



**University  
of the Arts  
The Hague**

PROFILING FUND  
IMPLEMENTING RULES

University of the Arts The Hague

December 2020

## Profiling Fund Implementing Rules

The Profiling Fund can provide financial support for students who have not yet been awarded a Dutch degree for the programme (bachelor or master) for which they are enrolled at the University of the Arts,

- if they have encountered or expect to encounter an extension of their studies, through no fault of their own, and as a result of which they are no longer eligible to receive any form of a student grant or loan ([www.DUO.nl](http://www.DUO.nl))  
or
- if they have got into serious financial difficulties in the course of their studies at the University of the Arts, through no fault of their own, which could not reasonably have been foreseen from the start of the study, and if they are not entitled to a student grant or loan ([www.DUO.nl](http://www.DUO.nl)).

### Students with a (possible) extension

1. The extension of their studies must have incurred or will occur under one or more of the following exceptional circumstances:
  - membership of the executive of a student organisation of some size with full legal authority, an education committee attached to the University or Council of Representatives;
  - activities in the administrative or social field which in the opinion of the Executive Board are also in the interests of the institution or of the programme that the student is following;
  - Illness or pregnancy and confinement;
  - special family circumstances;
  - a disability or chronic illness;
  - a programme that cannot be satisfactorily taken;
  - other exceptional situations pertaining to the student as established by the Executive Board of the institution;
  - other circumstances than those listed above, like students in financial difficulties, which would result in serious unfairness if no financial assistance were to be granted.
2. Administrative or other activities for commercial organisations or organisations that, by statute or in fact, promote discrimination on the grounds of religion, belief, political affiliation, race, gender or sexual proclivity, fall outside the conditions for awarding assistance.
3. As a rule, no assistance shall be provided if the extension of studies is the result of administrative activities for a student or other organisation /foundation and those activities are mainly intended to earn income (paid work).
4. Loss of income or impending loss of income in itself does not qualify as an exceptional circumstance for eligibility for financial support.
5. In the event of medical-therapeutic circumstances or functional impairment the first port of call is DUO. In other words students are obliged to first borrow the maximum possible from DUO and also to apply for a grant or loan for tuition fees. The extension of these covers one year. Should further extension occur thereafter the Profiling Fund (standard+1) comes into force.
6. Special circumstances must be notified to the student counsellors as soon as possible; the existence of the circumstances must also be demonstrated with documentary evidence at the time of the application.
7. In establishing the start and the duration of the financial assistance, on the basis of the application, the link between the special circumstances and the teaching programme will be taken into account. The assistance being provided however will not start before the extension of the study and not before the point at which the entitlement to a student grant or loan has lapsed.
8. The amount of the financial support is related to the last student grant received and is generally not higher than the student grant the individual concerned received or would have been entitled to. In exceptional cases, an additional provision is possible.

## Students in financial difficulties

who encountered or expect to encounter an extension of their studies

1. The Executive Board may take measures for students who are not entitled to any form of a student grant or loan if they can demonstrate that in the course of their studies at the University of the Arts, through no fault of their own, they have got into serious financial difficulties, which could not reasonably have been foreseen from the start of the study and which would result in serious unfairness if no financial assistance were to be granted.
2. Loss of income or impending loss of income in itself does not qualify as an exceptional circumstance for eligibility for financial support.
3. In the event of medical-therapeutic circumstances or functional impairment the first port of call is DUO. In other words students are obliged to first borrow the maximum possible from DUO and also to apply for a grant or loan for tuition fees. The extension of these covers one year. Should further extension occur thereafter the Profiling Fund (standard+1) comes into force.
4. Special circumstances must be notified to the student counsellors as soon as possible; the existence of the circumstances must also be demonstrated with documentary evidence at the time of the application.
5. In establishing the start and the duration of the financial assistance, on the basis of the application, the link between the special circumstances and the teaching programme will be taken into account.

## Application procedure

### Duty to report to the student counsellor

1. Students in one of the situations that qualify as special circumstances should get in touch with the student counsellor of their faculty as soon as possible, in principle within two months of the situation arising.  
KABK                      Mirjam Pol                      [m.pol@kabk.nl](mailto:m.pol@kabk.nl)  
KC                              Elke de Roos                      [e.deroos@koncon.nl](mailto:e.deroos@koncon.nl)
2. Having reported to the student counsellor students should draw up a study plan in consultation with the relevant department and their career guidance officer/tutor to limit the extension of their study or to catch up the extension.
3. The student counsellor consults with students who are unable to take part in the teaching programme for longer than two months to see whether interim termination of enrolment is an option. Considerations here are:
  - the possibility of students being able to make progress at a later date in the academic year;
  - the possibility of submitting a request for termination in good time;
  - if relevant, to avoid students unnecessarily consuming their grant/loan.
4. The student counsellor sends the request for financial support with the accompanying evidential documents to the Executive Board as soon as possible but at the latest two weeks after students have submitted them enclosing the student counsellor's own recommendation.
5. A student who benefits from financial support is duty-bound to report to the student counsellor when there is no longer a question of financial difficulty. Failing to do this may result in the institution reclaiming a part or the whole of the allocated allowance.
6. The student counsellor keeps a confidential file on the notification. To protect students' personal life they are obliged to keep confidential all the information that they acquire during the notification phase unless agreed otherwise in consultation with student.

### Substantiating the application

The application should comprise:

- a letter giving the reason for the extension incurred in studying and its (expected) duration.
- the most recent statements from DUO ([www.DUO.nl](http://www.DUO.nl)) if relevant;
- if the reason is medical or therapeutic:
  - a) a doctor's certificate or
  - b) a statement from a qualified therapist;
- if unforeseen financial issues are the reason:

- a) a sound financial account in the form of a statement of monthly income and expenditure;
- b) bank statements for the previous three months
- c) a list of the steps meanwhile undertaken to cope with the financial difficulties and of the proposed steps to remedy these in the (near) future;
- o an up-to-date overview of exam results;
- o a letter of recommendation from the student counsellor;
- o a letter of recommendation from the head of department or coordinator.

## **The reason, amount and duration of the financial support**

### The reason for the financial support

The reason for the award is given in the letter of confirmation as well as the date on which the amount will be paid.

### The amount of the support

The financial support is related to the degree of the extension of studying and is based on a percentage of the standard DUO amount. This is the basic loan. If students are entitled to a supplementary grant in the final month of the performance grant period, a percentage of this counts as well. There is no compensation for tuition fees credit and the student travel product.

If students submit an application on the grounds of medical-therapeutic circumstances or functional impairment they must first resort to the possibilities offered by DUO to apply for an extension of the entitlement to a performance grant.

No application can be made to the Profiling Fund to supplement the extension of the performance grant.

### Duration of payment

Students eligible for the Profiling Fund receive a maximum of 12 months financial support during their entire period of enrolment at the University of the Arts The Hague. In exceptional cases the period may be extended by a maximum of 12 months.

## **Time and method of payment**

### Time of payment

In the event of extension or expected extension of students' studies financial support will only be paid after the nominal duration of the studies, in other words once entitlement to study financing or an extension of the performance grant has expired. In case of dire financial circumstances financial support will be paid immediately after being granted.

The financial support will only be payable if students have fully complied with the enrolment conditions, including the financial conditions (payment as a lump sum or authorization for payment in instalments). If students are in arrears the Finance department will be asked for advice first.

If the financial support is awarded as of September the amount will be transferred on 30 September at the latest. An award after September will be settled within two working weeks provided all enrolment conditions have been met and tuition fees paid.

### Manner of payment

In principle the amount that is awarded by decision of the board is settled as a single lump sum.

An exception applies if the University board has stipulated that the point of departure is the standard amount of the DUO basic loan. In such cases payment is made in monthly instalments. Financial support terminates:

- as of the first day of the first month after passing the final exams of the study programme for which the financial support was granted, or
- as of the first month after the student has terminated enrolment at the University of the Arts The Hague, or
- after the expiry of the period for which the financial support was awarded, or
- if the reason of awarding no longer meets the criteria.

**Final points**

The Executive Board shall inform the student of the decision on the application in writing within 4 weeks and in case of holidays within 6 weeks.

The Profiling Fund Implementing Rules of the University of the Arts The Hague were adopted by the Executive Board on 6 January 2021, having received the consent of the CMR - Council of Representatives HdK on 20 December 2020.

*Disclaimer: The law on which these implementing rules are based (WHW), is guiding.*