

Study Facilities Regulation

TU/e

EINDHOVEN
UNIVERSITY OF
TECHNOLOGY



Study Facilities Regulation

The TU/e is highly committed to the personal and professional development of its employees. Therefore, the TU/e often (partially) reimburses the costs of a study. The regulations below describe the basic principles that the TU/e employs for this purpose.

Definitions

Position-related studies aim at increasing/enhancing knowledge, insight and skills that the employee needs in order to perform his current position (or a position that he or she will perform in the near future as agreed with his supervisor).

Career-related studies aim at increasing the possibility of employing the employee in a different position within the organization or somewhere else.

Mandatory studies are work assignments that the competent authority defines as obligatory. Following this type of study is necessary for the performance of the position. Mandatory studies are completely reimbursed. No repayment obligation and/or repayment period applies; the provisions in this regulation following hereafter do not apply to mandatory studies.

The operational manager or the head of the department has decision-making power over the implementation of this regulation. In this regulation, this will be referred to with the term '**competent authority**'.

This regulation applies to employees of TU/e, with the exception of student assistants.

Article 1. General terms and conditions

1. *Submitting a request*

An employee requesting eligibility for study facilities must submit a request to the competent authority before the commencement of the study. The employee discusses his request beforehand with his or her supervisor. Next, the employee submits a request for study facilities via TU/e InSite. This request records what was discussed on the study facilities. The employee adds information the competent authority needs to evaluate the request for approval of study facilities. This may include a description of the contents of the study, duration of the study and an overview of the costs.

2. *Approval of study facilities by the competent authority*

After consulting the supervisor and HR advisor of the employee, the competent authority decides whether to grant the study facilities. This decision is based on related organizational interests and on the interest of the employee.

3. *Granted duration of the study facilities*

The study facilities are granted for the standard duration of the study program. If the employee is not able to complete the study program within this period, then the competent authority and the employee can reach additional agreements regarding extension of this period.

If it is determined that the employee has not studied and/or progressed sufficiently to complete the study within the agreed period due to circumstances of his own fault, then the competent authority can permanently or temporarily cancel the study facilities that were granted (see article 3.2).

4. *Determining repayment period*

Before the commencement of the study, the competent authority informs the employee about the repayment period with regard to the costs of the study. The repayment period is the period that an employee must continue to be employed by TU/e after completing the study. If the employee resigns during this period, then he must pay back the costs of the study or part of these costs.

The repayment period for short-term studies (< 1 year) is 1 year and the repayment obligation is 100%. The repayment period for studies longer than one year is equal to the standard duration of the study. The repayment obligation is reduced in proportion to every month that the employee remains employed by TU/e after completing the study.

Depending on the situation, the competent authority can decide to deviate from the standard repayment period.

Article 2. Subsidy for the costs of the study

If the competent authority decides to grant the employee a study facilities contribution, then TU/e uses the following points of departure for determining the sum of the subsidy for the study costs:

1. *Costs of the study*

The costs of the study include registration fees, course and tuition fees, preliminary exam, exam and diploma fees, and purchasing costs of course materials.

If the study is position-related, then the employee is reimbursed for 100% of the study costs.

If the study is career-related, then the employee is reimbursed for 50 or 75%. The competent authority decides upon the percentage.

2. *Travel expenses*

If reimbursement of the study facilities is granted, then the employee is reimbursed for the travel expenses that he has spent in the framework of his study according to the [TU/e Regulation on Compensation for Business Trips](#) (with the exception of accommodation expenses).

3. *Other expenses*

Other expenses include accommodation expenses, expenses for meals and other expenses that are necessary in the framework of the study. The competent authority decides whether to grant reimbursement for this and what the sum of the reimbursement will be.

Article 3. Repayment of the study facilities subsidy

1. *In case of resignation before completion of the study*

The competent authority can require the employee to repay the entire or part of the granted study facilities subsidy if the employee resigns before he successfully completes the study.

2. *In case of culpable circumstances*

The competent authority can require the employee to repay the entire or part of the granted study facilities subsidy if the employee does not successfully complete the study due to circumstances that the competent authority finds to be the fault of the employee.

3. *In case of resignation after completing the study within the agreed repayment period*

The competent authority can require the employee to repay the entire or part of the study facilities subsidy if the employee resigns after completion of the study but prior to the agreed period (see article 1.4).

4. *In case of not extending/changing the work agreement at the request of the employee*
The competent authority can oblige a temporary employee to repay part of the study facilities subsidy if the employee chooses not to extend his/her temporary appointment or not to change it into permanent employment.
5. *No repayment obligation in case of discharge*
No repayment obligation of the study facilities subsidy applies if the employee is discharged with an unemployment benefits eligibility or with a pension or pre-pension that will take effect immediately or if the employer decides not to extend the temporary employment.

Article 4. Study leave

1. *For attending lessons*
The competent authority decides whether to grant leave for lessons and how much time will be allocated.
2. *For exam and preliminary exam days*
The employee is entitled to a day of leave on an exam or preliminary exam day at the end of the study or at the end of a clearly completed unit within the study (for example a semester/study year) if this falls on a regular workday.
3. *For preparation for exams and other study activities*
The competent authority can grant the employee a maximum of 2,5 days per year for preparations for exams, peer reviews and/or other study-related activities.

Article 5. Final provisions

1. *Career guidance*
Every TU/e employee is entitled to a career programme once every four years. This includes checking which training matches the career steps. TU/e has made agreements with Euflex (career consult) regarding this. TU/e completely reimburses this.
2. *Special circumstances*
In special circumstances the manager Human Resource Management may deviate from the aforementioned provisions.
3. *Hardship clause*
The manager Human Resource Management has decision-making power in cases in which the coming into force of the new Study Facilities Regulation TU/e in conjunction with the existing Study Facilities Regulation TU/e 1978 clearly leads to unreasonable situations for employees.
4. *Coming into force of the regulation*
The effective date of this regulation is 1 January 2020.

Introduction in accordance with agreement IGO consultation dated 10 February 2020 under repeal of the Study Facilities Regulation TU/e dated 1 January 2013 and updated as on November 1, 2021.

A dispute can be submitted insofar as it relates to granting, rejection, withdrawal, or repayment of study facilities. Click [here](#) for more information.