

REMUNERATION REGULATIONS FOR VAN HALL LARENSTEIN UNIVERSITY OF APPLIED SCIENCES

Annex E to the Student Statute

Title for Citations	VHL Remuneration Regulations
Effective date	1 September 2013
Approved by the Executive Board	27 August 2013
Endorsed by PC	10 July April 2013
Particulars	Students who claim a reimbursement on the basis of the VHL Remuneration Regulations cannot claim a reimbursement on the basis of the Student Financial Support Regulations and conversely.

1. Compensation for Students

In certain circumstances, students who are administratively active can qualify for compensation. Students can be compensated in two ways. A student can request a scholarship for student representatives through the Profile Fund Regulations or a student can request compensation through the VHL Remuneration Regulations.

1.1. Scholarship for Student Representatives (Profile Fund Regulations)

The Profile Fund Regulations provide students who are delayed in their studies, because of certain circumstances, the opportunity to receive compensation for this delay. Included in these special circumstances are administrative activities. Compensation takes the form of a financial arrangement that is based on the scholarship component of the study financing.

More detailed stipulations, the form of the request and other information with regard to the compensation from the Profile Fund can be found in the '**Profile Fund Regulations**'.

1.2. Financial compensation (VHL Remuneration Regulations)

Students can claim financial compensation through the VHL Remuneration Regulations. The following activities/functions qualify for remuneration:

- Membership in the Participational Council
- Membership in the Managing Committee of the Participational Council
Fees and compensation for the above-mentioned memberships are specified in Annex 1 of this regulation.
- Membership in the Programme Committee
- Membership in the Student Board of Appeals
- Membership in the Occupational Health and Safety Committee
- Membership in the Board of the Student Housing Foundation

Fees and compensation for the above-mentioned memberships are specified in Annex 2 of this regulation.

Students are eligible for compensation if they are registered at Van Hall Larenstein and have held one of the above-mentioned memberships for at least one year (in principle).

2. Compensation for Student Associations

2.1. Annual grant

Student associations can receive an annual grant consisting of a fixed amount of €1685 plus €10 per member (not counting former students). The reference date for the number of members is set at 15 November.

Student associations must officially request a grant by 1 December. If a student association has not submitted a grant request by 1 December, it will not receive a grant for the coming calendar year. In return for the grant, VHL expects that the student associations contribute to each location's introduction period, as has been the case in previous years.

2.2. National Sport Day

The association responsible for the organisation of the National Sport Day for Agricultural Universities can submit a request for sponsorship. VHL has reserved €2000 for this sponsorship. Before this amount is paid out, a detailed budget must be submitted.

3. Compensation for Study Associations and Study Project Groups

The study associations and project groups have a direct connection to a specific degree programme. These student groups may not request financing from the central fund, but in certain cases they can submit a request for financial support for specific activities to the programme director.

4. Incidental Cases

If incidental situations of activities that are not provided for in this regulation arise during the academic year, the Executive Board can decide that the person or group in question still qualifies for compensation. The Executive Board then also determines the number of hours.

Provisions for members of Participational Councils Van Hall Larenstein Foundation

The Van Hall Larenstein Foundation management council compensates PC members for their time spent.

Framework

The framework for compensatory time is the current CLA-hbo 2007-2010 and the HRA. The framework is listed in the tables below, in which Van Hall Larenstein counts as a large university of applied sciences (more than 4000 students).

Time is converted on an annual basis into a fraction of an FTE, assuming a full-time position of 1659 hours annually (= standard full-time position).

Table 1:

PC compensatory time (in FTE) in accordance with the CLA hbo 2007-2010

Description	CLA > 4000 ¹
PC chair	0.200
PC member	0.100

As can be seen from the tables above, the CLA does not provide for the compensation of members who, in addition to being a member, also fulfil the role of secretary or member of the managing committee. Because these roles demand extra time, the management council of the Van Hall Larenstein Foundation has chosen to compensate these members (see Tables 2 and 3).

Fairness Principle

As from the 2008-2009 academic year, the management council of the Van Hall Larenstein Foundation has chosen, out of a principle of fairness, to equate the compensatory time for students with the compensatory time for employees. In doing so, it has been concretely agreed, with the endorsement of the student members, that the following conditions are relevant:

- Current meeting structure (five cycles; with per cycle a technical consultation, an internal consultation, a consultation with the executives [management council or Executive Board]).
- In addition to the actual meeting time (plus preparation), compensatory time also includes attending work conferences/training meetings (maximum of three per year), and any reserve PC meetings. As such, these occasions can no longer be separately charged.
- As a guideline for compensatory time, each cycle is 30 hours (including preparation, meeting time, travel time). See the Annex entitled 'Calculation of meeting cycle hours'.
- The more ample compensatory time is partially motivated by the fact that students often have to miss course activities in order to participate in PC activities.
- When there is a question of multiple memberships, compensatory time will be cumulated.
- Compensation will be paid out on the basis of the number of meetings attended.
- Students are compensated per half year.

Compensation settlement for employees will automatically occur every month with a year-end compensation on the basis of reality for the past year.

The compensation to students for their participational council activities consists of two parts, namely the compensation in time and the accompanying hourly rate. The hourly rate is set at €6.75.

¹ > 4000: a large university of applied sciences, i.e., a university of applied sciences with more than 4000 students

**Actual compensatory time for members of the participational council
Van Hall Larenstein Foundation**

On the basis of Table 1 and the actual situation within the Van Hall Larenstein Foundation, the management council and the members of the Participational Council have established, in consultation, the following compensatory time for Participational Council members of the Van Hall Larenstein Foundation:

Table 2:

PC compensatory time (in FTE) at Van Hall Larenstein

Description	CLA > 4000	CLA standard: Expressed in hours	VHL	Calculation	VHL*
PC chair	0.200	330			364 hours
PC secretary			0.15	0.75 x 364 hours	273 hours
PC member	0.100	165			182 hours
MC member					+55 hours

* The basis for PC members is 30 hours per cycle (see below) x 5 cycles + hours for attending training. These hours are then equated with 0.1 FTE. The hours for the PC chair are twice that of a PC member and the hours for the PC secretary are three quarters that of the PC chair.

Unforeseen Circumstances

If extra time demands are placed on the Participational Council members due to unforeseen circumstances, the management council can decide to give supplementary compensation. Examples of these unforeseen circumstances may include:

1. cases where the management council requests support from the Participational Council.
2. cases where very specific matters are at play within the organisation, for which it is expected that the Participational Council will have to spend a good deal of extra time. A maximum of 200 hours per academic year will be compensated for these extra activities.

Procedure: For these activities, the management council and the Participational Council should make clear agreements beforehand.

Cumulation of compensation for multiple memberships

As specified in the conditions, compensatory time is cumulated in cases of multiple types of membership. This is specified in the table below.

Table 3:

Compensatory time including cumulation:

Position	Compensatory time	Calculation	Total
PC chair (and MC member)	0.200 + 55 hours	364 hours + 55 hours	419 hours
PC secretary and MC member	0.15 + 55 hours	273 hours + 55 hours	328 hours
PC member and MC member	0.100 + 55 hours	182 hours + 55 hours	237 hours
PC member	0.100	182 hours	182 hours

The regulation above was established during the third cycle of the 2011-2012 PC and takes retroactive effect as from September 2011.

Calculation of meeting cycle hours:

Preparation:

Reading documents 4 hours
Preparation in committees (2 per person) 4 hours

Actual meeting time:

Technical consultation (average of 2 per cycle) 4 hours
Internal consultation 5 hours (including any committee consultation)
Preconsultation 1.5 hours
Consultation with the management council 3 hours
Consultation with the Executive Board 2 hours
Internal decision-making process 0.5 hours

Travel time: 6 hours

TOTAL 30 hours

Remuneration rates for students with other memberships at Van Hall Larenstein University of Applied Sciences

- Programme Committee Membership

The compensation is €30,0 per meeting. The student only receives a compensation when he is present at the meetings:

- Board of Appeals

The compensation is €35.00 per case.

- Membership in the Occupational Health and Safety Committee: Maximum of twenty hours per academic year at an hourly rate of €6.75.

Resources:

Payment comes from the resources of the Executive Board when the activities in question affect the institution as a whole. If the activities are linked to a study programme, payment comes from the resources of the study programme in question.