

Procedure for application, allocation and payment of faculty organs from the A-pot (RFOS) (2025)

Leiden University provides funds from the RFOS (A-pot) to financially compensate students who partake in faculty representative bodies or boards of study associations for their efforts. This financial support is paid in the form of board months. This procedure describes the application, allocation and payment process of this financial support.

Bodies eligible for financial support from the A-pot

A number of different bodies are eligible for funds made available from the A-pot. At the Faculty of Archaeology, the following bodies are eligible:

1. Student members of the Education Committee;
2. Student members of the Faculty Council;
3. Board members of study associations.

1. Student members of the Education Committee

1.1. Application

Each year, the Student and Educational Affairs department (SEA) provides each faculty a number of board months to distribute accordingly amongst the faculty representative bodies. The total number of available board months is communicated by SEA to the faculties by means of an allocation letter. Student members of the Education Committee are eligible for this financial support. They may receive financial support of one board month for their efforts. If the Education Committee has a vice-chair who takes on extra duties that add to the functioning of the Education Committee, the Education Committee may agree with the Faculty Board that this student is allocated half a board month extra.

1.2. Allocation

Student members of the Education Committee are eligible for financial support under several conditions. Student members are expected to:

- Participate in the training sessions organised or facilitated by the Committee's secretary;
- Complete the Small Private Online Course (SPOC) within the specified time frame;
- Be present at least 80% of the Programme Committee meetings; the Faculty Board determines how the attendance requirement is measured.

If one or more of these requirements are not met, it may be decided to grant the student in question half a board month or no board months. If this is the case, the student will be informed by the assessor. Students who have previously participated in the Education Committee are exempted from following the training and completing the SPOC.

The assessor determines which students meet the set conditions and are therefore eligible for financial support. To this end, the assessor consults the Education Committee chairperson and secretary. The Faculty Board has to approve of the final distribution of board months. After approval by the Faculty Board, the assessor informs the Student and Educational Affairs department (SEA) about the division before July 1st.

1.3. Payment

After the assessor has notified SEA, the 'Bestuursbeurscommissie' from SEA will contact the students and send them an online form. The students can use this form to apply for their financial support. SEA's 'Bestuursbeurscommissie' (bestuursbeurs@sea.leidenuniv.nl) is the primary point of contact for students with questions about the payment.

2. Student members of the Faculty Council

2.1. Application

Each year, the Student and Educational Affairs department (SEA) provides each faculty a number of board months to distribute accordingly amongst the faculty representative bodies. The total number of available board months is communicated by SEA to the faculties by means of an allocation letter. Student members of the Faculty Council are eligible for this financial support. They may receive two forms of financial support for their efforts:

- Two board months;
- An expense allowance.

Furthermore, students who fulfil additional positions within the Faculty Council may receive a supplementary payment. The amounts are set as follows:

- Students who also take on the role of chair of the Faculty Council receive one extra board month;
- Student who also take on the role of vice-chair of the Faculty Council receive half a board month extra.

When a Faculty Council has faction chairs (Dutch: fractievoorzitters) who take on extra duties that add to the functioning of the Faculty Council, the Faculty Council can agree with the Faculty Board that these students are allocated half a board month extra.

2.2. Allocation

Student members of the Faculty Council are eligible for financial support under a number of conditions. Student members are expected to:

- Participate in the training organised by the Faculty and the University Council;
- Be present at least 80% of the meetings with the Faculty Council and meetings with the Faculty Board; the Faculty Board determines how the attendance requirement is measured;
- Contribute to the handover for new Council members (e.g. by contributing to a handover document).

If one or more of these requirements are not met, it may be decided to grant the student in question one and a half board month, one board month, half a board month or no board month. If this is the case, the student will be informed by the assessor.

The assessor determines which students meet the set conditions and are therefore eligible for financial support. To this end, the assessor consults the chair of the Faculty Council. The Faculty

Board has to approve of the final division of board months. After approval by the Faculty Board, the assessor informs SEA about the division before July 1st.

2.3. Payment

After the assessor has notified SEA, the 'Bestuursbeurscommissie' from SEA will contact the students and send them an online form. The students can use this form to apply for their financial support. SEA's 'Bestuursbeurscommissie' (bestuursbeurs@sea.leidenuniv.nl) is the primary point of contact for students with questions about the payment of the financial support.

2.4. Payment of expense allowance

During the course of the academic year, student members receive a declaration of membership and instructions on how to apply for an expense allowance from the board secretary. The board secretary is the primary point of contact for students with questions about the payment of the expense allowance.

3. Board members of study associations

3.1. Application

Each year, the SEA determines the amount of board months that can be distributed amongst the boards of the study associations at Leiden University. The total number of available months, will be communicated by SEA to the assessors by June 1st. Study associations that are recognized as such via the *Recognition procedure for study associations at Leiden University – Faculty of Archaeology (2023)* are eligible for financial support.

3.2. Allocation

In order to be eligible for financial support, the boards of the study associations have to fill in the *Point Model A-pot Study Associations* of the corresponding year and hand it in to the assessor. In this point model, the study associations motivate their course of action and the activities they have organised. Based on the submitted point models, the assessor determines how many points are awarded to each study association. After determining the allocated points, the available months are divided over the study associations. For this, the following formula is used:

$$\text{Points for 1 board month (a)} = \frac{\text{Total allocated points}}{\text{Total available board months}}$$

$$\text{Months per association} = \frac{\text{Total allocated points}}{a}$$

The number of board months per study association is then rounded off to whole or half months. After the LAssO approves of the distribution, the LAssO informs SEA before August 1st. The LAssO is responsible for informing the study associations about the months they have been allocated.

3.3. Payment

After the LAssO has informed SEA of the distribution, SEA's 'Bestuursbeurscommissie' will contact the board of the study associations to receive the so-called *Chairperson's Statement* and the information required for payment. The board then divides the months received among the board

members, after which SEA starts the process of payment. SEA's 'Bestuursbeurscommissie' (bestuursbeurs@sea.leidenuniv.nl) is the primary point of contact for students with questions about the payment of the financial support.