



STICHTING STUDENTEN ACTIVITEITEN

Start-up document

STICHTING STUDENTEN
ACTIVITEITEN
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Start-up document

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Preface

Dear reader,

You are looking at the start-up document made by the Stichting Studenten Activiteiten (SSA). This document is made to help the students of Hanzehogeschool Groningen with starting a study or institute association.

We are very proud of this document and we hope that it will help board members of the starting associations in the coming years. If things are missing, you can always contact us.

Have fun reading and good luck with starting the new organisation.

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Introduction

You are looking at the start-up document of the Stichting Studenten Activiteiten (SSA). This document provides the basic information for the start-up of a student or institute association for the students of Hanzehogeschool Groningen (HG). The purpose of this document is to create a clear image for prospective board members about what setting up and running an association entails.

In the first chapter, we will discuss what a student association is. The formation of a student association will be discussed in chapter two. The most important information about the financial aspect of (starting) an association will be discussed in chapter three. Chapter four contains the steps that can be taken in the first year of the association, for instance writing a policy plan and looking for committee members. In the appendices, you will find the transfer document of the SSA, to support the start-up document. Examples of an application form, an agenda for a board meeting and a sponsor package are also included in the appendices.

1. Study association

1.1 What is a study association?

A study association is an organisation that is linked to a study program, multiple study programs or an institute, with the purpose of bringing students together, socially as well as educationally. A study association is often confused with a student association. There are some big differences between these two types of associations. Firstly, a study association is related to a study program or an institute and a student association is open for all students. Furthermore, study associations usually don't have hazings and the contribution is lower. Study associations organise activities for their members, to bring their members closer together and/or get them to know more about the study program or the professional field.

1.2 The organisation of a study association

A study association must be led. This is done by a group of students, the board. A study association usually has multiple committees that organise activities for the rest of the members, each committee in a different (social or study related) area. In order to control the board, most study associations work with a Supervisory Board (RvT) or an Advisory Board (RvA). Students can take place in these boards, but teachers or old board members can also take place. The occupation of these boards is described in chapter four.

1.3 Composition of the board

Unless the statutes (section 2.3 provides more information on the statutes) decide otherwise, a board consists of at least the following three positions: chairman, secretary and treasurer. Often, there is also the position of internal coordinator and external coordinator. In appendix 1 of the transfer document, these functions are further explained. For the foundation year, it is useful to have an extra board member, because establishing an association is usually a lot of work.

1.4 Interpretation of the board year

In a board year you organise various activities. These activities can be focused on bringing students together or they can be an addition to the study program. Most associations therefore organise activities such as drinks, workshops, guest lectures, trips in the Netherlands or trips abroad, and congresses. Because this is a lot of work, the board is supported by the committees. To make sure that the association continues to run smoothly, meetings are required. This includes many different types of meetings that take place at different frequencies. Examples are: general meetings of members (ALV), board meetings (BV), committee meetings, evaluation meetings, et cetera. Meetings are explained further in chapter four.

1.5 Own office

For the board it is important to have a fixed place where members and teachers can find the board. It is therefore important for the association to find a workplace. The facilities document can help you with this. Please note that this document contains guidelines.

1.6 Official foundation

Before an association can be started, the board needs to have permission from the institute to which the study program belongs. The board needs to have a conversation with the Dean of the institute first. If you start a study association, you also need to have a conversation with the team leader of the study program to get permission. If this conversation shows that they are up for it, the board can then start writing an action plan. This action plan needs to contain the outlook of the association and some of the activities they plan to organise. This document also needs to contain an outline of the costs. The institute can then see how much money they need to put aside, because student associations get an annual financial contribution from the study program. If the study program or institute agrees, the board can start writing the statutes. The statutes are the official foundation documents of the association. Without the statutes, an association does not really exist in the eyes of Hanzehogeschool Groningen. In section 2.3 you can find more information on the statutes. To finally become an official association, the board has to register the association with the Kamer van Koophandel (KvK), with the help of a notary.

1.7 Type of association

When a study association is started, you have to decide if the association will be linked to an institute or a study program. This is decided in consultation with the Dean of the institute or the team leader of the study program. For a study association, it is optimal to have a minimum of 200 to 250 members. If a study program has fewer students (a maximum of 300), it is hard to acquire this number of members. If this is the case, it must be considered whether to become an institute association or to operate as a small association. If the association is linked to an institute, this means that multiple study programs are part of the association.

1.8 Contact with other associations

Because there are a lot of associations with experience, we strongly recommend you to contact the boards of other associations. The SSA has a document that contains all other Hanze UAS organisations. You can find this document in appendix 5. Use the knowledge of these associations and stay in good contact with the SSA.

2. Foundation

2.1 Contacts within Hanzehogeschool Groningen

If the study program and the institute gave permission to start a study association, agreements have to be made about the financial support of the study program and the role of the association within the study program. The Dean is responsible for placing an association in a room. A good connection with the institute is very important to get the best possible support system for the foundation. Furthermore, the contact with the teachers needs to be good as well. Teachers will be able to help with organising activities, they usually have connection with the work field and they can give tips for a work visit or guest lectures. Asking for permission to attend staff meetings of the study program can strengthen the bond between teachers and the association.

2.2 Name and logo

A study association needs a name and a logo to be recognisable. Concerning reputation and promotion, it is advisable to choose a name that has a connection with the study program.

With choosing a name and a logo, these are some points to think about:

- The name needs to be distinguishable and striking, but easy to remember;
- The logo and the name may not be used by other associations or a company;
- When choosing a name, take note of the restrictions or tips that the KvK gives on their website, see the following link: <https://www.kvk.nl/advies-en-informatie/bedrijf-starten/bedrijf-starten-wat-moet-je-regelen/een-bedrijfsnaam-kiezen/> ;
- When you design a logo, you can use a graphic designer or a designer website.

2.3 Statutes and registration KvK

Statutes are drawn up to give the study association the right to exist. These papers need to be established by a notary. The founders of the association who are present during the establishing by the notary, will be mentioned in the statutes. The statutes will also illustrate the objective of the association, how the association wants to achieve this objective, how the organisational structure works, the composition and the number of members in the board, and who can become a member of the association. Basic statutes can be obtained from a notary, to which the founders of the association can then make their own additions. The important points of the association to be established are as follows:

When the statutes are declared valid, a charge applies. This also applies to amending the statutes. It is therefore important to check the first version deliberately, with an eye to the future. The costs for making the statutes at a notary are between 240 euros and 850 euros. This depends on the amount of work that the notary still has to do on the statutes. If the statutes are delivered in their entirety, the cost for the notary will be considerable lower than if the notary has to still check or even add things. The study program will often pay these costs, but this is not guaranteed. Therefore, discuss this in your first conversation with the Dean or team leader.

The statutes are always checked by a notary. As soon as the statutes have been adopted, the association can be registered at the KvK. This is done by the notary.

3. Finances

3.1 Bank

As soon as an association or corporation is registered with the KvK, it is important to open a bank account. To be able to make a good decision on which bank you choose for your association, it is recommended to look at what different bankers offer. Pay attention to comfort and possible interest. The bank and collection costs can differ tremendously between banks. When the choice for a bank has been made, you can set an appointment with the bank to open an account.

As soon as everything is settled with the bank, the association is ready to spend money and collect income. At this moment, it is not yet possible to collect contributions. This has to be done in agreement with the bank in the form of a separate collection contract.

3.2 Membership file

A membership file is a file with information on all the members of an association. According to the student statute of the HG, some parts are mandatory to have in the membership file for the Hanze UAS organisations. A membership file consists of:

- Names of the members;
- Address details;
- Account numbers of the members;
- Signature.

The following information will be important for the contact with your members, but these are not mandatory:

- Phone number;
- Email address;
- Place of residence;
- Address;
- Postal code.

In addition, the registration form should state that the personal information of individuals will be handled with care, in connection with the General Data Protection Regulation (Dutch: AVG). There are various ways to manage a membership file. You can, for instance, use Excel. There are also numerous web applications that can manage the membership file. Think of Congressus, E-boekhouder and GroupLink. These applications do cost money though. A membership file with the names and information on the members goes together with a website and a debt collection function.

3.3 Registration form

To gather the information mentioned above, you need a registration form. This form needs to mention clearly when and how the members will hear when money will be debited from their account and the amount of money that will be debited. You can also ask on the registration form whether future members want to become active members, this way you can already attract new active members. In addition, you can mention the committees so a preference can be expressed. As mentioned before, it is not granted that an association can collect contributions immediately. If it is not yet possible for the association to collect money from its members, it will have to be clearly stated how the contributions should be transferred and to which bank account number. For instance, you can choose to create guidelines on how the description of the transfer should be filled in. This way, you can easily see which income comes from new members. However, it is important to apply the rules concerning a legally valid agreement correctly. An example of a registration form can be found in appendix 2.

3.4 General Data Protection Regulation (AVG)

The General Data Protection Regulation (AVG) is a privacy act that is applied throughout the European Union (EU). The AVG empowers everyone to stand up for themselves. The privacy rights are strengthened and expanded. The AVG describes how you can obtain valid permission from people to process their personal information. This requires a conscious action of the person. For example, you cannot simply cross the box for someone. You must be able to show the received permission. Withdrawing this permission should be as easy as giving it.

As an association, it is very important to follow these rules. Activities fall under the privacy act sooner than before. In addition to names and addresses, data linked to IP-addresses, cookies, email addresses and the like also fall under the act. Even if you do not know which person is connected to the data, you must treat it as privacy sensitive.

Do you want to learn more on the AVG legislation? Click [here](#).

3.5 Accounting

To keep all the income and expenses up to date, your association or institution needs accounting. Because a starting association or institution does not usually have a lot of income, the cheapest way to do accounting is with Excel.

Accounting is a very important part in running an association. It is therefore important to start accounting in the beginning. If the treasurer does not have a lot of knowledge of accounting, it will be important to ask for help. You can ask for help from another association or institution. An experienced audit committee might be able to help as well. This not only applies to accounting, but also to drawing up an invoice etc.

3.6 Audit committee

The audit committee is a committee that checks the treasurer on the finances. The board shall render account to the ALV annually by presenting its annual report. If no audit certificate is issued, the association must appoint at least two members to the audit committee. This cannot be board members. People who have experience with finances are most suitable for the audit committee. The audit committee will check the cash regularly. During these check-ups the invoices and accounting will be checked. Subsequently, the audit committee will report their findings to the general meeting of members (ALV).

3.7 Direct debit

It is ideal for an association to collect contributions by direct debit. This way, the members can sign for tacit renewal of their membership. This method is often used by association to keep their members. However, it often happens that the bank does not want to conclude a direct debit contract in the foundation year of an association. This means that in the first year, the association needs to ensure that its members pay the contributions themselves.

3.8 Money of the study program

To start an association, you need a certain budget. This money is needed to make the statutes, to draw up the membership file and to buy certain office supplies. This starting budget can be obtained with the help of the study program of the institute, as mentioned before. As of right now, there is no minimum amount that the institute needs to meet.

4. The foundation year

A lot needs to happen in the foundation year of the study association. The base of the association must be set up. The most important parts of this year are described below.

4.1 Writing the policy plan

A policy plan of a board is written to make sure that the board has a planned procedure for the board year. The policy plan is a good guideline to run the association. A policy plan usually contains the following components:

- Purpose and view of the association
An association always has a certain purpose and a certain view. It is important to enter these in the policy plan, definitely in the foundation year. Appropriate norms and values can also be mentioned here.
- Board tasks
Each board member has their own board tasks. These tasks are usually the same every year, but it is pleasant for the members to be able to find the task descriptions in the policy plan. In addition, it can be useful to rotate the tasks each year. Sometimes a position suits someone well, but a certain task does not. This task can then be given to someone else. As soon as this is established, the tasks can be entered in the policy plan.
- The general objectives
To grow as an association, you need to draw up general objectives every year. These objectives should be challenging, but attainable. The objectives can also be phrased using the SMART method (specific, measurable, attainable, realistic, timely). This makes your objectives clear for everybody. Drawing up objectives is not easy for an inexperienced board. You can ask the SSA or other associations for help.
- The personal objectives
It is possible to enter personal objectives of the board members in your policy plan. These objectives can relate to the position tasks, but they can also relate to personal development.
- The committees and their tasks
The policy plan can contain a description of every committee. Sometimes the committees will work out their own objectives so they can be entered in the policy plan.
- The activities
Apart from the activities that are organised by the committees, the board usually also organises some activities to meet an objective or to carry out the purpose and view of the association. It is useful to enter these objectives in the policy plan as a guideline, so the members know what activities are coming.
- An annual plan
The association's annual plan can be drawn up in two ways. The first is a global plan: this plan can be made by fixing the activities on a quarterly basis. The second is a very specific plan. In this plan, everything is outlined by week, or even by day. This allows members to take the activities into account and possibly keep these days free. In this form of planning, you can also consult with the timetable maker at the beginning of the year to have the activities included in the timetable.
- Estimate
The estimate will also be entered in the policy plan. This is called the financial policy plan of the association for that year. The estimate is an estimation of the expected income and expenses.

4.2 Appointing an advisory or supervisory body

It is sensible to have an advisory (RvA) or supervisory board (RvT) for the association. The differences between a supervisory board, an advisory board and an advisory and supervisory board are described below:

- **Supervisory board:**
An RvT can supervise and intervene when necessary. It can demand or ask the board to act in a certain way, to organise activities and to draw up certain documents. An RvT only has rights if this is mentioned in the statutes. The distribution is done by the association. This request can be done via the Hanze website.
- **Advisory board:**
An RvA can give advice on the functioning and actions of the board. It cannot make demands; this is the difference between an RvA and an RvT. With an RvA, the board can still choose how to act. The RvA will, however, go through all the documents when the policy plan and estimate are finished and they will give you feedback.

The statutes usually mention the kind of advisory or supervisory board that an association works with. Tasks and qualifications of the RvA or RvT can be mentioned in the regulations (HR). The aim of all of these boards is to oversee from the outside how the association and the board operate and function and to monitor the continuity within the association. These boards can give advice and offer supervision to ensure that the association functions optimally. When a problem arises within the board, they can also help by giving advice. The members who sit on a council have often already been a board member, either in the same association or a different association. However, this is not mandatory. The people who can take place in the RvA or RvT are often determined in the statutes. Sometimes a teacher is also a member of the RvA or RvT. This can be useful to strengthen your connection with the study program.

Former board members of the association are well equipped to give advice about important things for the association because they are often familiar with the association. This can be an advantage as well as a disadvantage. A disadvantage could be that the former board members want the board to operate the same as in previous years. A board can therefore be less innovative. An advantage is that the former board members will always think in favour of the association and they know the ins and outs of the association. If a member of the RvA or the RvT is external, he/she can have a new perspective on the association. The transfer can, however, be a disadvantage, because this person will have to read up on all the associations. Usually, one or more members of the RvA or the RvT are also part of the selection committee for new board members.

4.3 Board meetings

Board meetings are important to keep the board members up to date. These meetings usually take place once a week and last two to four hours. The chairman makes an agenda and sends this 24 hours prior to the meeting to the other board members so it can be provided with feedback. During these board meeting, activities, committees and other board related tasks are discussed. The notary takes the minutes during the meeting. In the appendix you can find an example of an agenda.

4.4 Drawing up protocols

Drawing up protocols in the first year of the association helps you to lay a good foundation on activation and procedures. Some examples of protocols that can be drawn up are an archives protocol, a house style protocol, an accounting protocol or a printing protocol for posters. Having protocols for these matters will ensure continuity.

4.5 The formation of committees

The committees are the supporting factor of the board for organising activities. Without committees, a board cannot function properly. Committees are formed by members of the association who like to do something fun alongside their studies. The internal coordinator is responsible for the committees, he/she makes sure the committees are formed and that they function properly. For the internal coordinator, it is important that enough active members are recruited, and that the active members are retained. In addition, a new board is often formed of active members. The internal coordinator can decide how many members each committee needs, usually a committee consists of three to ten members. This depends on the type of the committee. Within a committee, there is usually the function of chairman, secretary and treasurer. The other committee members are general members or they can have a function like taking care of the promotion or looking for sponsors. When you found a new association, you usually start with two or three committees. These are usually the social committee, the activities committee and the study committee. With these committees, you can organise the first activities, parties and lectures. You can give the chairmen, secretaries and treasurers a workshop in the beginning of their committee year, so they know what to expect.

4.6 Drawing up the regulations

The regulations (HR) are a collection of rules within the association. These rules support the statutes and they are subordinate to the statutes. The regulations are often an addition to the statutes and the statutes are always guiding. Unlike for the statutes, you do not need a notary to draw up or amend the regulations. Drawing up regulations is not mandatory. Apart from the agreements, rules and guidelines, the regulations can also contain the tasks and qualifications of the board members and, for example, the Advisory (RvA) or supervisory (RvT) board. It is often also mentioned how you can recruit or appoint a RvA or RvT. It is fixed in the regulations how the rules can be altered.

4.7 Looking for sponsors

To organise activities, it is important for the association to have sponsors, also known as partners. It is very important to start approaching companies immediately after the association is founded. You can make this easier by making sponsor

ship packages. You can find an example of this in the appendices. In addition, you can use the 'club van 50' method. The idea is that many different companies can sponsor a small amount of money.

4.8 Finding a favourite bar

Most associations organise a party or drink once a month. It is therefore useful to choose a pub for these activities. This will be the 'stamkroeg' (favourite bar) of the association. There are many pubs in Groningen that are open to this and that would like to enter into a contract for monthly drinks. The pub will then also be a sponsor of the association, and this makes it possible to ask the pub for a sponsor sum or other things like association clothing. Finding a favourite bar and entering the contract with the bar is a task for the external coordinator.

Appendix 1: Transfer document SSA

This is a separate appendix. You can find it on the website of the SSA.

Appendix 2: Example registration form

Registration form study association X SEPA AUTHORISATION

Name: study association x
Address: ...
Postal code: ...
City: ...
Payee ID: ...
Reference of authorisation: ...
Reason for payment: contribution

By signing this form, you give study association X permission to send an annual collection order to your bank to debit € [contribution sum] from your account. If you do not agree with this charge, you can have it reversed. To do so, contact your bank within 8 weeks of the debit entry. Ask your bank for the conditions.

Your membership will be silently prolonged, unless you unsubscribe in writing before the first of July.

Initials:

First name:

Last name:

Address:

Postal code:

City:

Country:

Student number:

Date of birth:-....-.....

Gender: male/female

Place of birth:

Private email address:

Email address HG:

Phone number:

IBAN:

Place and date:

Signature:

Appendix 3: Example agenda of a board meeting

Agenda board meeting

Date:

Time:

Location:

Chairman:

Secretary:

Absent:

1. **Opening**
2. **Announcements**
3. **Setting the agenda**
4. **Setting the minutes**
 - a. **Minutes previous BV (board meeting)**
 - b. **Task list**
5. **Function updates/announcements**
 - a. **Chairman**
 - b. **Secretary**
 - c. **Treasurer**
 - d. **Intern**
 - e. **Extern**
6. **Committees**
7. **Activities**
8. ...
9. ... Specifics for that week
10. ...
11. **Collaboration**
12. **W.v.t.t.k.***
13. **Closing of the meeting**

*Wat verder ten tafel komt (any other business)

Appendix 4: Example sponsorship package

Example sponsorship package

For student organisations of Hanzehogeschool Groningen

Introduction

You are looking at sponsorship plan of study association X. Sponsorships are essential, because this is one of the most important sources of income of the association.

Sponsor goal (year)

For the coming board year, we have set a new goal. This goal is to raise a minimum of €[sponsor goal] in sponsorship money. The association can use this money to organise more activities for its members, among other things.

How to achieve

To raise this amount of money, we will contact several different companies. We will look at small and bigger companies that are related to the field of [relevant study association]. We will contact the companies in the following ways:

- Mail contact
- Phone contact
- Face to face

A formal approach will take place by email, in which something about the association will be told. After this, we will explain what we offer and what sponsor packages there are. We will mention all the contact information, so we can call afterwards. If there is no answer after a week, the company will be called. Even if the reaction is negative, the company will be called to ask for the specific reason.

If there is telephone contact with a company, this will be a formal conversation. We will first explain who we are and we will explain the objective of our association. We will then talk about what both sides have to offer, and we will bring up the sponsorships packages. After this, the company can decide if they want to work with us or not. If they say yes, we will make a new appointment.

If you are meeting face to face, it will be a formal conversation. There will also be a small introduction. After this, we will talk about what both sides have to offer. In the end, concrete agreements are made, and this will be established in a contract.

(example contents sponsorship flyer) Sponsorship packages Study Association X

Platinum package

€1000,- a year

The Platinum package makes you a main sponsor of study association X. This provides a lot of advantages for your company. We have a wide range of products that we can use to promote your company through various types of media.

What is included in the Platinum package?

- 12 months on the banner of the website
- A description of your company on the website
- An A4 page in the magazine
- Your company logo on the flyers and blog
- Your company logo on the posters
- Your company logo on the T-shirts
- Promotion for you company on the Facebook page (4x)

Gold package

€500,- a year

The Gold package gives you promotion in numerous ways. We will promote your company through various types of media.

What is included in the Gold package?

- 6 months on the banner of the website
- A description of your company on the website
- An A5 page in the magazine
- Your company logo on the flyers and blog
- Your company logo on the posters

Silver package

€300,- a year

The Silver package also has a lot of advantages for your company.

What is included in the Silver package?

- 3 months on the banner of the website
- A description of your company on the website
- An A6 page in the magazine
- Your company logo on the flyers
- Your company logo on the posters

Bronze package

€150,- a year

The Bronze package also has a lot of advantages for your company.

What is included in the Bronze package?

- 1 month on the banner of the website
- A description of your company on the website

Individual prices

Website options

Description on the website: €70,-

12 months on the banner: €200,-

6 months on the banner: €100,-

3 months on the banner: €50,-

1 month on the banner: €30,-

Magazine

A4 page in the magazine: €250,-

A5 page in the magazine: €150,-

A6 page in the magazine: €75,-

Other options

Logo on poster: €100,-

Logo on flyer: €100,-

Logo on T-shirts: €200,-

Promotion on the Facebook page (4x): €50,-

Appendix 5: Contact information Hanze UAS organisations

Here you can find an overview of the Hanze UAS organisations that are part of the SSA.

Name student organisation	Study program or institute, or activities	Location of the office
Ad Legem	Law studies	Zernikeplein 7, E2.09
Arteva	Minerva Academy	Gedempte Zuiderdiep 58, A31
BMG	Businessmatch Groningen	Kadijk 2, room 101, 1097 HX Groningen. Building on the right, go through the door and turn left immediately and go up the stairs.
Cura	HBO-Verpleegkunde (Nursing school)	Petrus Driessenstraat 3, DK.02, basement C-wing
Check	Accountancy	Zernikeplein 7, E2.07
Corps van Leerlingen	Bouwkunde, Technical studies	Zernikeplein 11, club next to A2.11
Dices	Logopedie	Petrus Driessenstraat 3, basement C-wing
Equilibrium	Institute Life Science & Technology	Zernikeplein 11, DQ111 (greenhouse, reachable via emergency stairs in C-wing)
Ergasia	Human Resource Management	Zernikeplein 23, M1.02
Exploratio	Medisch Beeldvormende en Radiotherapeutische Technieken	Petrus Driessenstraat 3, DK.07, basement C-wing
Facides Dione	(International) Facility Management	Zernikeplein 7, F0.23
Fiscagio	Fiscaal Recht & Economie and the new study program Finance Tax & Advice	Zernikeplein 7, E2.07
FSV Fysiek	Fysiotherapie	Petrus Driessenstraat 3, DK.01, basement C-wing
Gente	Toegepaste Psychologie	Zernikeplein 23, M1.08
Glitch	Game design	Zernikeplein 11, C2.10
HARD	Hanze Racing Division	Zernikeplein 11, D1.48
Hestia	Bouwkunde, Civiele Techniek, Architectuur, Built Environment	Zernikeplein 11, B1.35
HHS	Hanze Honours Society	Zernikeplein 11, H0.100
HMV Actis	Instituut Marketing Management	Zernikeplein 7, T2.15
Homerus	Bedrijfskunde MER	Zernikeplein 23, E2.11
HSE Faktor	Finance & Control	Zernikeplein 7, E2.08
HSV	Hanze Studentenbelangen Vereniging	Zernikeplein 7, E1.47
IBS-U	International Business & Management Studies	Zernikeplein 7, I2.08
KIC	Instituut Communicatie & Media en IT	Zernikeplein 11, D2.12
Le Baso	Pedagogische Academie voor het Basisonderwijs	Zernikeplein 9, D0.24
Linkit	Industrieel Productontwerpen	Zernikeplein 11, D1.61
Lijst Sterk	Lijst Student Erkend	Zernikeplein 7, E2.06
Maslow	Social Work	Zernikeplein 23, M0.18
Mesacosa	Instituut voor Sportstudies	Zwanestraat 35/35a and Zernikeplein 17, A2.10

RealTime	HBO-ICT	Zernikeplein 11, D2.25
Scopus	Technische Bedrijfskunde	Zernikeplein 11, D1.61
Tapp	Werktuigbouwkunde	Zernikeplein 11, D1.61
T.M.F.V Archigenes	Mondzorgkunde	Antonius Deusinglaan 1, FA35
Villa '96	Vastgoed en Makelaardij	Zernikeplein 23, A2.12
Vedi	Voeding en Diëtetiek	Petrus Driessenstraat 3, DK.05, Basement C-wing
Versorium	Elektrotechniek	Zernikeplein 11, D1.33
Z.O.E.M.	Management in de Zorg	Petrus Driessenstraat 3, DK.03, Basement C-wing