



G.F.S.V. PHARMACIAE SACRUM

SINDS 1881

april 2024

Enrollment and Unenrollment Policy from Pharmaciae Sacrum

1) Enrollment for an activity:

- a. A member can only enroll him-/herself. A member cannot enroll other members.
- b. You can enroll yourself by logging in via the P.S.-site. After logging in with a personal P.S.-account, members can enroll via the event calendar on the webpage. After verbal consent for registration, the board may enroll a member via the P.S.-site. For certain activities there is the possibility to enroll by filling in an enrolment list during a P.S. Social Drink. In addition, you can enroll yourself for an activity by sending an e-mail to the board of P.S..
- c. Enrollment for an activity is compulsory.
- d. Upon enrolment, the member is expected to attend the entire activity.

2) Unenrollment for an activity

- a. Unenrollment for an activity is possible until three days before the start of an activity. After this deadline you can only unenroll with a valid reason. For the Foreign Trip applies a different unenrollment procedure. The procedure will be presented on the event webpage. Unenrollment for activities that count for the point system of the course 'Professionalism in Pharmacy' has different rules, which are stated in section 4.
- b. Unenrollment with a valid reason must be done before the start of the activity. Unenrollment during or after the activity, without a valid reason, has consequences. These consequences are stated in section 3. Exceptions are reviewed by the board of Pharmaciae Sacrum.
- c. You can unroll by logging in via the P.S.-site with your personal P.S.-account. A member can unenroll via the event webpage. Also a verbal unenrollment can be done by the P.S.-board at the P.S.-boardroom. In addition, unenrollment can be done by sending an e-mail to the board of P.S..
- d. Unenrollment after the three day deadline can be done by sending an e-mail with a valid reason to the P.S.-board.
- e. The board will review the given reason for unenrollment.

3) Consequences of absence without valid reason

- a. Consequences for members who do not meet the conditions under section 2, start at the date of that specific activity.
- b. A member who does not meet the conditions under section 2, will receive a mail warning of the board of P.S.. This mail is a warning and states that when a member meets the conditions under section 2 in the future, there will be no further consequences.



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- c. A member who does not meet the conditions under section 2 for the second time within one academic year, will be placed at the bottom of the enrolment list for a period of time of three months. In case of oversubscription, the member cannot participate in these activities.
- d. A member who fails to meet the conditions under section 2 for the third time within one academic year, will be excluded for all activities for a period of three months.
- e. The P.S.-board will make a list of all these people. Members will be included in this list if they do not meet the conditions under section 2. When a member doesn't unenroll him/herself correctly twice a year, the date of the second activity is considered as the date of placement on the list.

4) Professionalism in Pharmacy

- a. Unenrolment for an activity that counts for the point system of the course 'Professionalism in Pharmacy' is possible until three days before the start of the activity. After this deadline you can unenroll until 24 hours before the start of the activity, with a valid reason.
- b. Unenrolment after the deadline until 24 hours before the start of the activity has consequences, which are stated in section 3. Exceptions are reviewed by the board of Pharmaciae Sacrum and when necessary in consultation with the course coordinator of 'Professionalism in Pharmacy'.
- c. Unenrolment within 24 hours before the start, during or after the activity without valid reason, has the consequence that the student cannot let any activities of P.S. count for the point system of the course 'Professionalism in Pharmacy' for the rest of the academic year. The student will receive a mail about this from the board of P.S..
- d. The P.S.-board will make a list of all these people.
- e. The P.S.-board will review the given reason for unenrollment.
- f. When a member disagrees with the conditions under section 4, the student will be referred to the course coordinator of the course 'Professionalism in Pharmacy'

5) Financial aspects

- a. If a member does not meet the conditions under section 2, costs will be charged to the member.

The P.S.-board reviews the validity of the given reason of unenrollment. If a member does not agree with this, then he/she can contact one of the confidentials of Pharmaciae Sacrum.