

# INTERNAL REGULATIONS OF THE FINANCIAL SUPPORT FUND COMMITTEE

*for HAN University of Applied Sciences*

<i>Subject</i>	<i>Internal Regulations of the Financial Support Fund Committee</i>
<i>Executive Board decision no.</i>	<i>2020/1693</i>
<i>Participation Council consent</i>	<i>10-7-2020</i>
<i>Adopted on</i>	<i>10-7-2020</i>

## **Article 1. The committee**

### **1.1 Location**

The committee is located in the administrative building of HAN in Arnhem.

### **1.2 Composition**

The committee consists of five members. A chair, who is nominated from the Legal Affairs department. The other four members come from the schools. Two employees, each from a different school, and two members of the Participation Council are nominated for this purpose. The members nominated by the Participation Council are employees or students of HAN. A deputy is appointed for the chair, who is also nominated from the Legal Affairs department.

### **1.3 Task and responsibility**

It is the committee's task to decide on applications for financial support from the Financial Support Fund.

### **1.4 Appointment of chair and members**

The chair, other members and the deputy chair are appointed by the Executive Board. Appointment is for a period of two academic years. At their request, the chair, the other members and the deputy chair may be reappointed at any time for a period of two academic years. The Executive Board submits a proposed decision concerning the composition of the Financial Support Fund Committee to the Participation Council for approval.

### **1.5 Termination of appointment**

The appointment is terminated:

- following expiry of the term of office, unless the member is reappointed as referred to in article 1.4;
- in the interim at a member's own request, whereby a reasonable period of time is used in consultation with the Executive Board; or
- in the interim by decision of the Executive Board. This decision will be announced in writing. In doing so, the Executive Board indicates the reason for the decision and the date on which the termination of the appointment takes effect.

### **1.6 Tasks and responsibilities**

The committee members make themselves available for one session per month. The committee members are responsible for the proper preparation of the sessions. They perform their task objectively and without bias.

The chair's main duties are:

- obtaining information from the study coaches and student counsellor regarding a request for financial support from the Financial Support Fund, to the extent needed for assessing the request for financial support;
- ensuring that copies of applications for financial support for students are sent to committee members in good time;
- ensuring that the committee takes proper decisions and informs the Executive Board of these decisions;
- ensuring the implementation of the decision taken.

The chair is responsible for:

- good functioning of the committee;
- optimal participation of the committee members;
- the overall quality of the committee's work;
- external representation of the committee, including during the sessions of the Disputes Advisory Committee;
- monitoring the unity of the committee's decisions; and
- the composition of the committee's annual report.

## **Article 2 Handling of the application by the committee**

### **2.1 Committee meetings**

As a rule, the committee meets once a month if applications have been submitted. The committee meetings are not public. The meetings are led by the chair.

### **2.2 Composition of the committee during the handling**

The chair and the committee members are present during the handling of the application by the committee.

### **2.3 Simplified handling**

The chair may decide to waive handling of the application at the meeting as referred to in article 2.4 and to rule immediately if they believe that the Financial Support Fund Committee manifestly lacks jurisdiction or the applicant is manifestly inadmissible. The chair bases their decision exclusively on the documents relating to the case. The applicant may lodge an objection to this decision with the Disputes Advisory Committee within 10 working days of the day on which the decision was sent to them. As a result of the objection, the decision will lapse, unless the objection is declared inadmissible or unfounded by the Disputes Advisory Committee.

### **2.4 Handling of application**

The committee handles the application during the meeting based on the documents submitted to the committee by the chair. The committee verifies the completeness of the application.

### **2.5 Further information**

If the application is not complete, the committee waits for further information or supporting documents before handling the application. In that case, the committee sets a further deadline. The applicant will be informed of this in writing by the chair.

### **2.6 Hearing the applicant**

The committee may hear the applicant for his or her opinion. The applicant will in any event be given the opportunity to present their application orally if they so request. The committee can:

- a. obtain further information in writing from the parties concerned or other bodies; and
- b. ask experts to provide written advice or reports.

### **2.7 Assessment framework**

The committee assesses the applications based on the HAN Financial Support Fund Scheme.

### **2.8 Deliberation and decision-making**

For a decision to be reached, the chair or deputy chair and half of the other members must have taken part in the deliberations. When taking decisions, the chair promotes the reaching of a unanimous position or the best possible consensus. If this unanimous position or consensus is lacking, the decision will be taken by majority vote.

## **2.9 Timeframe**

The committee takes a decision within 30 working days of receipt of the application. The committee may extend this period once by a maximum of 10 working days. The committee's decision and the reasons for this decision are communicated to the applicant in writing.

## **2.10 Register of decisions**

No report is made of what was discussed at the plenary session. Decisions taken by the committee are recorded by its chair in a register of decisions.

## **2.11 Confidentiality**

The members of the committee are obliged to observe confidentiality in all matters they learn in their capacity as a committee, with the exception of the Executive Board.

## **Article 3 Consequences of decision-making**

### **3.1 Announcement of the decision**

The committee takes decisions on behalf of the Executive Board. The committee's decision will be communicated in writing to the applicant, the student counsellor, the dean and the Executive Board within two weeks of the plenary session. In any event, the decision contains:

- the date on which the decision was taken and the date of sending;
- a description of the reason for the application;
- the committee's decision and the reasons for it;
- indication of the possibility of objection as referred to in article 3.2.

### **3.2 Objection**

An objection against the decision of the committee may be lodged with the Disputes Advisory Committee within 6 weeks of the decision date, in accordance with the Regulations of the Disputes Advisory Committee.

### **3.3 Withdrawal of positive decision**

The committee may decide to revoke the decision to allocate an applicant financial support from the Financial Support Fund if it is found that it was allocated based on incorrect or incomplete information.

## **Article 4 Accountability**

### **4.1 Consultation with the Executive Board**

Representatives of the committee and representatives of the Executive Board meet at least once a year. In any event, the chair of the committee is present during this meeting.

### **4.2 Annual report**

The committee reports on its activities annually.

In any event, the annual report contains:

- an overall account of the composition and working methods of the committee over the past year;
- an overview of the applications for financial support from the Financial Support Fund handled over the past year and the manner in which they were handled;
- an overview of the bottlenecks in policy and procedures identified in the past year;
- a justification of the cases in which financial support has been granted subject to conditions;
- the way in which allocated financial support was redeemed.

The annual report will be completed no later than 1 March of the year following the year under review. The annual report will in any case be submitted to the Executive Board and the deans.

## **Article 5 Final provisions**

**5.1 Unforeseen circumstances**

If a situation arises for which these regulations do not provide, the committee or the chair will make the decision which appears to be the most reasonable and which is most in keeping with the HAN Financial Support Fund Scheme.

**5.2 Entry into force**

These regulations entered into force at the same time as the HAN Financial Support Fund Scheme, i.e. on 1 September 2018.

**5.3 Transitional provisions**

These regulations apply to committee proceedings from the date of their entry into force.

**5.4 Citation title**

These regulations can be cited as "Internal Regulations of the HAN Financial Support Fund Committee".