**Regulations for the Study Tour Committee of the Study Associations Council**

**Part A. The SRC**

**ARTICLE 1 Definition of terms**

1. The committee is called the *Studiereizencommissie* (‘Study Tour Committee’), hereinafter: SRC. The SRC is a committee of the *Overleg Studieverenigingen* (‘Study Associations Council’), hereinafter: OS.

**ARTICLE 2 Purpose**

1. The purpose of the committee is to encourage foreign study tours in groups, organized by and for students of the University of Twente, under the direct responsibility of one or more members of the OS, or by foundations in charge of organizing study trips for members of these members, making use of grants provided by the University of Twente for such study trips.

**ARTICLE 3 Financial resources**

1. The SRC receives an annual contribution from University of Twente’s Central Stimulus Fund, which it then distributes. In addition, the SRC may distribute funds derived from an annual contribution from the University of Twente Funds Foundation.

**ARTICLE 4 Composition of the SRC**

1. The OS appoints the SRC from among the members of its members or associate members. The members of the SRC act on behalf of the SRC.
2. SRC membership ends either
	* by resignation, or
	* by termination of membership by the OS.

**ARTICLE 5 Decisions**

1. The General Meeting of the OS mandates the SRC to make decisions regarding grants for study tours. The provisions of Part B of these Regulations apply in this regard.

**ARTICLE 6 Bookkeeping**

1. The SRC budget is separate from the OS budget, although the treasurer of the OS board is responsible for its management.
2. The SRC financial year runs from 1 January to 31 December.
3. The books are balanced at the end of each financial year, whereupon the treasurer of the OS prepares an annual report and all supporting documents by April. These are then submitted to the OS General Meeting for approval.

**ARTICLE 7 Communication**

1. The SRC has no offices and can only be reached at src@os.utwente.nl.

**Part B. Study tours**

**ARTICLE 1 The study tour**

1. A study tour involves a visit to an external institution or multiple visits to external institutions in the participants’ field of study and the return journey to the destination.
2. Grants are only available for study tours with a foreign destination.
3. The study tour should take place in a group with a reasonable number of student participants, covering a reasonable number of working days, and should include a reasonable number of excursions. In this context, ‘reasonable’ means at least eight participants, seven excursions and five working days.
4. The study tour is to be organized under the direct responsibility of one or more members or foundations charged with organizing study trips for members of these members.
5. A study tour is only eligible for a grant if the SRC feels that the study tour is of sufficient quality. The quality of the study tour is based on the following criteria:
6. The study tour should be interesting from an academic perspective. This means that it should be possible to earn credits by participating in the study tour.
7. The study tour should have a clear objective related to scientific research in a given domain.
8. A preliminary report is to be prepared prior to the study tour in which the scientific research is elaborated and preparations are specified.
9. At least 2/3 of the total number of working days involved in the study tour are to be devoted to visits to companies, universities, or other relevant institutions or to other activities in the framework of the scientific research in question. National holidays in the countries visited do not count as working days. Generally, a visit to an institution will count as one session. Each session (morning / afternoon / evening) is counted as half a day. If a visit to a company, university or other institution covers multiple sessions, then the programme must justify the need for these multiple sessions.
10. A follow-up report is to be prepared during or after the study tour. The follow-up report is to contain reports of the visits mentioned above in addition to a clear link to the subject of the scientific research.
11. One or more members of the University of Twente’s academic staff are to accompany and supervise the study tour.
12. A study tour may only claim entitlement to a grant if the University of Twente Funds Foundation is accepted as the Lead Sponsor.
	1. In this sense, the term Lead Sponsor is equivalent to main sponsor or similar designations. Other sponsors may also be given the status of main sponsor, although in this case the express written consent of the University of Twente Funds Foundation is required.
	2. The Lead Sponsor package includes
* University Fund ad in association magazine, full page, in colour where possible
* University Fund ad in preliminary report, full page, in colour where possible
* University Fund ad in follow-up report, full page, in colour where possible
* Group photo on location with University Fund banner
* Banner ad on SRC homepage linking to the University Fund homepage
	1. The graphical material is available on the University Fund website, http://utwente.nl/ufonds.
	2. If the study tour fails to meet one or more of the required conditions, then prior arrangements are to be made with the University Fund, which can be reached at universiteitsfonds@utwente.nl.

**ARTICLE 2 The participant**

1. Student participants are participants who are enrolled as full-time students at the University of Twente for the duration of the study tour.
2. Bachelor’s students are eligible for grants starting in the second year of their enrolment at the University of Twente as mentioned above and until they complete their degree or exceed the nominal duration of their degree programme by more than one year. Master’s students are eligible for grants starting in the first year of their enrolment at the University of Twente as mentioned above and until they complete their degree or exceed the nominal duration of their degree programme by more than one year.
3. As an exception to the provisions of Article 2(2), HBO transfer students registered as Bachelor’s students in a pre-Master’s programme may not claim entitlement to grants.
4. A student participant may claim entitlement to a grant only once during the course of his or her degree programme. Exceptions are:
	* Organizers who once received grants as participants may receive a one-off exemption to this provision.
	* A student who has once received a grant at the low rate is entitled to the difference between the grant received at the low rate and the prevailing high rate if the student participates in a study tour to which the high rate applies.
5. No more than seven participants may be designated as organizers of a study tour.
6. The student’s degree programme decides on exceptions to the provisions of Article 2(2).

**ARTICLE 3 The grant**

1. The total grant to be awarded for a study tour equals the grant per participant multiplied to the number of student participants entitled to the grant. Notwithstanding the above, the total grant is never to exceed the total budget for a study tour, and the grant per person is never to exceed the expenses for each participant.
2. The amount of grant money available is set annually by the SRC prior to the start of the calendar year. Three rates are in force. The rate that can be claimed depends on the study tour.
3. The ratio between the high rate, the middle rate and low rate is three-two-one.
4. A study tour will be eligible for the middle rate if:
	* The study tours lasts at least ten working days and
	* the destination is outside Europe.
5. Medium rate may be substituted for high rate in Article 2(4) of these Regulations. A grant will therefore not be topped up if the middle rate has already been received and a participant goes on a study tour at the high rate at a later date.
6. A study tour will be eligible for the high rate if:
* The study tours lasts at least fifteen working days and
* the destination is outside Europe.
1. The SRC may provide a middle rate or high rate grant for a study tour that does not meet one or more of the provisions in (4) or (6) if the study tour meets one of the following conditions:
* Europe is home to the most interesting destination for the study tour participants in their specific research field or sub-field. This decision lies with the SRC, which can seek the advice of third parties.
* No study tours have been organized during the past three years on behalf of the OS member in question.
* Organizing a study tour that meets the provisions of (4) or (6) will prove to be particularly difficult for another reason. This decision lies with the SRC, which can seek the advice of third parties.

**ARTICLE 4 Detailed proposal**

1. Every study tour proposal is to be submitted in writing to the SRC prior to 1 November of the year prior to the financial year in which the study tour is to take place. This proposal is to include the destination, the period, the organizers and the expected number of student participants.
2. If the organizers wish to avail themselves of the exceptions stated in Article 3(7), then this should be included in the proposal and substantiated.
3. The SRC must announce the proposal at a general meeting of the OS.

**ARTICLE 5 Grant application**

1. The application for the study tour grant must be submitted to the SRC at least two weeks prior to departure.
2. The grant application must be submitted to the SRC digitally, either by email or a file-sharing system, and include the following attachments:
	* a provisional programme, clearly indicating which sessions are suitable for company visits, and which sessions have already been scheduled,
	* a budget,
	* a list of participants with the following details for each participant
* surname and initials
* student number, if applicable,
* whether he/she is a student participant,
* whether he/she has previously received a grant, and
* whether he/she is designated as an organizer,
	+ documentation provided by the participants’ degree programme containing the following:
* the participants who are entitled to a grant in accordance with the provisions of Article 2,
* the participants who are entitled to an exception for the grant,
* the participants who are not entitled to a grant,
	+ the research proposal with a theme elaboration,
	+ the provisional report.
1. Amendments to an already submitted grant application need to be reported to the SRC at once.
2. While submitting the grant application an advanced deposit can be requested. An invoice need to be submitted together with the grant application with an amount of half of the total amount that has been requested for.

**ARTICLE 6. Group picture**

1. The group picture taken at location with the Ufonds-banner needs to be submitted to the SRC and Universiteitsfonds at least before two weeks after the study trip has taken place. The Universiteitsfonds can be contacted at universiteitsfonds@utwente.nl. The picture must not be taken in The Netherlands, and will preferably show a typical element or structure of the country visited.

**ARTICLE 7. The final financial account**

1. Within six months after the study trip the applicant will need to show its final financial account to the SRC. The days from the 15th of July till the 15th of August are excluded from the six month period.
2. The final financial account must be submitted to the SRC digitally, either by email or a file-sharing system, and include the following attachments:
* the final financial account,
	+ a list of participants with the following details for each participant
* surname and initials
* student number, if applicable,
* whether he/she is a student participant,
* whether he/she has previously received a grant, and
* whether he/she is designated as an organizer,
	+ documentation provided by the participants’ degree programme containing the following:
* the participants who are entitled to a grant in accordance with the provisions of Article 2,
* the participants who are entitled to an exception for the grant,
* the participants who are not entitled to a grant,
* a final programme, clearly indicating which sessions are suitable for company visits, and which have been visited,
* the final report,
* a clear reference to the edition of the association’s magazine in which the UFonds advertisement is placed,
* an invoice, if neccessary, for the subsidies not yet payed.
1. With the final financial account in mind a final value of the grant is approved. The approved amount will be, if neccessary, recalculated with the already distributed amount of the advanced deposit.

**ARTICLE 8. Unforeseen cases**

1. In cases this regulation is unclear the final decision is to be made by the SRC.