

Facility Regulations for Programme Committees (PC) HZ

General

These Facility Regulations outline the provisions referred to in article 9 of Regulations for Programme Committees (PC) HZ, as determined by the Executive Board on 29 October 2019, with the consent of the College Board obtained on 18 September 2019.

Facilities

1. The Domain Director grants the PC the right to use those facilities which they are authorised to allocate and which the PC may reasonably require the use of for the adequate performance of its duties. This includes, at least, administrative, financial, and legal support and training. For the performance of the activities, the resources and services provided shall include at least the availability of a meeting and archive space. This space must be fitted with such facilities as are reasonable required for the performance of the duties.
2. At the PC's request and in consultation with the Domain Director, a budget shall be made available from which any costs in connection with the activities can be compensated, including a training budget and a budget for hiring internal or external experts.
3. Time will be made available to the members of staff who are part of the PC. The members of staff will be given (an exemption from other duties covering) two hours out of their normal weekly working hours (regardless how many hours per week they normally work, to be allocated to their PC duties.
4. The student members of the PC will receive a financial compensation in the amount of €8.50 (net) per hour, for two hours per week. Payments take place over 10 months of the financial year, whereby the months July and August are excluded due to the summer holidays. Student members must submit the digital declaration form to HZ each month, detailing the number of hours as well as any other costs incurred.
5. A student member is permitted, if their PC-activities cause a delay in their studies, make a request for financial support in accordance with HZ's Student Financial Support Fund (Profileringfonds) regulations.
6. Travel costs for student members of the PC are only reimbursed if they are incurred at times not covered by their public transport cards, if the travel costs were incurred in activities for the benefit of the PC and if a valid proof of purchase is provided.
7. For staff members of the PC any compensation of travel costs will occur via HZ's usual employee declaration regulations.
8. For other costs incurred by PC members for the benefit of the PC, a case by case assessment will be undertaken to determine whether those costs are eligible for reimbursement. For the avoidance of disappointment in hindsight with regard to reimbursement for costs, it is recommended that members discuss beforehand about any anticipated costs.
9. The PC members are entitled to exemptions from studying and other activities

if required for the performance of PC duties. The PC's meetings are held at such times that student members are able to attend without having to forego scheduled components of their educational programme.

Short Title

These regulations may be referenced as "Facility Regulations Programme Committees (PC) HZ".

Effective date

These regulations come into force on the day following the day on which the Executive Board has determined the regulations with the consent of the College Board.