraordinary circumstance as soon as the circumstance has continued for at least one month or as soon as you are facing a delay in degree completion by at least 5 ECTS credits. The study advisor will typically refer you to a student counsellor if the delay involves 15 ECTS credits or more. Even if you are not referred, you are personally responsible for making an appointment with a student counsellor right away if the delay in degree completion involves 15 ECTS credits or more. You can contact them through the [SSC](#).

If the delay in degree completion continues into the next academic year, you are expected to duly report your extraordinary circumstances in that academic year as well.

If you are unable to report the delay in degree completion yourself, you are required to appoint a representative, such as a family member or a friend.

([Article 5](#))

Procedure

- The study advisor and the student counsellor will digitally record your report of extraordinary circumstances. You are expected to confirm that you have read the report by checking the 'gezien' [seen] box. Please remember to strictly adhere to the advice and agreements outlined in the report.
- You are required to submit a digital request for financial support to the University Funds Committee (UFC) between 1 September and 1 February of the academic year following the year in which the delay in degree completion occurred. You can complete the digital application form once you have uploaded all documentary evidence via the website ([Articles 9 and 10](#)).

For more information, to confirm reports, and to submit digital requests, go to www.rug.nl/studievertraging. This website also includes tips on how to minimize your extended time-to-degree.

You will receive the Board of the University's decision within eight weeks of submitting your request and the documentary evidence. The [UG Graduation Fund Regulations, Part A, Articles 7 and 8](#), set out a number of criteria that are applied by the Board to establish the extent of the delay to degree completion and the level of financial support.

If you have any further questions, please consult the [frequently asked questions](#) or go to www.rug.nl/studievertraging.

Committee membership and elite sports

The UG offers financial support to socially engaged students who participate actively in, and contribute to, the University community, and to student-athletes.

[UG Graduation Fund Regulations, Part B](#) – Financial support for student members of consultative/administrative bodies, committee/board members of student organizations and top-level athletes.

This pertains to students who:

- are student members of University consultative or administrative committees ([Chapter 2](#)). The relevant consultative and administrative bodies are listed in Appendices 2a and 2b.
- are on the leadership committee of a recognized student organization ([Chapter 3](#)). Recognized student organizations are listed in Appendix 2a.
- are members of a Programme Committee ([Chapter 5](#)).
- are elite athletes. The Regulations ([Chapter 6](#)) define who is considered an elite athlete, set out the level of financial support, and outline the application procedure.

As the conditions, level of support, and application and other procedures vary in each of the listed situations, we urge you to consult the aforementioned chapters of, and appendices to, the [UG Graduation Fund Regulations](#) for more information. The left-hand menu on www.rug.nl/studievertraging contains hyperlinks to specific information, explanations, and instructions for each of these groups.

See also the [Central Executive Board for Student Organizations \(CUOS\) Regulations](#).

Other financial assistance

Emergency Fund

The Emergency Fund is meant to provide temporary financial assistance to students experiencing financial hardship due to uninsurable unforeseen events. For more [information and the application form](#), go to the UG website.

See also the [Emergency Fund Regulations](#) (in Dutch).

Extended Master's degree programmes

The UG offers a number of Master's degree programmes that extend beyond the duration covered by the state-provided performance grant. Students of these programmes are eligible for compensatory financial support.

See: [UG Graduation Fund Regulations, Part C](#).

Other facilities

The UG offers a number of financial support mechanisms, for instance for when you are unable to fully fund your foreign study programme or placement, when you are facing circumstances that significantly increase your study costs or costs of living, or when your student finance eligibility period or the nominal duration of your degree programme is too short for you to graduate. Go to the UG website to explore your [financial support options](#).

The [student counsellors](#) will be able to tell you in which situations you can apply to the University, DUO, private scholarship funds, the Dutch Employee Insurance Agency (UWV), your local authority, or other bodies for assistance. Go to [SSC](#) to make an appointment with a student counsellor.

11. Consultative participation and administration

Every student has the right to vote and stand for election. The right to stand for election means that a student can put themselves forward as a candidate for membership of a consultative body. The right to vote means that a student can vote for a candidate for such a body in elections. Student [elections](#) are held annually.

The UG has an elaborate system of [consultative participation](#) for students. Students are represented at three administrative levels. Each level has a board or a director, and each board or director engages with a consultative body.

Level	Administrative body	Consultative body	WHW
University	Board of the University	University Council	Section 9.31
Faculty	Faculty Board	Faculty Council	Section 9.37
Department	Programme Director	Programme Committee	Section 9.18

At the UG, consultative participation is based on the principle of joint participation, meaning that both students and staff are represented in the same consultative body and that the board consults with both sections as a unified group.

The Board of the University is assisted by the student-assessor and the faculty boards by an advisory student member. The student-assessor is appointed by the Board of the University on the recommendation of the student members of the University Council.

Elections are held for the University Council and the Faculty Councils. With effect from 1 September 2017, Programme Committees have become consultative bodies. The procedure for electing/appointing members may vary from one faculty to the next. The election/appointment procedure is set out in the regulations of the individual faculties.

Student members of consultative bodies or administrative bodies are eligible for certain facilities, such as financial support (committee grant and/or attendance fees).

There may be times when student members of a consultative body or a university administrative body are unable to take exams or attend compulsory lectures/seminars due to their timing coinciding with Council or Programme Committee meetings. The Faculty will accommodate these students as much as possible by rescheduling the exam or assessment, allowing them to attend lectures/seminars at a different time, or giving them an alternative assignment.

[Electoral Regulations](#), [UG Graduation Fund Regulations, Part B, Chapter 2](#)

University Council

The [University Council](#) (UC) is the University of Groningen's central consultative participation body, which is made up of both students and staff members. The UC is the Board of the University's consultative partner. The UC has 24 members representing staff and students, elected from amongst their ranks. Of these, 12 are students who are elected by the student body and 12 are staff who are elected by the UG's staff complement. Students are elected for one year; staff are elected for two years.

Powers

The UC has the right of consent with regard to the adoption of, or changes to:

- the UG institutional plan;
- the structure of the quality assurance system;
- the Student Charter;
- the Administrative Regulations (BBR);
- occupational health and safety regulations;
- choice of participation structure;
- student financial assistance policies and regulations;
- key budget elements.

In addition, the UC has the right to be consulted on a range of issues and engages with the Board of the University on other matters affecting the University.

The issues for which the UC has the right of consent and the right to be consulted are set out in the [University Council Regulations](#).

The UC has its own portal on the UG website, which lists the factions represented on the UC and their contact details.

Faculty Council

Each faculty has its own [Faculty Council](#) (FC), which serves as a decentralized consultative participation body and sparring partner to the Faculty Board. Each Faculty Board has a student member who takes on an advisory role. Of the members of the FC, half are students elected by the student body and half are staff elected by the staff complement. Although the number of members varies from faculty to faculty, this number has been capped at 18. Students are elected for one year; staff are elected for two years.

Powers

The Faculty Board provides the FC with the opportunity to discuss the general affairs of the Faculty at least twice a year.

The FC has the authority to make suggestions to the Faculty Board and to voice its opinions on all Faculty-related matters.

The FC has the right of consent with regard to the adoption of, or changes to:

- Faculty Regulations;
- some aspects of the Teaching and Examination Regulations.

The Faculty of Medical Sciences comes under the University Medical Center Groningen (UMCG). It does not have an FC. Students in the Faculty of Medical Sciences have the right to vote for, and be elected to, the Teaching and Research (O&O) Council whose powers are similar to those of an FC.

Programme Committee

Each degree programme has a [Programme Committee](#). Of the members of the Programme Committee, half are students and half are staff. Programme Committee members can be elected or appointed by way of an alternative procedure. The Faculty Board and Faculty Council will decide on the election/appointment procedure, which is outlined in the Faculty Regulations.

Powers

The Programme Committee has the following powers/duties:

- right of consent regarding certain aspects of the Teaching and Examination Regulations;
- right to be consulted on the other aspects of the Teaching and Examination Regulations;
- annual evaluation of the Teaching and Examination Regulations;
- advisory role in all teaching and programme matters, offering recommendations to the Programme Director and the Faculty Board.

12. Rules of behaviour

The Board of the University has adopted policies and/or codes of conduct relating to:

- day-to-day goings-on in UG buildings and on UG grounds;
- personal data protection;
- prevention of sexual harassment, aggression, violence, and discrimination;
- occupational health and safety;
- use of computer and network facilities.

These policies and rules are available via the following links:

- [University of Groningen House Rules and General Code of Conduct](#)
- [Code of conduct concerning harassment, sexual harassment, aggression, violence, and discrimination](#)
- [Acceptable Use Policy for University computer systems](#)

The Board of the University has also adopted a [Student Code of Conduct](#). The Student Code of Conduct outlines expectations for academic integrity and provides clarity on what qualifies as acceptable and unacceptable behaviour within the University community. The scope of the Code is in line with the core values of the University of Groningen House Rules and General Code of Conduct.

For the purposes of ensuring that personal data is treated responsibly and with due care, the Board of the University has adopted [a privacy statement and privacy policy](#).

Finally, Erasmus+ students are governed by the Erasmus Charter for Higher Education 2021-2027. Based on this document, the Board of the University has adopted its Erasmus Policy Statement 2021-2027 – University of Groningen. For more information, go to the [UG website](#).

House Rules and General Code of Conduct

The Board of the University has adopted a set of standards of behaviour expected from students, academic staff, and all other members of the University community: the [University of Groningen House Rules and General Code of Conduct](#).

All individuals present in UG buildings or on UG grounds are required to comply with these standards of behaviour and follow any instructions provided by the Board of the University, the Faculty Board, or the Director or Board of a service unit.

Violations of the House Rules and/or the General Code of Conduct may lead to partial or full denial of access to UG buildings and grounds for up to one year or to academic dismissal for the same period. In case of serious breaches, the Board of the University may decide to withdraw a student's access privileges indefinitely or impose a lifelong expulsion ([Section 7.57h, WHW](#)).

No smoking policy

Under the Dutch [Tobacco and Related Products Act](#) (in Dutch), smoking has been banned across all Dutch schools and universities, encompassing both indoor areas and outdoor grounds. With this in mind, the UG has adopted a no smoking policy.

The smoking ban applies to all individuals present on UG grounds, including students, staff, suppliers, and visitors. To remind everyone of the smoking ban, no smoking signs have been installed, as well as other signage, such as blue lines. We encourage you to kindly remind smokers that smoking is not allowed anywhere on the UG premises.

For more information about our no smoking policy, the law on smoking, and support to help you quit smoking, see [Smoke-free UG](#).

Personal data protection

The Board of the University is responsible for processing the personal data of students, for example for the purposes of educational activities, student support, and the collection of tuition fees. Personal data processing is governed by the European General Data Protection Regulation (GDPR) and the Dutch General Data Protection Regulation (Implementation) Act (in Dutch).

The Board of the University is committed to treating personal data responsibly and with due care. That is why it has adopted specific policies concerning the protection of personal data, which have been included in the privacy policy. For more information about how the UG processes personal data, please consult the [privacy statement](#).

Privacy legislation confers a number of rights on students. To exercise these rights, please contact the UG by sending an email to privacy@rug.nl. All requests will be reviewed and processed within one month of receipt – or up to three months for complex or multiple requests. For a request to be considered, the Privacy Desk will first ascertain whether the request has been submitted by an authorized person and whether the request is legitimate. For this reason, you may be asked to provide proof of identity before your request is reviewed.

As a student, you have the right to ask the UG for an overview of your processed personal data, the data processing operations, and the applicable data retention periods. If you believe that your personal data is incorrect or you no longer want your personal data to be processed, you can ask for this data to be modified, stop being processed, or erased. In some cases, you also have the right to a copy of your personal data undergoing processing in a convenient format. You have the right to withdraw your consent to the processing of your personal data at any time. To review and process a request, we will obviously have to process your personal data.

If you have any questions or complaints about the processing of your personal data, please contact:

Central Privacy Desk (privacy@rug.nl)
P.O. Box 72
9700 AB Groningen

Prevention of sexual harassment, aggression, violence, and discrimination

The Board of the University is responsible for fostering a pleasant and inspiring work and study environment at the University. To protect students and staff, the Board has adopted a code of conduct and rules for the prevention of sexual harassment, bullying, aggression, violence, and discrimination.

We urge you to report any instances of harassment (sexual or otherwise), aggression, violence, discrimination, and other types of inappropriate behaviour to the UG's [Confidential Advisor](#). The Confidential Advisor has an independent position within the University; any interactions with the Confidential Advisor will be confidential.

If you feel you are the target of inappropriate behaviour, please submit a written complaint to the [Central Portal for the Legal Protection of Student Rights \(CLRS\)](#). All documents related to your complaint will be treated in the strictest confidentiality.

For more information, see the [Confidential Advisor Regulation](#), the [Code of conduct concerning harassment, sexual harassment, aggression, violence, and discrimination](#), and the [Complaints procedure and code of conduct concerning harassment, sexual harassment, aggression, violence, and discrimination](#).

Occupational health and safety

The Board of the University is responsible for the safety, health, and wellbeing of students at the University. This means that student workstations should meet the relevant requirements. The occupational health and safety rules and guidelines are based on the [Dutch Working Conditions Act](#) (Bulletin of Acts and Decrees 1993, 757) and the resulting [Working Conditions Decree](#) (Bulletin of Acts and Decrees 1997, 60) – both in Dutch).

The Board of the University is responsible for publishing these rules and guidelines within the UG.

Students have the following work and study-related rights:

1. right to information and training on potential hazards;
2. right to information on safety facilities and protective equipment;
3. right to information on health and safety risks by lecturers or managers;
4. right to interrupt work or study activities in the event of imminent danger;
5. right to report issues to lecturers or managers, or to report occupational health and safety, environmental, and sustainability issues to their Faculty's Health, Safety, and Environment Coordinator).

Students have the following work and study-related obligations:

1. obligation to act responsibly and with due care;
2. obligation to familiarize themselves with safety regulations;
3. obligation to use safety facilities and compulsory protective equipment with due care;
4. obligation to report unsafe and unhealthy situations to the responsible person or body;
5. obligation to follow instructions provided by responsible officials.

Because many activities are computer-based, RSI/CANS is one of the main occupational hazards. For information on ergonomics, go to the [Occupational Health, Safety, and Sustainability \(AMD\) website](#).

Use of University computer systems and network facilities

Access to the University computer systems is granted to individuals only. All system users are members of a community. Users will not damage these systems or obstruct other users. Sending unsolicited emails or accessing or using other users' login details is not permitted.

As a student, you have access to the University computer systems, including hardware, software, and network facilities, only via your personal account. Such use will always be limited to research or teaching purposes. Use of the University computer systems for commercial purposes is prohibited, unless with the express written consent of a competent body or official.

All users are required to comply with the provisions of the [Acceptable Use Policy for University of Groningen computer systems \(Section 7.57h, WHW\)](#). In the event of misuse, the Board of the University can deny a student access to the UG's computer systems for a period of up to one year. In case of serious breaches, the Board of the University may decide to withdraw a student's access privileges indefinitely or impose a lifelong expulsion ([Section 7.57h, WHW](#)).

13. Legal protection

The Student Charter and the associated regulations and codes of conduct set out the rights and obligations of UG students. In the Netherlands, the protection of the legal position of students of public universities is also provided for by law. If you disagree with a decision, you can submit a complaint, objection, or appeal to the [Central Portal for the Legal Protection of Student Rights \(CLRS\)](#). The CLRS will refer your complaint, objection, or appeal to the appropriate body, such as the Board of the University or the Board of Appeal for Examinations.

[Section 7.59a, WHW](#)

Objection or appeal

You have the right to submit an objection or administrative appeal against decisions made on the basis of statutory and regulatory provisions. The submission deadline is six weeks from the date the decision was communicated. In your notice of objection or appeal, you are expected to explain why you disagree with the decision.

Once an opinion has been issued on an objection or an appeal as set out above, you can typically lodge an appeal with a higher body, i.e. the Administrative Jurisdiction Division of the Dutch Council of State (Student Affairs). The deadline for lodging such an appeal is six weeks from the date on which the decision on the objection or appeal was communicated.

Please contact a student counsellor or consult the FAQ page of the [CLRS](#) if you have any questions about the legal protection of students.

Right of complaint

If you are unhappy with a situation that does not lend itself to submitting an objection or an appeal, you can lodge a complaint. Before lodging your complaint, we encourage you to attempt to resolve the issue amicably with the individual or organization involved.

Individual complaints

Anyone has the right to lodge a complaint concerning the conduct of persons operating under the Board of the University's responsibility, whether it affects themselves or another individual.

For more information, please consult the [General Complaints Procedure](#) and the [CLRS website](#).

If you have a general or individual complaint about your department or degree programme, your first port of call should be your study advisor or a student counsellor at the [SSC](#), who will refer you on, depending on the nature of your complaint.

Complaints concerning sexual harassment, aggression, violence, and discrimination

Complaints concerning harassment (sexual or otherwise), aggression, violence, or discrimination should be reported to the UG [Confidential Advisor](#). The Confidential Advisor is available to both students and staff members. The Confidential Advisor has an independent position within the University; any interactions with the Confidential Advisor will be treated confidentially.

If you feel you are the target of inappropriate behaviour, please submit a written complaint to the [Central Portal for the Legal Protection of Student Rights \(CLRS\)](#). All documents related to your complaint will be treated in the strictest confidentiality.

For more information, see the [Confidential Advisor Regulation](#) and the [Complaints procedure and code of conduct concerning harassment, sexual harassment, aggression, violence, and discrimination](#).

For more information, go to the web page on [Social safety](#).

Ombudsperson

The UG has had an Ombudsperson since 1 September 2021. This officer serves as a complement to the existing resources to promote a safe and healthy study and work environment, and provides a safety net

if these facilities fall short. The Ombudsperson is impartial. The duties of the Ombudsperson are complementary to those of the Confidential Advisor. The Ombudsperson identifies, advises, mediates, and conducts research into trends, inappropriate patterns, structural abuses, and other issues affecting social safety and inappropriate behaviour. In doing so, the Ombudsperson will consider individual cases, while disregarding reports that are already being addressed or have been referred to other specific committees. The Ombudsperson will take action as soon as they see a pattern.

The Ombudsperson's office at Oude Boteringestraat 71 in Groningen is separate from the University premises. To make a report or ask a question, please call or email the [Ombudsperson](#).

Complaints regarding academic integrity

All those involved in academic teaching and research at the University of Groningen (including researchers, PhD students, and other students) are personally responsible for preventing and identifying academic misconduct. The generally accepted standards for conducting professional academic teaching and research are to be met at all times.

The Paper on Research Integrity – about standards for academic research and a National Body for Research Integrity (LOWI) of November 2001, a co-production of the Association of Universities in the Netherlands (VSNU), the Royal Netherlands Academy of Arts and Sciences (KNAW), and the Dutch Research Council (NWO), offers guidelines for managing violations of standards of academic integrity and the appropriate procedure. The Dutch Code of Conduct for Research Integrity (2018) sets out in detail the principles governing professional academic teaching and research.

Individuals have the right to submit a complaint to the Academic Integrity Committee if they suspect a breach of academic integrity.

For more information, see the [Dutch Code of Conduct for Research Integrity](#) and the [UG Regulations for the Protection of Academic Integrity](#).

Administrative appeal: Board of Appeal for Examinations

Appealable outcomes

If you disagree with a written decision taken by an examiner, a Board of Examiners, or an Admissions Board, you can lodge an administrative appeal with the Board of Appeal for Examinations (CBE) via the Central Portal for the Legal Protection of Student Rights (CLRS).

Appealable outcomes include:

- decisions by Boards of Examiners, for example about extra resits or instances of fraud;
- assessment decisions by individual examiners;
- decisions on earned ECTS credits (in relation to academic progress);
- admission to final assessments;
- admission to degree programmes (decisions by Admissions Boards or Entrance Examination Committees);
- negative binding study advice at the end of the first or second year of registration.

[Section 7.61, WHW](#)

Procedure

Appeals against decisions are to be submitted in writing or via the [CLRS](#) within six weeks of the date on which the decision was communicated. Your appeal may be considered inadmissible if you miss the submission deadline without excusable reason.

Upon receipt of the appeal, the CBE will forward it to the body (the board or committee) that took, or refused to take, the decision. This body will first try to reach a settlement (compromise) with the appellant and subsequently notify the CBE of the outcome of this process within three weeks. Only if a settlement cannot be reached will the CBE proceed with the appeal and schedule a hearing. Both the appellant and the other party will be invited to this hearing.

The CBE will decide on the appeal within 14 weeks, starting from the day after the submission deadline. There are three possible outcomes:

- The appeal is inadmissible: the CBE will not rule on the merits of the appeal, for example because the appellant missed the submission deadline.
- The appeal is unfounded: the decision or the refusal to take a decision will remain intact.
- The appeal is well-founded: the decision will be reversed. The body involved can be instructed to take a new decision, with due observance of the CBE's ruling. The CBE may set a deadline for this decision in its ruling. It may also decide that the final assessment, exam, entrance examination, or additional testing should be readministered under the conditions set by the CBE.

Preliminary relief

In cases requiring swift action, a student may request a provisional ruling pending a decision in the main proceedings provided they have a direct and demonstrable urgent interest in the matter. The student must address a written, substantiated request to the Chair of the CBE and submit it through the [CLRS](#). The Chair will take a decision having heard both the student and the body involved.

Appeal to a higher body

[CBE](#) rulings are open to appeal with the Administrative Jurisdiction Division of the Dutch Council of State (Student Affairs). A court registration fee will be due and appellants may be liable for the costs of the appeal (if specified in the ruling) ([Section 7.64, WHW](#)).

Objections: Disputes Committee

Challengeable outcomes

If you disagree with a decision taken by, or on behalf of, the Board of the University, you can lodge an objection through the Central Portal for the Legal Protection of Student Rights ([CLRS](#)).

A written decision, or the refusal to take a decision, by the Board of the University is challengeable by way of objection. Challengeable outcomes include:

- date of registration as a student;
- date of cancellation of registration as a student;
- payment or refund of, or exemption from, tuition fees;
- student financial support;
- denial of access to UG premises and grounds.

Lodging an objection with the Board of the University means that you ask the Board to reconsider its decision.

Procedure

Objections are to be submitted **in writing or** via the [CLRS](#) within six weeks of the date on which the decision was communicated. Your objection may be considered inadmissible if you miss the submission deadline **without excusable reason**.

The Board of the University will request the UG Disputes Committee to issue a recommendation about the objection in accordance with [Section 7:13 of the Dutch General Administrative Law Act](#) (in Dutch).

The Disputes Committee will advise the Board of the University whether or not to allow the objection. If an objection is inadmissible, for example because the objector missed the submission deadline, the Disputes Committee will not review the objection on its merits, but rather advise the Board to declare the objection inadmissible. However, if the objection is considered admissible, the Disputes Committee will review it on its merits and schedule a hearing. Both the objector and a representative of the Board of the University will be invited to this hearing. The Disputes Committee will then proceed to issue a recommendation to the Board of the University. The Board of the University will issue a decision on the

objection within ten weeks of having received the notice of objection. In its decision, it will weigh the opinion of the Disputes Committee. The Board of the University will decide whether the objection is well-founded or unfounded ([Sections 7.63a and 7.63b, WHW](#)).

Extreme urgency

If the situation requires the Board of the University to provide immediate relief regarding an objection, the Chair of the Disputes Committee may decide, if so requested, to expedite the Committee's recommendation process as much as possible. After having received a request to this effect, the Chair will decide, within one week, whether the matter is of extreme urgency and whether immediate relief is of the essence. If so, the Board of the University will issue its decision on the objection within four weeks of having received the objection.

Appeal

Decisions on objections are open to appeal with the Administrative Jurisdiction Division of the Dutch Council of State (Student Affairs). The submission deadline is six weeks from the date on which the decision was communicated.

For more information, see: [Disputes Committee](#).

Appeal to a higher body: Dutch Council of State's Administrative Jurisdiction Division (Student Affairs)

Decisions on objections and appeals by the Board of the University or the Board of Appeal for Examinations are open to appeal with the [Administrative Jurisdiction Division of the Dutch Council of State](#) (in Dutch).

This division is now also concerned with hearing – what is referred to as – student affairs. In its capacity as a division of the highest general administrative court of the Netherlands, it will hear matters brought by students. In doing so, it will follow the same procedure as for other legal proceedings, i.e. as the highest court authorized to rule in disputes between citizens and government bodies ([Section 7.64, WHW](#)).

The deadline for lodging an appeal is six weeks from the date on which the decision on the objection or appeal was communicated.

There are three possible outcomes ([Dutch General Administrative Law Act \(Awb\), Part 8.2.6](#) – in Dutch):

- The appeal is inadmissible: the appeal will not be heard. The Administrative Jurisdiction Division of the Dutch Council of State will not review the appeal on its merits.
- The appeal is well-founded: the decision will be reversed, either partially or in full. Damages may be awarded if a claim has been filed.

The Administrative Jurisdiction Division may determine procedures for the implications of the reversal. It may instruct the Board of the University to issue a new decision with due observance of the ruling, set a deadline for this decision in its ruling, or impose a penalty. The Administrative Jurisdiction Division of the Dutch Council of State may also decide to provide a resolution to the matter.

- The appeal is unfounded: the disputed decision will stand.

Preliminary relief

In urgent matters, an appellant can request the court in preliminary relief proceedings of the Administrative Jurisdiction Division to provide preliminary relief. Such a request must be submitted and substantiated in writing.

The costs of an appeal with, or requesting preliminary relief from, the Administrative Jurisdiction Division of the Dutch Council of State are € 50 (court fees). These costs will be reimbursed if you win the case. You can, however, also be found liable for the costs of the appeal if the Administrative Jurisdiction Division should find that you have made unreasonable use of the appeals procedure.

Definitions

Academic year: a period starting on 1 September and ending on 31 August of the following year. The academic year typically starts on the first Monday of September, which is also the first teaching day.

Board of the University: the governing body of the University of Groningen.

Decision: a written decision issued by an administrative body constituting a legal act under public law ([Section 1:3, Dutch General Administrative Law Act \(Awb\)](#) – in Dutch).

ECTS credit: a unit expressing the student workload of a course unit or degree programme. Universities in the Netherlands use the European Credit Transfer and Accumulation System (ECTS), a European system to express student workload. This system facilitates international comparability of degree programmes. An ECTS credit can also be referred to as ECTS for short. One ECTS credit corresponds to 28 hours of study and a full academic year encompasses 60 ECTS credits (i.e. 1,680 hours).

Faculty Board: the governing body of a faculty.

Fee: the fee referred to in Section 7.57(i)(2) of the Dutch Higher Education and Research Act (WHW) for registration as a student in a pre-Master's programme, as set by the Board of the University.

Statutory tuition fee: the tuition fee referred to in Section 7.45 of the Dutch Higher Education and Research Act (WHW) for registration as a student, as set by the Dutch Ministry of Education, Culture and Science.

Student: a person who has paid tuition or a fee to the University of Groningen and is registered for an officially recognized degree programme or pre-Master's programme as a full-time, part-time, or co-op student.

Student card: a card issued by the University of Groningen that serves as proof of registration as a student at the University.

Student Information and Administration: the Admissions Office, Immigration Service Desk, Mobility and Scholarship Desk, and Central Student Administration.

Student Portal: intranet for University of Groningen students.

Studielink: the online registration system ([Studielink](#)) for all higher education institutions in the Netherlands. All registrations and reregistrations for a new academic year, changes of address, and requests for deregistration are to be submitted via Studielink.

Teaching and Examination Regulations (abbreviated in Dutch as OER): a set of degree programme-specific regulations, setting out admission requirements and the nature of the programme. Each degree programme has its own OER. The Faculty Board adopts the OER and the Faculty Council has the right of consent concerning specific aspects.

University tuition fees: the tuition fees referred to in Section 7.46 of the Dutch Higher Education and Research Act (WHW) that are due for registration as a student, as set by the Board of the University.

List of abbreviations

ABJZ	Department of General Administrative and Legal Affairs
BSA	Binding Study Advice
CBE	Board of Appeal for Examinations
CIT	Center for Information Technology
CLRS	Central Portal for the Legal Protection of Student Rights
CUOS	Central Executive Board for Student Organizations
DUO	Dutch Education Executive Agency
ECTS	European Credit Transfer System
GDPR	General Data Protection Regulation
HBO	Dutch Higher Vocational Education
OER	Teaching and Examination Regulations
RIC	Regulations for Registration and Tuition Fees
SSC	Student Service Centre
UFC	University Funds Committee
UG	University of Groningen
VWO	Dutch pre-university education
WHW	Dutch Higher Education and Research Act

Contact details of central bodies

General contact details

Board of the University

Postal address: P.O. Box 72, 9700 AB Groningen, the Netherlands
Tel.: +31 (0)50 363 5285
Web page: <https://www.rug.nl/about-ug/organization/administrative-organization/board-of-the-university>

University Council

Postal address: P.O. Box 72, 9700 AB Groningen, the Netherlands
Tel.: +31 (0)50 363 5441
Email: griffier.ur@rug.nl
Web page: www.rug.nl/uraad

General Administrative and Legal Affairs (ABJZ)

Postal address: P.O. Box 72, 9700 AB Groningen, the Netherlands
Tel.: +31 (0)50 363 5440
Email: abjz@rug.nl
Web page: <http://www.rug.nl/about-us/organization/bureau-of-the-university/abjz>

Center for Information Technology

Street address: Zernikeborg, Nettelbosje 1
Postal address: P.O. Box 11044, 9700 AB Groningen, the Netherlands
Tel.: +31 (0)50 363 9200
Email: secretariaat-cit@rug.nl
Web page: www.rug.nl/cit

CIT Helpdesk:

Tel.: +31 (0)50 363 3232
Email: citservicedesk@rug.nl

Occupational Health, Safety, and Sustainability (AMD)

Street and postal address: Visserstraat 49, 9712 CT Groningen, the Netherlands
Tel.: +31 (0)50 363 5551
Email: amd@rug.nl
Web page: <http://www.rug.nl/about-us/organization/bureau-of-the-university/amd>

Office of the Confidential Advisor

Marjolein Renker, Confidential Advisor

Street and postal address: Visserstraat 47, 9712 CT Groningen, the Netherlands

Tel.: +31 (0)50 363 5435

Email: m.h.j.renker@rug.nl

Web page: <https://www.rug.nl/about-ug/organization/rules-and-regulations/integrity/vertrouwenspersoon/>

Complaints Committee – harassment (sexual or otherwise), aggression, violence, and discrimination

Postal address: Antwoordnummer 172, 9700 AB Groningen, the Netherlands

Academic Integrity Committee

Postal address: Antwoordnummer 172, 9700 AB Groningen, the Netherlands

Ombudsperson

Street and postal address: Oude Boteringestraat 71, 9712 GG Groningen, the Netherlands

Web page: [Ombudsperson | Integrity | University of Groningen \(rug.nl\)](#)

Contact details of student services

Central Portal for the Legal Protection of Student Rights (CLRS)

Postal address: P.O. Box 72, 9700 AB Groningen, the Netherlands.

Web page: www.rug.nl/clrs

Student Information and Administration

Street address: Broerstraat 5 (by appointment only)

Postal address: P.O. Box 72, 9700 AB Groningen, The Netherlands.

Web page: <https://www.rug.nl/education/application-enrolment-tuition-fees/contact/>
www.rug.nl/education/faq

Central Student Administration (CSA)

Tel.: +31 (0)50 363 8004

Email: Via [contact form](#)

Immigration Service Desk (ISD)

Tel.: +31 (0)50 363 8004

Email: isd@rug.nl

Web page: rug.nl/isd

Admissions Office

Tel.: +31 (0)50 363 8004

Web page: [contact form](#)

Mobility and Scholarship Desk (MSD)

Email: msd@rug.nl

Career Services

Street address: Oude Kijk in 't Jatstraat 19

Email: careerservices@rug.nl

Web page: www.rug.nl/careerservices

Student Service Centre

Street address: Uurwerkersgang 10

Postal address: P.O. Box 72, 9700 AB Groningen, the Netherlands

Tel.: +31 (0)50 363 8066

Email: ssc-info@rug.nl

Web page: www.rug.nl/ssc

Student counsellors

Tel.: +31 (0)50 363 8066

Web page: www.rug.nl/studentendecaan

University Library

Street address: Broerstraat 4

Tel.: Information: +31 (0)50 363 5020

Circulation desk: +31 (0)50 363 8034

Email: bibliotheek@rug.nl

Web page: www.rug.nl/library

University Funds Committee (UFC)

Postal address: P.O. Box 72, 9700 AB Groningen, the Netherlands

Email: ufc@rug.nl

UG Elite Sports Student Programme (STOR)

Tel.: +31 (0)50 363 8063

Email: c.r.reitsma@rug.nl

Web page: www.rug.nl/topsport

UG Student Entrepreneurship Scheme (SOR)

Web page: entrepreneurship@rug.nl

Appendices

[General Complaints Procedure](#)

Addresses the procedure for submitting and handling complaints other than regarding harassment (sexual or otherwise), aggression, violence, and discrimination.

[Administrative Regulations](#)

Address the UG's governance, administration, and organizational structure.

[Acceptable Use Policy for University of Groningen Computer Systems](#)

Sets out rules for using the UG's computer systems.

[Student Code of Conduct](#)

Outlines expectations for academic integrity and provides clarity on what qualifies as acceptable and unacceptable behaviour within the University community. The scope of the Code is in line with the UG's core values.

[Code of Conduct for Languages used in Teaching and Examinations](#)

Sets out rules for language use in teaching and examinations at the UG.

[House Rules and General Code of Conduct](#)

Set out rules for appropriate behaviour and measures for upholding law and order at the UG.

[Electoral Regulations](#)

Set out provisions governing elections at the UG.

[Complaints procedure and code of conduct concerning harassment, sexual harassment, aggression, violence, and discrimination](#)

Addresses the procedure for complaints regarding harassment (sexual or otherwise), aggression, violence, and discrimination.

[General Privacy Statement](#)

Addresses the outlines of the UG's data privacy policy and describes the privacy rights of students and staff members.

[General policy on the protection of personal data – University of Groningen](#)

Sets out the general policy requiring all UG staff to treat personal data responsibly, safely and with due care.

[Regulations for the Protection of Academic Integrity](#)

Set out the procedure for reporting suspected violations of academic integrity.

[University of Groningen Graduation Fund Regulations](#)

- Part A: Addresses financial support for students who incur study delay due to extraordinary circumstances
- Part B: Addresses financial support for student members of consultative/administrative bodies, committee members of student organizations, and top-level athletes
- Part C: Addresses financial support for extended Master's degree programmes
- Part D: Addresses financial support for talented non-EEA students
- Part E: Addresses financial support for PhD scholarship students

[Pricing Policy on Study Costs](#)

Sets out standard amounts for each programme phase.

[Attendance Fees Regulations – Committee Work](#)

Set out the fees payable to students who are members of a committee recognized by the Board of the University.

[CLRS Regulations](#)

Set out the procedure for submitting of complaints, objections, and appeals.

[Confidential Advisor Regulation](#)

Sets out the procedures followed by, and powers of, the UG's Confidential Advisor.

[CUOS Regulations](#)

Set out the rules of procedure governing the Central Executive Board for Student Organizations.

[Regulations for Registration and Tuition Fees](#)

Address the level of tuition fees and the UG's registration and deregistration procedures.

[Emergency Fund Regulations](#)

Address the procedure for providing loans and/or gifts to students in special circumstances.