



UT Continuing Education Regulations

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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: the manager as described in the university's 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 Regulations on declaring expenses University of Twente; 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 taking into account Article 6.10 of the Cao NU (Collective Labour Agreement of Dutch Universities). 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 manager's 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.

IV Final articles

Article 7

1. The manager may deviate from the provisions of these regulations in favor of the employee.
2. In cases that these regulations do not provide for or that have a manifestly unreasonable effect, the Director of Human Resources will decide on behalf of the Executive Board. .
3. These regulations enter into force on 31 December 2019.

This translation is meant as a service to non-Dutch speaking employees of the UT. However, in case of a difference of interpretation, these translations cannot be used for legal purposes. In those cases the Dutch text is binding.