



STICHTING STUDENTEN ACTIVITEITEN

INFORMATIEPAKKET SSA BESTUUR

Regulation Student Assistance Fund 2022-2023

Rules of Procedural Nature

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Groningen, September 2022

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1. Introduction

The Student Assistance Fund is a fund established by Hanze University Groningen (HG) to which administratively active students can apply. Every year, the Stichting Studenten Activiteiten (SSA) draws up rules of a procedural nature for methods of recognition and applications. This document contains these rules for administrators who have done an administrative year at HG. This document applies to academic year 2022-2023. Chapter two of this document provides general information about the Student Assistance Fund. It also describes how to submit a Student Assistance Fund application. In chapter three, the general conditions are named, in which an explanation is given about what the notarized statutes must comply with. Chapters four and five specify the special conditions and the scoring for the activities of study associations and other organisations, respectively. Chapter six states what documentation must be supplied during the first submission moment. Chapter seven specifies which documentation must be submitted during the second submission moment. For your information, the Student Assistance Fund appendix 2A of the Student Charter 2022-2023 and the procedure regarding the Student Assistance Fund are attached.

2. General information

This chapter describes what the Student Assistance Fund is and how to submit a Student Assistance Fund application.

2.1 Student Assistance Fund

The Student Assistance Fund is a fund set up by HG to which administrators can apply, with the aim of compensating administrators financially for any study delays incurred during the administrative year. To be eligible for financial support from the Student Assistance Fund, the student organisation must be recognised. A student organisation is recognised if it meets the so-called general conditions. These conditions can be found in appendix 1 of this document: Student Charter 2A Student Assistance Fund.

2.2 Application

An application can be made by submitting a Profiling Fund portfolio via SharePoint. SharePoint is provided with a certain folder structure and accompanying folders. All documentation must be supplied in PDF format. The procedure for an application can be found in Appendix 2: Procedure.

2.2.1 Deadlines

The deadlines for submission are as follows:

September Boards 2021-2022

What	When
General conditions*	1 December 2021
First submission deadline	1 December 2021
Announcement sample SSA	September 2022
Feedback evidence sample	1 October 2022
Feedback documents	1 November 2022
Second submission deadline	1 December 2022

February boards 2022-2023

What	When
General conditions*	1 May 2022
First submission deadline	1 May 2022
Announcement sample SSA	February 2023
Feedback evidence sample	1 April 2023
Feedback documents	1 March 2023
Second submission deadline	1 May 2023

September Boards 2022-2023

What	When
Funds workshop SSA	October 2022
Feedback documents	1 November 2022
General conditions*	1 December 2022
First submission deadline	1 December 2022
Second submission deadline	1 December 2023

February boards 2023-2024

What	When
Funds workshop SSA	March 2022
Feedback documents	1 April 2023

General terms and conditions*	1 May 2023
First submission deadline	1 May 2023
Second submission deadline	1 May 2024

**General conditions must be delivered once every three years, see chapter three for more information.*

An administrative year according to the Student Assistance Fund runs from **1 September to 31 August** or from **1 February to 31 January**. All activities outside this period are not included in the Student Assistance Fund.

2.2.2 Acknowledgement and scholarship months

After the first submission, the SSA prepares an advisory report and sends it to the Student Assistance Fund Committee within one month. The advisory report gives an indication of how many points an HG student organisation can earn based on the activities described in the annual plan and the annual schedule. In addition, the Student Assistance Fund Committee provides feedback on whether an HG student organisation is recognised on the basis of the general conditions. If the first submission and general conditions are approved, the Student Assistance Fund Committee will indicate in a letter how many scholarship months a board will be awarded. After the second submission, the SSA prepares an advisory report and sends it to the Student Assistance Fund Committee within two months. This advisory report contains the advice on the number of scholarship months to be awarded to HG student organisations. The Student Assistance Fund Committee accepts or rejects the advice and informs the HG student organisations of the number of bursary months.

2.2.3 Payment

By default, a director is paid in one lump sum, this is only done after the second submission moment. If a director of an HG student organisation chooses to be paid the scholarship months in two payments, the director can submit a request for payment to the Student Assistance Fund Committee based on the acknowledgement and an agreement of the first submission moment. Please note that the Student Assistance Fund Committee meets once a month. Disbursement of the scholarship takes place in the following calendar month, which means it can take more than a month until the disbursement is actually made.

2.2.4 Checking annual report or evidence sample

Checking the scoring will be done in one of two ways:

- based on the annual schedule in the annual report or, for those organisations that fall into the sample pool.
- by passing the burden of proof. The sample pool is selected using a random choice generator. An HG student organisation in the sample pool always meets the general conditions.

2.2.5 Overview Student Assistance Fund

	Studentorganisations 2021 – 2022	Studentorganisations 2022 – 2023	SSA
September		Action point recalibration of membership records, bylaws checklist	- Mail general information Student Assistance Fund + selection recalibration 22-23 - Mail selection sample for September boards 21-22
Oktober	Submit evidence feedback sample by 1 October September boards		Fund workshops
November	Submit documents feedback by 1 November September boards	Submit documents feedback by 1 November September boards	Mail reminder 1 st and 2 nd submission deadline December
December	Deadline 2 nd submission September boards	Deadline 1 st submission September boards	Mail improvement points evidence sample to September boards 21-22
Januari			Mail result 1 st advisory report September boards 22 - 23 to the CIE.PF
Februari			- Mail general information Student Assistance Fund + selection recalibration - Mail selection sample for February boards - Mail result 2 nd advisory report September boards 21-22 to the CIE.PF
Maart	Submit evidence sample feedback by 1 March February boards		Fund workshops

April	Submit documents feedback by 1 April February boards	Submit documents feedback by 1 April February boards	Mail reminder 1 st and 2 nd submission deadline May
Mei	Deadline 2 nd submission February boards	Deadline 1 st submission February boards	Mail improvement points evidence sample to February boards 21-22
Juni			Results 1 st opinion report February boards
Juli			Outcome 2 nd advisory report February boards
Augustus			

3. General conditions

An HG student organisation **must definitely** meet the general conditions to be included in the Student Assistance Fund Scheme as a recognised student organisation and to be eligible for scholarship months. Documents to meet these conditions must be provided once every three years. In September and January, HG student organisations are notified by e-mail of which HG student organisations must submit these documents (general conditions). The deadlines for this can be found in section 2.2.1 of this document.

General terms and conditions mean the following:

- the notarised articles of association;
- the corresponding checklist;
- the digital membership records.

All documents must be submitted in PDF format.

3.1 Notarised statutes

The HG student organisation must provide a copy of all pages of the original statutes. They must also bear a notary's signature and stamp. In doing so, the following checklist must be submitted fully completed.

3.1.1 Checklist

Included in the statutes are the following points:

- Objective of the HG student organisation;
- Activities of the HG student organisation;
- Organisational structure;
- Persons who can become board members;
- Method of election or appointment of the board;
- Term of office of the board;
- In the case of an association which persons can become members ;
- The organisation focuses on the student community, a programme or school of HG;

- The executive board of the organisation consists of students;
- The organisation is open to any student enrolled at HG, or a particular study programme or school of HG.

Also applies:

- The HG student organisation contributes to a positive image of the HG;
- The HG Student Organisation has signed the Code of Conduct for Introductory Periods for HG and University of Groningen student associations and organisations;
- The HG student organisation draws up an annual plan including a budget each year;
- The HG student organisation produces an annual report every year;
- The HG student organisation prepares an annual income statement.

Numbers:

- Total number of dues-paying full members;
- Number of students at the institute;
- Number of students at the study program

3.2 Digital membership administration

Criteria:

- It must be an Excel file. The format is present in the folder structure on SharePoint;
- All members in the membership records must have first and last names as well as a student number;
- Only these students will be counted towards the total membership number;
- It should be a membership list from the time of submission. For a September board this means between 1 November and 1 December of the current association year and for a February board between 1 April and 1 May of the current association year;
- Only students enrolled at Hanze UAS during the current academic year are included in the membership of the HG Student Organisation.

4. Special conditions: Point counting activities study associations

Below is the number of points that can be awarded per study-related, social and other activities. Points are only awarded if the activity is organised for the HG student organisation's own members, lecturers and/or partners. When preparing the annual plan, HG student organisations can use the list below. A maximum total of **12 points** can be awarded based on the range of activities.

The list of activities is not exhaustive. Should an HG student organisation organise an activity not described below, the SSA can be contacted for appreciation of the activity. Should a study association organise with one or more HG student organisation, this distribution per activity will apply:

2 organisations	60% of pt.
3 organisations	50% of pt.
4+ organisations	40% of pt.

4.1 Study-related activities

4.1.1 Small events

Lectures and workshops 0.4 pt.

Office and work visits 0.4 pt.

Tutoring

Taught by a professional or senior student. Points are for the whole.

Minimum 2-4 tutoring sessions 0.3 pt.

Minimum 5-8 tutoring sessions 0.5 pt.

Minimum 9 tutoring sessions 0.8 pt.

Coaching/buddy programme

One-to-one support during one block/period. Points are for the whole.

Minimum 2-3 persons 0.3 pt.

Minimum 4-5 persons 0.5 pt.

Minimum 6 persons 0.7 pt.

Domestic excursions outside Groningen 0.4 pt. per day

At least two study-related activities during the excursion. If it is a multi-day excursion there should be a study-related activity every day.

4.1.2 Major activities

Introductory camp

Without intro day(s) 1 pt.

In combination with intro day(s) 1.5 pt.

Intro days

Points are for the whole.

Minimum 1 day 0,3 pt.

Minimum 2-3 days 0.5 pt.

Minimum 4 days 0.7 pt.

Symposium

At least three different speakers per day.

1-day symposium 1.2 pt.

2-day symposium 2.2 pt.

3-day symposium 3 pt.

Foreign excursions

day 0.4 pt. per

A study-related activity of one half-day each day.

4.1.3 Other activities

max. 3 pt.

Committee competition 0.3 pt.

A unique competition throughout the association year with social and study-related components.

A content magazine or digital equivalent.

Minimum 1-2 issue(s)	0.2 pt.
Minimum 3-5 editions	0.4 pt.
Minimum 6-8 editions	0.6 pt.
Minimum 9-10 editions	0.8 pt.
Minimum 11 editions	1 pt.

This should be subject matter and/or appropriate to the relevant course(s). Points are for the whole.

Content-based podcast

Minimum 1-2 podcast(s)	0.2 pt.
Minimum 3-5 podcasts	0.4 pt.
Minimum 6-8 podcasts	0.6 pt.
Minimum 9-11 podcasts	0.8 pt.
Minimum 12-14 podcasts	1 pt.
Minimum 15 podcasts	1.2 pt.

A unique podcast with study-related components. Points are for the whole.

Almanac 0.5 pt.

5. Points for activities of other organisations

The points per activity are broken down into general activities, organisations for advocacy and opinion-forming, organisations for the labour market and organisations focusing on annual projects. Points are only awarded if the activity is organised for the HG student organisation's own members, alumni, teachers and/or partners. When preparing the annual plan, HG student organisations can use the list below. A maximum of **12 points** can be awarded in total.

The list of activities is not exhaustive. Should an HG student organisation organise a study-related activity not described below, the SSA may be contacted for appreciation of the activity. Should an organisation organise with one or more HG student organisations, this distribution per activity applies:

2 organisations	60% of pt.
3 organisations	50% of the pt.
4+ organisations	40% of the pt.

5.1 Advocacy and opinion-forming organisations

5.1.1 Small events	no max.
Individual advocacy	0.1 pt.

Debates	0.2 pt.
Domestic excursions outside Groningen day <i>At least two study-related activities during the excursion. If it is a multi-day excursion there should be a study-related activity every day.</i>	0.4 pt. per
5.1.2 Major events	no max.
Election week <i>Per seat won for the following year.</i>	0.7 pt.
Symposium <i>At least three different speakers per day.</i>	
1-day symposium	1.2 pt.
2-day symposium	2.2 pt.
3-day symposium	3 pt.
Foreign excursions day <i>One informative, socially relevant activity every day.</i>	0.4 pt. per
5.1.3 Other activities	max 3 pt.
Member and participant in national and/or international networks	1 pt.
Publication of opinion magazine(s) (series) At least 1 issue Minimum 2 issues Minimum 3 issues <i>Points are for the whole.</i>	0.5 pt. 0.7 pt. 1 pt.
Satisfaction surveys <i>At least five surveys</i>	1 pt.
5.2 Organisations for the purpose of study and labour market	none max.
5.2.1 Small events	
Guest lecture	0.4 pt.
Workshops/masterclass	0.4 pt.
Office and work visits	0.4 pt.
Domestic excursions outside Groningen day <i>At least two study-related activities during the excursion. If it is a multi-day excursion there must be a study-related activity every day.</i>	0.4 pt. per

5.2.2 Competition rounds/market days

At minor/class level with a minimum of two different competition rounds per event	1 pt.
At institute level with a minimum of two competition rounds per event	2 pt.
HG-wide with a minimum of two competition rounds per event	3 pt.

5.2.3 Major events

Foreign excursions <i>One study-related activity of one half-day duration each day.</i>	0.4 pt. per day
Symposium <i>At least three different speakers per day.</i>	
1-day symposium	1.2 pt.
2-day symposium	2.2 pt.
3-day symposium	3 pt.

5.3 Organisations focused on annual projects

5.3.1 Design process

Design process	max 4 pt. 2 pt.
Design	2 pt.

5.3.2 Manufacturing process

Chassis & Dynamics	max 4 pt. 1 pt.
Power train	1 pt.
Drive train	1 pt.
Electrical	1 pt.

5.3.3 Goal achieved?

Present, provided participation with product	max 7 pt. 2 pt.
Testing	2 pt.
Race	3 pt.

5.4 Other activities

Committee competition <i>A unique competition throughout the association year with social and study-related components.</i>	max. 3 pt. 0.3 pt.
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A content magazine or digital equivalent.

Minimum 1-2 issue(s)	0.2 pt.
Minimum 3-5 editions	0.4 pt.
Minimum 6-8 editions	0.6 pt.
Minimum 9-10 editions	0.8 pt.
Minimum 11 editions	1 pt.

This should be subject matter and/or appropriate to the relevant course(s). Points are for the whole.

Content-based podcast	
Minimum 1-2 podcast(s)	0.2 pt.
Minimum 3-5 podcasts	0.4 pt.
Minimum 6-8 podcasts	0.6 pt.
Minimum 9-11 podcasts	0.8 pt.
Minimum 12-14 podcasts	1 pt.
Minimum 15 podcasts	1.2 pt.

A unique podcast with study-related components. Points are for the whole.

Almanac 0.5 pt.

6. First submission deadline

The first submission moment is mandatory, the deadlines for this are in section 2.2.1 of this document. Seven documents must be delivered at the first submission moment:

- the contact details,
- the annual plan,
- the budget,
- an approval from the ALV (on the annual plan and the budget),
- an approval from the Dean or one other authorised contact person (on the annual plan and budget) of the institute to which the HG student organisation is affiliated,
- an extract from the Chamber of Commerce,
- the code of conduct of the Introduction Times Advisory Committee.

All documents must be submitted in PDF format.

At the first submission moment, points will be awarded based on the planned activity offer of an HG student organisation.

After the first submission moment, the SSA prepares an advisory report and sends it to the Student Assistance Fund Committee within one month. The Student Assistance Fund Committee informs the HG student organisations in writing whether it is recognised on the basis of the general conditions. If the initial submission and general conditions are approved, the Student Assistance Fund Committee will indicate in a letter how many scholarship months a board will be awarded.

6.1 Contact details

The application requires the submission of a form with contact details of the HG student organisation and contact details of two contact persons. This contact form is sent to HG student organisations in September and February. The contact persons will be given access to SharePoint. SharePoint is provided with a certain folder structure and accompanying folders. It is possible to give access to more than one person from the board, this should be emailed to the SSA treasurer.

6.2 Annual plan

An annual plan should be handed in at the first submission deadline. This is a plan of all activities applicable to the Student Assistance Fund, for the entire association year that the board sits. The annual plan should be laid alongside the checklist. From this, the SSA can see how many points can be earned from this annual plan and whether there may be additional activities to organise to earn more points. The annual plan should include a short description and date for each activity. A policy plan may also be used as an annual plan, provided it meets the same conditions. Furthermore, this annual plan must be approved by the General Member Meeting (ALV). This annual plan must have been approved by the Dean or another authorised HG contact.

6.3 Budget

A budget must be submitted with explanatory notes. Furthermore, this budget must be approved by the ALV, see 6.4. This budget must be approved by the Dean or another authorised contact person, see 6.5.

6.4 Approval by the General Assembly

The annual plan and the budget must be approved by the ALV. A policy plan which has been approved subject to changes may also be submitted, as long as these changes do not affect the range of activities. The HG student organisation then provides the minutes of the relevant meeting.

6.5 Inspection Dean

Furthermore, a form must be submitted with one signature of both a contact person of the HG student organisation and the Dean or one other authorised contact person of the HG. Should the HG student organisation not fall under an institute, this should be one signature from an authorised contact person within the HG (e.g. Student Affairs). This signature implies that the annual plan and budget have been for approval. There is a form for this in the folder structure.

6.6 Certified Chamber of Commerce extract

Finally, a certified extract from the Chamber of Commerce (CoC) must be submitted, showing all current board members. This can be requested online at the Chamber of Commerce.

6.7 Code of Conduct Advisory Committee on Introductory Times (ACI)

The ACI code of conduct must be signed by the HG student body and supplied in PDF. In addition, this signed code of conduct should be sent to the ACI before the deadline:



aci@rug.nl. The code of conduct can be found on the following website:

<https://www.rug.nl/about-ug/organization/administrative-organization/advisory-committees/aci/code-of-conduct-for-student-associations-and-organizations>

7. Second deadline

The second submission deadline is mandatory. The submission of documents is possible until the deadline of the second submission moment. Three documents have to be delivered at the second submission moment:

- the annual report including income statement and annual planning,
- an approval of the ALV (on the annual report and accounts),
- an approval from the Dean or one other authorised contact person (on the annual report and profit and loss account) of the institute where the HG student organisation is affiliated.

All documents must be submitted in PDF format.

At the second submission time, points will be awarded, looking at the added annual schedule, based on the activities carried out in accordance with the point scoring in sections 4 and 5. Each year, activities will be randomly checked at random HG student organisations. For this, it is important to keep internal evidence for the organised activities. This will be further explained in 8.4.

After the second submission moment, the SSA draws up an advisory report and sends it to the Student Assistance Fund Committee **within two months**. This advisory report contains the advice on the total number of scholarship months to be awarded to the HG Student Organisations. The Student Assistance Fund Committee adopts or rejects the advice and informs the HG student organisations of the number of scholarship months.

7.1 Annual report, including annual planning and income statement

The HG student organisation must submit the annual report and financial statements (or annual financial report) for the relevant financial year, as approved by the Dean or one other authorised contact person. In this regard, it is important that the annual report includes an annual schedule, which enables the SSA to see how many and what kind of activities were organised within the financial year. (See Annex 4: Sample annual planning format)

7.2 Approval General Members Meeting

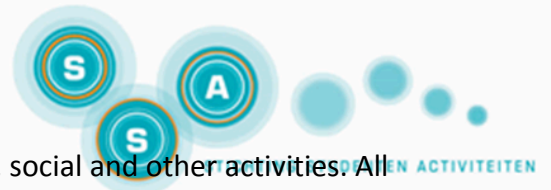
The annual report and accounts must be approved by the ALV. An HG student organisation can demonstrate this by providing the minutes of the relevant meeting.

7.3 Inspection Dean

A form must be submitted with both one signature of a contact person of the HG student organisation and the Dean or one other authorised contact person of the HG. Should the HG student organisation not fall under an institute, this should be one signature from one authorised contact person within the HG (e.g. Student Affairs). This signature implies that the annual report and income statement have been for approval. There is a form for this in the folder structure.

7.4 Burden of proof

The activities carried out are randomly checked at random HG student organisations every year. The HG student organisation then has maximum two weeks to provide evidence of the



activities organised. The proofs are divided into study-related, social and other activities. All documents must be submitted in PDF format. A description of the activity should also be supplied for each activity. A description form is available in the folder structure for this purpose. The SSA has the authority not to award points for a submitted activity if it is deemed insufficient (study-related). The SSA will randomly check activities. In case of (suspected) fraud, the Student Assistance Fund Committee will be informed and may result in the withdrawal of the recognition of the HG student organisation concerned.

7.4.1 Study-related activities

A relevant satisfactory invoice/receipt should be provided for each study-related activity if expenses have been incurred. Please note that a debit receipt or claim form are not sufficient.

For everything for which there is no receipt or invoice for an external party, a confirmation e-mail must be supplied afterwards, i.e. after an activity has been sent by an external party. This concerns locations, companies and/or speakers. Evidence must meet the conditions of chapter four or five.

If no external party was involved in an activity and no costs were incurred, sufficient evidence must be provided.

7.4.2 Other activities

For other activities, an adequate burden of proof must be provided. For content podcast, consider a link where the podcast is and the recording.

7.5 Feedback

If the sample finds that the evidence base is incorrect or incomplete, the SSA will feedback points for improvement to the two contact persons of the HG student organisation. The HG student organisation will then be given another two weeks to complete the evidence.

Appendix 1: student charter 2a

Appendix 2a Graduation Fund II (Student Officer/Representative Bursaries and Fees) Regulations

Graduation Fund II: Student Officer/Representative Bursaries and Fees

These regulations govern the recognition and review of student organisations with Hanze UAS students as members and additionally concern financial assistance for individual student officers or representatives in student organisations with Hanze UAS students as members.

Section 1. General Provisions

Article 1 Financial Assistance for Student Officers and Representatives

1. A student is entitled to financial assistance in the form of a student officer bursary or a student representative fee ("officer/rep bursary") or can be exempted from paying the tuition fee if he or she satisfies the conditions relating to the Graduation Fund set out in Section 7.51 of the WHW, with the additional requirement that the student is either a representative to a Hanze UAS representation council or an officer of a student organisation which is recognised under these Regulations.
- 2.
3. A student who is enrolled for a full-time degree programme and who does not have Dutch nationality or is not treated as a Dutch national on the basis of a statutory provision and who is not entitled to a performance-related grant under the Dutch Student Finance Act 2000 is also entitled to financial assistance in the form of an officer/rep bursary, or exemption from payment of tuition fees.
- 4.



School Representation Council, Executive Committee	€118.16
Single board of studies, member	€360 per year
Multiple board of studies, member	€540 per year
Introductory Periods Advisory Committee	€290 per year

- Without prejudice to the provisions of Section 7.51 of the WHW, the right to a fee is not dependent on any right the student may have to a government grant.

Article 2.3 Payment of Fees

- The fees referred to in article 3.2, relating to membership of the University Representative Council or a School Representation Council, are paid on a monthly basis. Applications for payment of fees must be made in writing to the Graduation Fund Committee by way of the administrative secretary of the School Representative Council.
- The fees referred to in article 3.2, relating to membership of boards of studies and ACLs, are paid in one instalment per year. Applications for payment of fees must be made in writing to the Graduation Fund Committee using the appropriate application form.
- The Executive Board may establish further procedural rules with respect to applications for fees including collective applications.

Section 3. Recognition of Student Organisations

Article 3.1 Student organisations

In these Regulations, student organisations are divided into the following categories: academic societies and other organisations.



Article 3.2 Conditions for recognition

A student organisation may be recognised if it complies with:

1. the general conditions that apply to any student organisation; and
2. the special conditions that apply to a certain category of student organisation as set out in these regulations.

Article 3.3 General conditions

The following general conditions for recognition apply:

- a. The organisation has juridical personality and full legal capacity, as evidenced by:
 1. a constitution drawn up by a notary, and
 2. a current registration with the Chamber of Commerce.
- b. The organisation's constitution describes:
 1. the organisation's aims and objectives;
 2. its activities;
 3. its organisational structure;
 4. what categories of persons can be officers, the procedures for electing and appointing officers, and the Committee's term of office;
 5. with regard to societies: what categories of persons can be members.
- c. The constitution includes provisions to the effect that:
 1. the organisation targets the student community of Hanze UAS or any of its degree programmes or schools;
 2. the organisation's executive committee is made up of students;
 3. the organisation is open, in principle, to every student who is registered at Hanze UAS, or to every student who is enrolled in a Hanze UAS degree programme or school and is registered at Hanze UAS.
- d. The organisation annually adopts an annual plan including a budget and an annual report including annual accounts. These are submitted before and after, respectively, the end of the year of board or committee membership to the Dean of the School of which the student organisation concerned is part and the general members' meeting of the organisation concerned. If the organisation is an organisation for the Hanze UAS the annual plan, annual report and annual accounts must be submitted to the Student Services manager.
- e. If the organisation is a society, it must keep a membership register recording each member's name and student number.
- f. The organisation offers varied and extensive activities which require management throughout the year.
- g. The management of the organisation and the activities it offers pursuant to its aims and objectives, involve considerable administrative and operational responsibilities.
- h. The organisation contributes to the positive image of Hanze UAS and of the city of Groningen as an exciting university town.
- i. For organisations are requested to have themselves accredited by the Accreditation Committee, or request this themselves, the accreditation is a condition for recognition.
- j. In the case of a society, the organisation abides by the agreements laid down in the Introductory Periods Regulations of the Introductory Periods Advisory Committee (ACI) of the RUG and Hanze UAS and has signed the code of conduct.
- k. Where shared responsibility applies, jointly with the degree programme, with regard to the introductory period, this is documented in a form provided for that purpose.

Article 3.4 Application procedure

1. Applications for recognition must be submitted to the Graduation Fund Committee.
2. The SSA (Student Activities Foundation) will establish rules of procedure for applications. These rules will be published in good time (via the SSA website) and may not conflict with the provisions of these Regulations.

Article 3.5 Recognition of the Organisation

1. Applications for recognition are decided on by the Graduation Fund Committee on behalf of the Executive Board; the Graduation Fund Committee will take the recommendation given by the SSA into consideration.
2. Recognition takes effect on the first day of September of the academic year in which recognition was applied for.
3. The Graduation Fund Committee will notify the applying organisation in writing of the decision within six weeks after receipt, giving the reasons for the decision.
4. If recognition is withdrawn, the withdrawal will take effect on the first day of September of the year in which the withdrawal decision was made.
5. If an organisation's recognition is withdrawn, it can re-apply for recognition in the next year.
6. Any changes in the organisation that could affect its recognition must be notified immediately to the SSA.
7. A failure to obtain the required recognition as a result of not obtaining the accreditation, or losing it (in the interim) will mean that organisation cannot be recognised, or that recognition will be suspended. Following subsequent accreditation, the suspension will be cancelled or the organisation will be eligible for initial recognition.

Article 3.6 Term of Recognition

1. Recognition of organisations takes place once every three years on the basis of the regulations applying in the year of recognition.
2. In principle, the term of recognition applies for three years from the date on which the result of the review becomes effective.
3. Recognition may be withdrawn if an organisation repeatedly violates the general conditions, having been given due warning.
4. The SSA shall establish rules for the recognition procedure. These rules must be announced in good time via the website of the SSA, no later than 1 September of the year in which the recognition is applied for, and may not be contrary to these Regulations.

Article 3.7 Number of officer/rep bursary months

The decision by the Graduation Fund Committee on behalf of the Executive Board recognising the organisation must also state the number of officer/rep bursary months granted, with due regard to the advice given by the SSA.

Section 4. Categories of Student Organisations

Article 4.1 Academic Societies

1. The special conditions for recognition of academic societies are as follows:
 - a. The society is open to, and targets, students of one or more specific schools or degree programmes.
 - b. The society organises various activities for these students which are related to the field of study of the school(s) or degree programme(s) in question.
 - c. The management of the society involves substantial responsibilities, which is evidenced by points obtained on the basis of the list of activities below, explanatory information on which is available in the procedural rules on the SSA website.

Activity	Points
a) The organisation of study-related activities subdivided into small and large-scale activities.	No maximum
b) The organisation of social activities, subdivided into regular and multi-day activities.	Maximum of 3
c) The organisation of other activities.	Maximum of 3

2. The number of officer/rep bursary months that can be granted to academic societies is calculated as follows:
 - a. A society which meets the general and special conditions receives five (5) bursary months.
 - b. A society may qualify for more months based on the activities it offers as detailed in the annual

plan including a budget to be prepared and approved and accounted for in the annual report including annual accounts to be prepared and approved annually.

3. Increases based on the activities offered are calculated as follows, with reference to the list of activities below.

Points based on activities offered	Increase	Number of members
5 points	1 month	Up to 100 students or 30% of the total number of students of the school(s) of degree programme(s) concerned as members paying an annual membership fee.
6 points	4 months	As above
7 points	7 months	As above
8 points	10 months	100-200 students or 40% of the total number of students of the school(s) of degree programme(s) concerned as members paying an annual membership fee.
9 points	13 months	As above
10 points	16 months	As above
11 points	19 months	200+ students or 50% of the total number of students of the school(s) of degree programme(s) concerned as members paying an annual membership fee.
12 points	22 months	As above
13 points	25 months	As above
14 points	28 months	As above

4. A maximum amount to be determined annually by the Executive Board is available to the board members of a study association.
5. A study association that owns a property for the purpose of the aims of the association and demonstrably pays the operating cost of the property qualifies for an increase of three bursary months, up to a maximum increase of 28 months.

Article 4.2 Other Organisations

1. The special conditions for recognition of organisations in the category 'other organisations' are as follows.
 - a. The organisation is a foundation (*stichting*) or society which meets the general conditions but does not fall into the categories of either academic societies or from the annual plan including budget to be prepared annually.
 - b. The organisation has substantial management responsibilities, as evidenced by the activities it offers and student participation in these activities.
2. The number of officer/rep bursary months for an organisation in the category 'other organisations' is determined as follows:
 - a. An organisation which meets the general and special conditions is entitled to five (5) officer/rep bursary months. It may qualify for more months if this is warranted by the workload associated with the volume of its activities and student participation in these activities. This is detailed in the annual plan including a budget to be prepared and approved annually and accounted for in the annual report including annual accounts to be prepared and approved annually.
 - b. Increases based on the activities offered are calculated with reference to the Table below where possible.

Points based on activities offered	Increase	Number of members
5	1 month	Up to 100 students or 30% of the total number of students of the school(s) of degree programme(s)

		concerned as members paying an annual membership fee.
6	4 months	As above
7	7 months	As above
8	10 months	100-200 students or 40% of the total number of students of the school(s) of degree programme(s) concerned as members paying an annual membership fee.
9	13 months	As above
10	16 months	As above
11	19 months	200+ students or 50% of the total number of students of the school(s) of degree programme(s) concerned as members paying an annual membership fee.
12	22 months	As above
13	24 months	As above
14	28 months	As above

3. An association that is responsible for the operation of a building which serves its aims and objectives is eligible for an additional increase of three bursary months, up to a maximum increase of 28 months.
4. A maximum amount to be determined annually by the Executive Board is available to the board members of a study association.

Article 4.4 Starter Regulations

1. This article applies to student organisations which:
 - a. have been in existence for less than three years;
 - b. meet the general conditions set out in article 4.3;
2. When a student organisation has been in existence for more than a year, it will be assessed against the special conditions, unless assessment against the Starter Regulations is more favourable for the organisation.
3. The organisation receives an increase of 3 points as standard for the activities relating to the formation of the organisation.
4. Other increases based on the activities offered are awarded in accordance with article 4.1 or 4.2.

Section 5. Officer/Rep Bursaries

Article 5.1 Officer/Rep Bursaries

1. Officer/rep bursaries are paid monthly in the form of one or more bursary months. The amount of a bursary month is set annually by the Executive Board.
2. A student representative who serves on a representation council for less than one year because of graduation, circumstances beyond their control, interim succession or replacement, is entitled to a proportional part of the officer/rep bursary.
3. A student can receive no more than six (6) bursary months annually, and no more than twelve (12) months during the whole period of their enrolment.
4. In the event of an accumulation of entitlements by virtue of several representative, board or

committee positions as referred to in these Regulations or in the Joint RUG-Hanze UAS (Student Officers) Fund Regulations, and/or being a top athlete as referred to in the Graduation Fund III (Sports Bursaries) Regulations, and/or circumstances beyond the student's control as referred to in the Graduation Fund I (Force Majeure) Regulations, a student is entitled to a maximum of twelve (12) bursary months.

5. Officer/rep bursaries can only be awarded if the student's enrolment does not exceed the nominal period of study plus two years from the day he or she was first registered at an institution of higher education.
6. The amounts of officer/rep bursaries are based on and expressed as full months.

Article 5.2 Payment

Officer/rep bursaries are paid in two instalments, the first payment taking place after six months of the year of office and the second at the end of this year. Applications for payment of the instalments must be made by submitting the appropriate form to the Graduation Fund Committee.

Article 5.3 Application Procedure for Officer/Rep Bursaries

1. Financial assistance in the form of an officer/rep bursary can be applied for by filling in the appropriate form and sending it to the Graduation Fund Committee together with the requested documentation.
2. Applications for officer/rep bursaries must be submitted between 1 September and 1 February following the period which the application relates to.
3. The Executive Board may establish further rules of a procedural nature regarding applications for officer/rep bursaries including group applications.
4. Applications for financial assistance in the form of an officer/rep bursary are decided on by the Graduation Fund Committee on behalf of the Executive Board within eight weeks of submission of the application. The Committee will notify the applicant of its decision in writing, stating the reasons for the decision.

Article 5.4 Hardship Clause

An application within the meaning of article 5.3 may be granted if rejection of the application would lead to serious inequity.

Section 6. Conditions for exemption from Payment of the Statutory Tuition Fee

Article 6.1. Conditions for exemption from payment of statutory tuition fee

1. A student who:
 - a. throughout the course of an academic year is a full-time committee member of a student organisation which has full legal capacity and recognition from the SSA or the CUOS; or
 - b. engages in administrative or societal activities full-time throughout the course of an academic year;

may apply to the Graduation Fund Committee for a one-time-only exemption from payment of the statutory tuition fee for a period of at least 9 months and at most one year.
2. Granting the exemption is subject to the following conditions:
 - a. only students who are eligible for six bursary months under these regulations or the regulations for recognition and review of RUG and Hanze UAS student organisations are eligible for exemption from the statutory tuition fees;
 - b. at least 9 months of the year of office in which the student sits on the board or committee must fall within the academic year for which the exemption is applied for;
 - c. the student was enrolled at Hanze UAS in the academic year 2021-2022 and must, at the time of application, have achieved, an average study progress of 48 ECTS per year during the years for which he/she was enrolled for this degree programme, or have attained the degree of bachelor within five years at Hanze UAS;
 - d. The student is not permitted to follow courses or take examinations in the academic year for which the exemption is applied for.
3. If a student who has been granted an exemption does not carry out the activities for which the exemption was granted throughout the year because of circumstances beyond their control or because they are succeeded or replaced during the year or for any other reason, they will be granted the exemption for the part of the year in which they met the requirements of article 6.1.1.
4. If a student has been granted an exemption but no longer meets the conditions of article 6.1.1, he/she will nevertheless enjoy the exemption for the part of the year in which they complied with the requirements of article 6.1.1.
5. An exemption will only be granted if the period of the student's enrolment does not exceed the nominal length of study plus two years, counting from the first day of their enrolment in higher education.

Article 6.2 Application Procedure

1. Financial assistance in the form of an exemption from paying the statutory tuition fee must be applied for using a designated form which the student must complete and send to the Graduation Fund Committee along with the requisite documentation.
2. The application must be submitted before the first of October preceding the year of study that the application relates to.
3. When (re)enrolling, the student must meet the payment obligation in order to be able to be enrolled from 1 September. If the application for an exemption from paying tuition-fees due to board or committee membership is accepted and the tuition fees or part thereof have already been paid, the amount paid will be refunded.
4. Applications are decided on by the Graduation Fund Committee on behalf of the Executive Board within four weeks of the application being made. The decision is then sent to the student in writing stating the reasons for the decision.
5. If an exemption is awarded, the student must inform the Graduation Fund Committee immediately of changes such as those referred to in arts. 6.1.3 or 6.1.4.

Section 7. Sanctions

1. If a disciplinary rule as referred to in Appendix 11 Hanze UAS Groningen Disciplinary Rules of the Student Charter is imposed on a student to whom an officer/rep bursary has been granted, that officer/rep bursary will be withdrawn with immediate effect by operation of law.

2. If the Executive Board of the Hanze UAS implements article 8b of the Code of Conduct for Introduction Periods for Student Associations and Organisations by withdrawing or suspending the quota of officer/rep bursaries for a student organisation, the Executive Board will withdraw with immediate effect the officer/rep bursary that was granted to a student officer/representative of the student organisation on the basis of these regulations.
3. If a disciplinary rule as referred to in Appendix 11 Hanze UAS Disciplinary Rules of the Student Charter is imposed on a student who is exempt pursuant to paragraph 6 of the Student Officer/Representative Bursaries and Fees) Regulations (Appendix 2a of the Student Charter) from paying tuition fees, that exemption will be withdrawn with immediate effect by operation of law.
4. If the Executive Board of the Hanze UAS implements article 8b of the Code of Conduct for Introduction Periods for Student Associations and Organisations by withdrawing or suspending the quota of officer/rep bursaries for a student organisation, the Executive Board will withdraw with immediate effect the exemption from payment of tuition fees that was granted to a student officer/representative of the student organisation pursuant to paragraph 6 of the Student Officer/Representative Bursaries and Fees) Regulations (Appendix 2a of the Student Charter).

Concluding Provisions

Article 8.1 Legal Protection

Objections to decisions made under these Regulations can be lodged with the Complaints and Disputes Office of Hanze UAS. The objection must be filed within six weeks of the notification of the decision.

Article 8.2 Accumulation of entitlements

The concurrence of board, committee or council memberships and/or practising top-level sports and/or losing time because of unforeseen circumstances, shall never entitle a student to more than twelve (12) months financial assistance.

Article 8.3 Address

The address of the Graduation Fund Committee is profileringsfonds@org.hanze.nl.

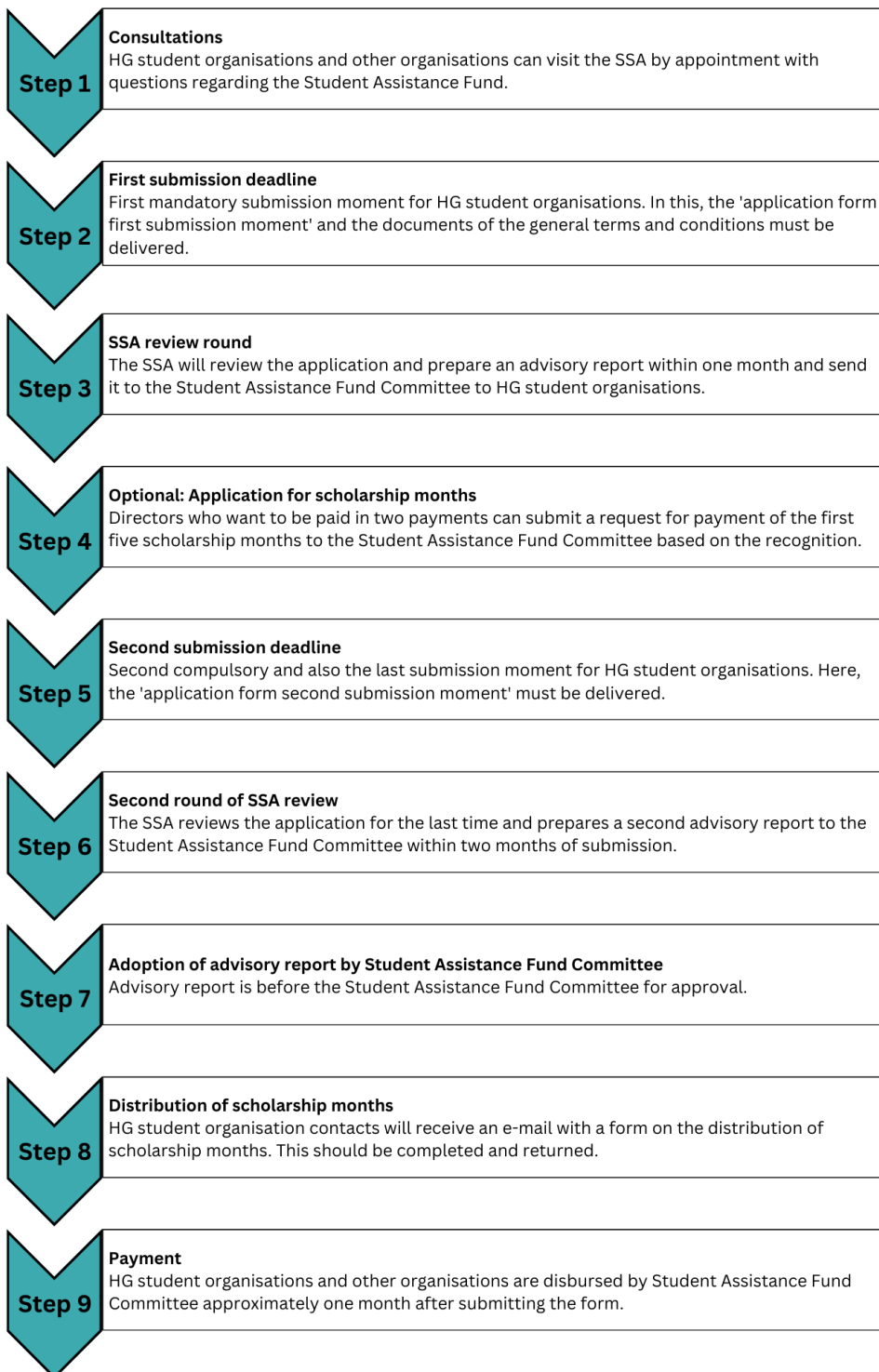
Article 8.3 Effective Date

These Regulations take effect on 1 September 2022.

Article 8.4 Citation

These Regulations may be cited as the Graduation Fund II (Student Officer/Representative Bursaries and Fees) Regulations.

Appendix 2: Procedure



If someone wants to file an objection, the Student Assistance Fund Committee is open for appeal and objection. However, it is advised to contact the SSA about the situation before doing so.

Contact details Student Assistance Fund Committee:

Olfen EM van, Eugenie

Appendix 3: Overview Student Assistance Fund

Overview SSA:

	SSA
September	<ul style="list-style-type: none"> • Mail general information Student Assistance Fund + selection recalibration 22-23 • Mail selection sample for September boards 21-22
October	Fund workshops
November	Mail reminder 1 st and 2 nd submission deadline December
December	Mail improvement points evidence sample to September boards 21-22
January	Mail result 1st advisory report September boards 22 - 23 to the CIE.PF
February	<ul style="list-style-type: none"> • Mail general information Student Assistance Fund + selection recalibration • Mail selection sample for February boards • Mail result 2nd advisory report September boards 21-22 to the CIE.PF
March	Fund workshops
April	Mail reminder 1 st and 2 nd submission deadline May
May	Mail improvement points evidence sample to February boards 21-22
June	Results 1 st opinion report February boards
July	Results 2 nd opinion report February boards
August	

Overview September boards 2021-2022

September	
October	Submit evidence feedback sample by 1 October September boards
November	Submit documents feedback by 1 November September boards
December	Deadline 2 nd submission September boards
January	
February	

Overview February boards 2022-2023

February	
March	Submit evidence feedback sample by 1 March February boards
April	Submit documents feedback by 1 April February boards
May	Deadline 2 nd submission February boards
June	
July	

Overview September boards 2022-2023

September	Action point recalibration of membership records, arrange bylaws checklist
October	Action point insight Dean and arrange ACI
November	Submit documents feedback by 1 November September boards
December	Deadline 1 st submission September boards
January	

February	
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Overview February boards 2022-2023

February	Action point recalibration of membership records, arrange bylaws checklist
March	Action point insight Dean and arrange ACI
April	Submit documents feedback by 1 April February boards
May	Deadline 1 st submission February boards
June	
July	

Appendix 4: Sample annual planning format

Sample format annual planning study associations for second submission deadline:

Activity	Kind	Description	Data
Studyrelated			
<i>Small events</i>			
<i>Big events</i>			
Sociale activiteiten			
Other activities			

Sample annual planning format other organisations for second submission deadline:

Activity	Kind	Description	Data
Social activities			
Advocacy and opinion-forming organisations			
<i>Small activities</i>			
<i>Big activities</i>			
<i>Other activities</i>			
Organisations for study and the labour market			
<i>Small activities</i>			
<i>Competition rounds/market days</i>			
<i>Big activities</i>			
Organisations focused on annual projects			
<i>Design period</i>			
<i>Production period</i>			
<i>Target achieved</i>			

Completed sample annual schedule September 2021 to September 2022 for second submission date

Activity	Kind	Description	Data
Social activities			
Advocacy and opinion-forming organisations			
<i>Small activities</i>			
Omnichannel marketing	Lecture	Experienced marketer comes to speak on Omnichannel marketing	10-10-2021
Entrepreneurship can be learned	Workshop	Interactive workshop at an external company	03-02-2022
Additional teaching material	Tutoring	9 tutoring lessons about calculations and statistics	09-1—2022 t/m 02-02-2022
College mates	Buddy program	7 students supported for one block	Blok 1 2022
On our way to Utrecht	Domestic excursion	A five-day trip with three of them a study related activity	18-10-201 t/m 22-10-2021
<i>Big activities</i>			
Bakkeveen with the first years	Introduction camp	Weekend away to Bakkeveen with the first years	03-09-2021 t/m 05-09-2021
Introduction days	Introduction days	Tour on the Hanze with an explanation about Blackboard	30-09-2021 and 01-09-2021
Social marketing symposium	Etc.		
<i>Other activities</i>			
Organisations for study and the labour market			

<i>Small activities</i>			
<i>Competition rounds/market days</i>			
<i>Big activities</i>			
<i>Organisations focused on annual projects</i>			
<i>Design period</i>			
<i>Production period</i>			
<i>Target achieved</i>			