

Protocol recording of administrative activities on diploma supplement

This is a publication of the CfR/CvM (Centre for Representation). The CfR/CvM supports participation within the Fontys University of Applied Sciences and is involved in: CPC/CMR, SDPC's, IPC's/IMR, (J)DPC's/(G)OC's. The CfR/CvM can be contacted via the advisor associated with your council and/or committee, or by e-mail, via cvm@fontys.nl.

Preface

This document tells you how to apply for a recording of your administrative activities on your diploma supplement, and which conditions apply. It also contains an application form. Do not forget to check the TER/OER (article 15, from 2017/2018: article 10) of your degree program for the deadlines. If you want to have 2 or more activities recorded, please add the extra activities (and required signatures) yourselves.

Instruction

Your administrative activities will be recorded on the diploma supplement at point 6.1: additional information. You can apply for a recording of your activities at the student administration office of your degree program. This concerns students who participate in:

- The Central Participation Council
- Degree Program Committees
- Institute Participation Councils
- Fontys LINK!

Other administrative activities that are in the interest of Fontys may also be recorded on your diploma supplement. This includes for instance administrative activities for study associations, student associations, or student sports associations.

Conditions for recording the activities on the diploma supplement

- The student addresses the application to the examination board of his degree program.
 - The administrative activities are confirmed for:
 - Central Participation Council -> by Centre for Representation
 - Fontys LINK! -> by Centre for Representation
 - Degree Program Committee -> by chairperson of the committee
 - Institute Participation Council -> by chairperson of the committee
 - Other administrative activities in the interest of Fontys -> by Director of your institute
- ! If the chairperson of your committee cannot confirm your activities, your application will be presented to the director.
- A short summary of your administrative activities is written in English on the application form (see examples below)
 - In the case of other administrative activities: describe what it entails and why it is in the interest of your degree program/institute/Fontys.
 - The summaries are in English and have a maximum of 200 words. They are ready to be copied to your diploma supplement without adjustments.
 - The student administration can only record the administrative activities on your diploma supplement after the examination board has signed the application.

Sample texts for CPC, DPC, IPC and Fontys LINK!

The bold lines will be mentioned at point 6.1 on the diploma supplement. The bold lines plus the explanation of the activities appear as extra activity at the end of the transcript of the diploma supplement.

Note that these are examples. You may alter the text.

Sample text CPC/CMR

Student participation in Participation Council as from until

Position: Student member of the Central Participation Council

Position: Chair of the Central Participation Council

Position: Vice-chair of the Central Participation Council

Position: Chair of the Student Faction of the Central Participation Council

The Central Participation Council is the employees' and students' consultative body for staff and students of Fontys University of Applied Sciences. The council has 22 seats, including 11 for the students' faction and 11 for the staff's faction. The Council is authorized to consult with the executive board about safety, health and well-being referred to in the Working conditions Act and the Working conditions Decree, as well as equal treatment of every staff member and student. The Council has right of consent in a number of important decisions of the executive board, such as the adoption of the institutions strategic plan and the outline of the budget, the student's policy, quality care regulations and the Teaching and Examination Regulations.

The regulations of this Council are based on the Higher Education and Research Act.

Sample text IPC/IMR

Student participation in Participation Council as from Until

Position: Student member of the Institute Participation Council.

Position: Chair of the Institute Participation Council.

Position: Chair of the Student Faction of the Institute Participation Council

Fontys University of Applied Sciences consists of 31 different institutes which provide Education on graduate and post graduate level. The Institute's Participation Council is the employees' and students' representative body for staff and students of the institute. One half of the Council consists of students and the other half consists of employees. The Council is authorized to consult with the Director about all institute-related matters. The Council has right of consent in a number of important decisions of the director, such as the adoption of the institute's policies, the student's policy, the outline of the budget and Teaching and Examination Regulations. The regulations of this Council are based on the Higher Education and Research Act.

Sample text DPC/OC

Student participation in Participation Council as from until Position:

Student member of the Degree Program Committee.

Position: Chair of the Degree Program Committee.

Each degree program at Fontys University of Applied Sciences has its own Degree Program committee, which consists of both students and lecturers. The Degree Program committee monitors the quality of education, brings up any serious issues for discussion and gives advice about the development and implementation of educational policy. The duties of the committee are:

- Advice on Teaching and Examination Regulations;
- Advice to the Managing director on all education related matters of the degree program concerned.

The regulations of this Council are based on the Higher Education and Research Act.

Sample text Fontys LINK!

**Student participation in Participation Council as from until Position:
Member of Fontys LINK!**

Position: Chair of Fontys LINK!

Fontys LINK! fulfills the role of an advisory body of the executive board, giving both requested advice (top-down) and unsolicited advice (bottom-up). The purpose of the bottom-up projects is to collect information about how students experience studying at Fontys. This input is the basis for unsolicited advice to the Executive Board. The purpose of the top-down projects is to provide requested advice in cooperation with the student faction of the Central Participation Council.

On the next page you find the “Application form recording of administrative activities”

Application form recording of administrative activities

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Recording of administrative activities on diploma supplement

To: Examination Board.....

Student:

Name and initials:

Date of birth:..... Place of birth:.....

Student number:

Fontys institute:

Degree Program:

Expected graduation date:

Administrative activities to be mentioned on the diploma supplement:

Activity 1:

Position:

Period: from until

Activity 2:

Position:

Period: from until

Summary of the administrative activities to be copied on the diploma supplement. Max. 200 words (See sample texts) :

Confirmation of the activities by:

Name:

Position:

Place..... Date.....

Signature:

Declaration of agreement Secretary Examination Board

Name:

Place..... Date.....

Signature:

Signature student:.....