



**UNIVERSITY OF AMSTERDAM STUDENT SUPPORT FUND
SECTION 4 ADMINISTRATIVE BODY MEMBERSHIP GRANTS FOR STUDENT
ORGANISATIONS AND PARTICIPATION IN DECISION-MAKING**

Article 1 Definitions

1. In this section of the regulations, the following terms have the following meanings assigned to them:
 - a. DUO: *Dienst Uitvoering Onderwijs* (the Education Executive Agency), which is responsible for student finance, among other things;
 - b. Nominal duration of the study programme: the duration of the programme according to the RIO or the WHW Implementation Decree;
 - c. Performance-related grant: performance-related grant for higher education as referred to in Article 5.1 of the WSF 2000;
 - d. Basic grant: part of the performance-related grant as referred to in Article 5.1(a) of WSF 2000;
 - e. RIO: *Registratie Instellingen en Opleidingen* (Register of Institutions and Degree Programmes);
 - f. WHW: *Wet op het hoger onderwijs en wetenschappelijk onderzoek* (Dutch Higher Education and Research Act) of 8 October 1992, Bulletin of Acts and Decrees 1992, 593 and as subsequently amended;
 - g. WSF 2000: *Wet Studiefinanciering 2000* (Dutch Student Finance Act) of 29 June 2000, Bulletin of Acts and Decrees 2000, 286 and as subsequently amended;
 - h. Student Counsellors' Committee: the committee that assesses student applications under the Student Support Fund and makes a decision on them on behalf of the Executive Board;
 - i. Student Organisation Recognition Committee: this committee establishes once every three years which student organisations/parties will be eligible for financial assistance pursuant to these regulations.
2. Other terms used in these regulations have the meanings assigned to them in the law, if they are used in any acts.

Participation in decision-making

Article 2 Entitled parties – Conditions for the Administrative Body Membership Grant

1. A person is entitled to the Administrative Body Membership Grant if they are:
 - a. a member of a representative advisory council at central or faculty level;
 - b. a member of a programme committee.

Under these regulations, the performance of the aforementioned functions is deemed to cause a study completion delay. The general provision that the study completion delay must be demonstrated for financial assistance to be allocated is not applicable with regard to this section of the regulations.

2. Students are eligible for financial assistance if they:
 - a. are registered as a full-time student at the UvA;



- b. have paid or are liable to pay statutory or institutional tuition fees to the UvA. Proof of payment of tuition fees (to another institution) is not sufficient in this regard;
 - c. have not received more than 36 months of financial assistance from the Student Support Fund under this section during their enrolment at the UvA;
 - d. have met the BSA standard or, if the degree programme does not have a BSA, have obtained at least 42 EC in first-year courses, prior to the year in which the student holds a role on a representative advisory body, unless the role is on a degree programme committee.
2. Students who are taking a pre-Master's programme or who are contract students are excluded from this scheme.

Article 3 Size of the Administrative Body Membership Grant

1. The size of the Administrative Body Membership Grant is expressed in months. The amount to be paid per month is equal to the amount stated in the appendix on the Allocation of Student Support Fund Amounts. A portion of the monthly amount is related to the amount of the basic grant (for students living away from home) as applicable on 1 September of the academic year in which the participation function is carried out.
2. Members of the Central Student Council and Faculty Student Council are only eligible for allowances if they are recipients of the Administrative Body Membership Grant.
3. Members of representative advisory bodies will receive the number of months for a full session year stated in the appendix on the Allocation of Student Support Fund Amounts.

Article 4 Application

1. An application for an Administrative Body Membership Grant for participation in decision-making must be submitted by 31 December of the academic year in which the board position is held, using the form that is available for this purpose. Applications submitted after 31 December will not be considered.
2. For programme committees, the application for the Administrative Body Membership Grant must be submitted no later than 31 December following the end of the academic year in which the position was held, unless otherwise specified in the preceding paragraph.
3. The following documents must be attached to the application: proof of membership of a representative advisory body and election or appointment to the programme committee.

Article 5 Payment of the Administrative Body Membership Grant

1. The Administrative Body Membership Grant for CSR and FSR members is paid out in twelve instalments during the committee year.
2. The Administrative Body Membership Grant for programme committee members is paid out in full at the end of the committee year.



Board members of student organisations and student parties

Article 6 Entitled parties – Conditions for the Administrative Body Membership Grant

1. A person is entitled to the Administrative Body Membership Grant if they are:
 - a. a member of the board of a student organisation formally recognised by the Student Organisation Recognition Committee;
 - b. a member of the board of a student party that meets the conditions set out in this section.

Under these regulations, the performance of the aforementioned functions is deemed to cause a study completion delay. The general provision that the study completion delay must be demonstrated for financial assistance to be allocated is not applicable with regard to this section of the regulations.

2. Students are eligible for financial assistance if they:
 - a. are registered as a full-time student at the UvA; and
 - b. have paid or are liable to pay statutory or institutional tuition fees to the UvA. Proof of payment of tuition fees (to another institution) is not sufficient in this regard;
 - c. have not received more than 36 months of financial assistance from the Student Support Fund under this section during their enrolment at the UvA;
 - d. have met the BSA standard prior to the year in which the board position is held (for first-year students) or, if the programme does not have a BSA, have obtained at least 42 EC in first-year courses.
3. Students who are taking a pre-Master's programme or who are contract students are excluded from this scheme.

Article 7 Recognition and determination of the triennial budget for student organisations

1. Once every three years, the Student Organisation Recognition Committee determines which student organisations/parties will be eligible for financial assistance within the meaning of these regulations. The recognition is carried out on the basis of Appendices II to V.
2. As a minimum, the Student Organisation Recognition Committee consists of a lawyer, a student member designated by the Central Student Council and a student counsellor. The Committee is appointed by the director of Student Services.
3. Substantiated requests from organisations/parties for placement on the triennial list, for amending the number of allocated months for each board or activity, or for re-recognition must be submitted to the Executive Board digitally or otherwise, for the attention of the director of Student Services, by no later than 1 May preceding the academic year to which the request pertains. Retroactive recognition and amendment are not possible.
4. When applying for recognition, the organisation must submit the following information with the digital application form provided for this purpose:
 - a. the name and address of the organisation and of its person of contact;
 - b. a description of the organisation's objective and activities, as shown by the articles of association passed before a notary;
 - c. a transcript from the Chamber of Commerce;
 - d. an annual report and activity plan, showing how the organisation attempts to meet its objective;



- e. a description of the organisation in accordance with the Assessment Matrix for Substantive Criteria.
5. If the organisation is an association, the request for recognition should include a current list of UvA members, including their student ID numbers.
6. On the basis of the calculation model in the Appendix on the Calculation Model for Associations and the Appendix on Determination of Financial Assistance for Organisations Without Members, the Student Organisation Recognition Committee will determine the maximum number of months of Administrative Body Membership Grants that can be awarded per student organisation.
7. The amount per grant month is equal to the amount of the basic grant for students living away from home.
8. Once every three years, the Student Organisation Recognition Committee assesses whether the organisations/parties in each cluster will be eligible for the financial assistance as referred to in paragraph 4.
9. The Student Organisation Recognition Committee compiles an up-to-date list of recognised organisations each year, which is published on the UvA website.
10. In principle, placement on the triennial list following assessment is for a period of three years, unless the organisation/party ceases to meet the criteria for recognition during that period.
11. Changes in the three-year recognition period that could have implications for the recognition of the organisation/party must be reported immediately to the Student Organisation Recognition Committee.

Article 8 General conditions that the organisation must meet

1. The organisation must meet the following conditions in order to be recognised:
 - a. the organisation must have full legal capacity.
 - b. the organisation must have at least three board members, as specified in its articles of association.
 - c. according to the articles of association of the organisation, it must focus on the university or faculty community of the University of Amsterdam, or on the Amsterdam student community in a broader sense.
 - d. the organisation must be accessible, in principle, to any student belonging to the university or faculty community of the UvA.
 - e. the organisation must be able to sufficiently distinguish itself from other recognised Amsterdam student organisations.
2. Organisations will not be recognised if their objectives as outlined in their articles of association or their actual activities are designed to maintain or promote discrimination against people on the grounds of their religion, philosophy, political orientation, race, gender or any other ground whatsoever, or if the organisation's activities are primarily of a commercial nature.

Article 9 Supplementary conditions for an association

1. In addition to the general conditions that the organisation must meet, an association must meet the following supplementary conditions for recognition:
 - a. the association must have at least 100 members who are registered as students at the UvA;



- b. a faculty study association may deviate from the criterion under point a if the association has at least 30 members and the association demonstrates that 65% of the students enrolled in the relevant programme are members of the association and the student population of the relevant programme is not already represented by another recognised association;
 - c. the association must charge a membership fee of at least €5 per academic year;
 - d. 'social' societies that are members of the Amsterdam Chamber of Associations and that have an introductory period are subject to the condition of signing and following the Code of Conduct for the Promotion and Introduction Period for Student Associations in Amsterdam;
 - e. for associations that also have smaller groups (*disputen*), the association's board is responsible for the conduct within the smaller groups, in the event of non-compliance with the provisions of the Code of Conduct for the Promotion and Introduction Period for Student Associations in Amsterdam.
2. In the event of non-compliance with the provisions of the Code of Conduct for the Promotion and Introduction Period for Student Associations in Amsterdam, the Administrative Body Membership Grant of the board members in question may be reclaimed.

Article 10 Conditions that a student party must meet

1. The student party must:
 - a. have full legal capacity;
 - b. focus on participation in the University of Amsterdam's decision-making process, as demonstrated by its articles of association;
 - c. have participated in the council elections for at least two years and have served on a student council for at least one year;
 - d. be open, in principle, to any student belonging to the university community;
 - e. have at least 25 members who are registered as students at the University of Amsterdam;
 - f. charge a membership fee of at least €10 throughout the period of enrolment as a student at the University of Amsterdam.
2. Organisations will not be recognised if their objectives as outlined in their articles of association or their actual activities are designed to maintain or promote discrimination against people on the grounds of their religion, philosophy, political orientation, race, gender or any other ground whatsoever.

Article 11 Administrative Body Membership Grant for student parties

Executive officers of a student party receive a 6-month Administrative Body Membership Grant if they meet the requirements.



Article 12 Application for the Administrative Body Membership Grant

1. The application for the Administrative Body Membership Grant must be submitted to Student Services by the individual members of the organisation's board no later than 31 December in the academic administrative year, using the form designated for this purpose. If the year in which they serve on a board does not run concurrently with the academic year, a different submission deadline applies, namely three months after the start of the administrative year.
2. The following documents must be enclosed with the application form:
 - a. proof from the Chamber of Commerce that the applicant forms or has formed part of a board of a recognised legal entity on the grounds of Article 7;
 - b. a list of the board members for the relevant academic year, including the distribution of the number of grant months per board member.

Article 13 Size of the Administrative Body Membership Grant

The size of the Administrative Body Membership Grant is expressed in months. The number of months allocated to each student organisation is published annually on the UvA website. The monthly amount is related to the amount of the basic grant (for students living away from home) as applicable on 1 September of the academic year in which the board year is carried out.

Article 14 Payment of the Administrative Body Membership Grant

- 1 Administrative Body Membership Grants of up to 5 (board) months are paid out in full at the end of the board year.
- 2 Administrative Body Membership Grants of 6 (board) months or more are paid out in twelve monthly instalments during the board year.

Article 15 Organisations with special status

1. The Executive Board has assigned special status to the following organisations, as they cannot be classified on the grounds of the Collective Requirements Appendix. These organisations do not need to apply for recognition because they have a cooperation agreement with Student Services. The following organisations are of social significance to UvA's student community:
 - a. ASVA Student Union;
 - b. the Introduction Week Committee;
 - c. ISN Amsterdam.
2. Members of the ASVA Student Union board who meet the individual requirements can qualify for up to five Administrative Body Membership Grants of 12 months in the amount of the basic grant for students living away from home. In addition, students serving on the board of the ASVA Student Union receive a supplementary monthly allowance of €420, provided that the ASVA Student Union can demonstrate through its annual plan that it will undertake the activities listed below:
 - a. coordinating knowledge sharing among study associations;
 - b. working for UvA students in a broader social sense.
3. The Introduction Week Committee can qualify for up to four Administrative Body Membership Grants for 12 months and 25 Administrative Body Membership Grants for three months.



4. The members of the ISN Amsterdam board can qualify for up to five Administrative Body Membership Grants for 12 months and one Administrative Body Membership Grant for four months.
5. Applications for the individual Administrative Body Membership Grants are made in the manner specified in Article 12.

Tuition fee waiver for students serving on a board

Article 16 Entitled parties – Conditions for a tuition fee waiver for students serving on a board

1. Students who serve on a board are eligible for a tuition fee waiver if they:
 - a. are enrolled in an full-time (under)graduate degree programme at the University of Amsterdam for which students are liable to pay statutory tuition fees;
 - b. receive an Administrative Body Membership Grant for serving on the board of a student organisation that has been recognised by the UvA Student Organisation Recognition Committee or the Central Student Council;
 - c. serve as a full-time member of the board of a student organisation. A full-time board position is defined as a board member who individually receives an Administrative Body Membership Grant of at least 10 board grant months;
 - d. have not received a tuition fee waiver before;
 - e. sign a declaration in which they state that they will refrain from attending classes, sitting examinations, applying for a university diploma and receiving guidance in their study and research activities at the UvA or any other government-funded institution during the entire academic year in which they serve on the board.
2. Members of the CSR are exempt from the condition set out in 1(c).
3. The deadline for applying for a tuition fee waiver is 1 September of the relevant academic year.

Miscellaneous provisions

Article 17 Convergence of circumstances

In the event that a convergence of circumstances exists in the sections of these Student Support Fund regulations, within the same period, which each separately provide cause for the allocation of financial assistance, a determination will be made as to which cause has resulted in the greatest study completion delay. Financial assistance will be issued solely on that ground.

Article 18 Period covered by the grant

1. The duration of the support provided under this section of the regulations may not exceed 36 months for the entire period of the student's enrolment at the UvA.
2. If an applicant holds a position as referred to in this section of the regulations for only part of the academic year, the financial assistance will be awarded pro rata.



Article 19 Incomplete applications

If the application is incomplete, the applicant will be given a reasonable amount of time to complete the application. If the application is not completed within this period, it will be rejected. The applicant will be notified to this effect. As long as the period for submitting an application has not elapsed, the applicant may submit a new application.

Article 20 Decision

1. The Student Services director will reach a decision, on behalf of the Executive Board, within eight weeks of receipt of the request for financial assistance.
2. The applicant will be notified of the decision in writing. The notice of the decision will also inform the student that an appeal may be lodged with the Executive Board within six weeks.
3. The decision will state one of the following:
 - either that the student will be granted financial assistance;
 - or that the application has been rejected.

Article 21 Hardship clause

In circumstances other than those specified in these regulations, the Executive Board may make provisions so as to prevent significant unfairness.

Article 22 Effective date, official title

This section of the regulations enters into force on 1 September 2026 and may be cited as 'Section 4 of the University of Amsterdam Student Support Fund regulations'.



Appendix I: Allocation of Student Support Fund Amounts

NB: For the amounts as applicable on 1 September of the academic year in which the participation function is carried out, please see the DUO website.

Administrative Body Membership Grants for Participation in Decision-making Participation in decision-making

Position	Number of months	Other supplements
Management board member of the CSR	12 x amount equal to DUO basic grant for students living away from home	Committee supplement 12 x €170 (€2,040) Management board member supplement 12 x €250 (€3,000) Student council supplement 12 x €420 (€5,040)
Member of the CSR/council assistant	8 x amount equal to DUO basic grant for students living away from home	Committee supplement 12 x €170 (€2,040) Student council supplement 8 x €420 (€3,360)
Delegate	12 x amount equal to DUO basic grant for students living away from home	Committee supplement 12 x €170 (€2,040) Delegate supplement 12 x €50 (€600) Expense allowance* 12 x €130 (€1,560) Student council supplement 12 x €420 (€5,040)
FSR management board	8 x amount equal to DUO basic grant for students living away from home	Expense allowance* 12 x €130 (€1,560) Management board member supplement 12 x €50 (€600) Student council supplement 8 x €420 (€3,360)
Member of the FSR/council assistant	6 x amount equal to DUO basic grant for students living away from home	Expense allowance* 12 x €130 (€1,560) Student council supplement 6 x €420 (€2,520)
Chair or vice-chair of a programme committee	4 x amount equal to DUO basic grant for students living away from home	
Member of a programme committee	3 x amount equal to DUO basic grant for students living away from home	

* The expense allowance is not a financial allowance issued by the Student Support Fund, but rather an allowance issued by a faculty; see the Faculty Regulations for more information. However, it is mentioned here in the interest of clarifying the total allowance for which members of representative advisory councils may be eligible.



Appendix II: Student Organisation Recognition Committee

Structure of student organisations

For the recognition of student organisations whose board members could be eligible for financial assistance and the distribution of the budgets, a choice has been made to divide student organisations into clusters.

Cluster A: Student associations promoting the academic student culture in Amsterdam.

1. Social associations

Social associations organise activities in the area of:

- academic development and the exchange of knowledge in the form of lectures, debates and conferences;
- culture (e.g. theatre and music);
- sports (e.g. sports days and competitions);
- study support (e.g. study groups and mentors);
- activities promoting the student association culture in Amsterdam.

2. Sports associations

Sports associations are organisations that organise activities focusing on the exercise of one or more sports. They:

- a. facilitate the active exercise of sports by students within the context of clubs (e.g. by providing sports equipment);
- b. organise matches and/or training sessions in a club context;
- c. have an active policy with regard to the training and activities of their members within the context of sports (trainers, instructors and/or referees).

3. Cultural associations

Cultural associations are organisations that organise activities focused on cultural expression. They produce and present performances and music or dance recitals, organise exhibitions and presentations, produce theatrical and stage performances or arrange other forms of cultural expression in a club context.

Cluster B: Organisations/Foundations

1 International organisations

- a. focus on the international orientation of UvA students and the provision of a programme of activities intended for this purpose; and/or
- b. focus on international students of the UvA and the provision of a programme of activities intended for this purpose, with the goal of helping these students feel at home in the Netherlands, and particularly in Amsterdam.

3. Multicultural organisations

- a. are aimed at involving UvA students with a migration background in student life in Amsterdam and providing a programme of activities intended for this purpose; and



- b. help to integrate students with a migration background into Dutch society as one of the starting points.

4. Labour market and entrepreneurship organisations

- a. organise activities that prepare UvA students for the labour market (e.g. by organising internship opportunities in the Netherlands or abroad or project and consulting work); and/or
- b. organise activities for UvA students supplementary to the UvA Career Day and the activities of UvA Career Services; and/or
- c. introduce students to facets of entrepreneurship (e.g. by having students work in companies or assisting students in establishing their own companies);
- d. provide work placement opportunities.

4. Ideological organisations

ensure the ideological debate amongst UvA students by organising such activities as lectures, debates, discussion groups and conferences.

5. General student interest organisations

represent the interests of students in particular student environments.

6. Cultural organisations

- a. organise activities focusing on the realisation of cultural expression;
- b. produce and present performing arts, organise exhibitions and presentations or realise other forms of cultural expression in a club context.

Cluster C: Study associations/other organisations

1 Study associations

In order to be eligible for Administrative Body Membership Grants, study associations must contribute to an active study environment through the following and other activities, in addition to the conditions specified in Articles 8 and 9 of Section 4 of these regulations:

- a. organising symposiums, conferences and study trips;
- b. organising book sales to members;
- c. cooperating in teaching evaluations, providing input concerning education policy and/or organising academic student counselling;
- d. cooperating in the faculty introduction, labour-market orientation activities and other faculty activities.

2. Student parties

are those that have been recognised on the grounds of Article 10 of these regulations.



Appendix III: Calculation Model for Associations

Calculation of the maximum number of grant months for associations

Student Organisation Recognition Committee

The task of this committee is to carry out the recognition and awarding of points for each student organisation, based on the substantive criteria (see Appendix V), every three years.

The formula

Up to 60 points (P) can be awarded based on the substantive criteria. In addition to the assessment of the substantive criteria, the number of members of the association is important; this forms the quantitative part of the Administrative Body Membership Grant and serves as the basis for the calculation. This produces the basis for the number of grant months (GM). An association can receive a minimum of 70% (with 0 points) and a maximum of 130% (with 60 points) of the basis of grant months, resulting in the total number of grant months (TG).

Student support calculation formula:

$(\text{Number of members})^{0.56} = \text{Basis for grant months (GM)}$

P = Number of points based on substantive criteria

Total number of grant months (TG) = GM x (0.70 + (P/100))

The amount of the grant will be rounded to the nearest whole month.

Example:

An association has 100 members and achieves 40 points based on the substantive criteria (P). This means that the association can obtain 110% of the number of GM.

$$\underline{100^{0.56}} \approx 13 = \underline{\text{GM}}$$

The ultimate number of grant months could therefore be divided amongst the board members of the association:

$$13 \times (0.70 + (40/100)) = 14.3$$

This is rounded to 14 months of grant.



Appendix IV - Determination of Financial Assistance for Organisations Without Members

For student organisations without members, the Student Organisation Recognition Committee, on behalf of the Executive Board, will determine the amount of financial assistance based on the documents submitted and the study completion delay expected of the student(s) concerned. The scores resulting from the answers to the questions included in Appendix V and the corresponding weighting according to the calculation model in Appendix III are also taken into account in the assessment.

**Appendix V - Assessment Matrix for Substantive Criteria**

Initial question (not scored): What is your organisation's objective and which group are you targeting?

Criterion	Explanation / examples	Number of points	Text box (to be completed by the organisation)
1. Accessibility, inclusion and social safety	To what extent does the organisation commit to an accessible, inclusive and socially safe environment for students? Examples: inclusive participation policy, accessibility for students with a disability, confidential adviser, agreements on etiquette or code of conduct and any guidance on social safety.	10	[max. ±250 words]
2. Activities	What activities does your organisation run throughout the academic year? How often do they take place? <i>Provide a brief summary of the nature, frequency and scale of the activities as an explanation of your activities plan.</i> a. Content or academic activities. Examples: symposia, forums, lectures, debates, conferences, study trips. b. Activities focused on well-being, social bonding, sports or cultural development. Examples: drinks, sports events, cultural evenings, community activities.	20	[max ±300 words per subcategory]
3. Labour market orientation, social commitment or professional skills	To what extent does the organisation commit to labour market orientation, social engagement or the development of professional skills? Examples: career days, volunteer projects, training or workshops focused on personal or professional development.	10	[max. ±200 words]



4. Presence, availability and time investment of the board	To what extent is the board physically present and accessible (digitally/by phone) to students? How much time does this take up for the board members? <i>Provide a brief description of the number of days/hours per week for which the board is available and the form of attendance</i> Examples: having a building or room, fixed opening hours or drop-in times, online availability.	20	[max ± 200 words]
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Total number of points: 60