

# **UT Continuing Education Regulations 1998**

## **I Definition of terms**

### **Article 1**

The following terms and definitions apply to these regulations:

- a. Executive Board: the Executive Board of the University of Twente
- b. employee: an individual who is employed by the University of Twente
- c. study leave: paid leave to take a continuing education course
- d. manager: a person who is responsible for managing a unit in accordance with the Executive and Management Regulations
- e. unit: an administrative unit as specified in the Executive and Management Regulations

## **II Continuing education on the instruction of the employer**

### **Article 2**

1. The immediate superior may instruct the employee to take a continuing education course.
2. This instruction must be done in writing. The manager will include provisions in the instruction relating to study leave and applicable allowances for the continuing education course.
3. The employee's manager will receive a copy of the instruction.

### **Article 3**

1. The manager will grant study leave to the employee for taking lessons, sitting exams etc., unless the interests of the unit dictate otherwise.
2. The manager may grant additional study leave to the employee for exam preparation.
3. The unit will be responsible for the following expenses:
  - necessary travel and accommodation expenses in accordance with the business travel reimbursement scheme;
  - necessary expenses for course, exam and certification fees;
  - the cost of required lesson materials.

### **Article 4**

If the employee is taking a continuing education course on the request of the employer, then the employee cannot be required to reimburse the employer for the study costs in whole or in part for any reason whatsoever.

## **III Continuing education on the request of the employee**

### **Article 5**

1. The employee may submit a request to the manager for a continuing education course at the manager's expense (either in whole or in part).
2. The request is to be accompanied by an estimate of the study costs and the required study leave. The manager may decide to authorize the continuing education course. The manager is to communicate his decision to the employee in writing, including the provisions for study leave and study costs.
3. If the manager rejects the request in whole or in part, then he must justify his decision. The manager is to subject the request for a continuing education course to a cursory assessment.
4. The employee's direct superior will receive a copy of the decision.

5. The employee may only be required to repay study costs if provided for in the decision referred to under point 2 above. The circumstances under which the study costs must be repaid are to be indicated.

## **V Notice of objection and final articles**

### **Article 6**

1. If the employee does not agree with a decision made by the manager based on these regulations, then the employee may submit a request to the manager to review the decision. This request for review must be submitted within six weeks. The employee will be given a hearing with the manager to explain his position. The manager may request others to be present during this hearing.
2. The manager is to reach a decision within six weeks of receiving the notice to review the decision, and is to inform the employee in writing. If the manager decides to uphold his original decision, then he is to provide justification for this fact, and he is to notify the employee that he may submit a notice of objection to the Executive Board within six weeks.

### **Article 7**

1. The manager may deviate from the provisions of these regulations in favour of the employee.
2. In cases which have not been foreseen by these regulations, the Executive Board is empowered to make decisions.
3. Upon entry into force of these regulations, the Study Facilities Regulation for government employees becomes inoperative.
4. These regulations are known as the University of Twente Continuing Education Regulations 1998 and enter into force on 31 August 1998.

**The Dutch text of this regulation is binding. In case of a difference of interpretation, this translation cannot be used for legal purposes.**