



GMA 26-09-2019
All documents

Agenda General Member Assembly

Date: September 26th 2019

Time: 14:00

Location: Horst HT N109

1. Opening
2. Setting Agenda
3. Notifications
 - a. OS-board
 - i. Activism Grants Model 18/19
 - b. OS-committees
 - c. Study Associations
 - d. Student Union
 - i. Important SU services
 - ii. BHVers
 - iii. Introducing Supervisory Board representative
 - iv. Facilitating OS GMAs
 - v. Constitution Drinks behaviour
 - vi. Activism recognition
 - vii. Deadline Activism Grant requests
 1. Study Tours happening in 2020
 - e. University Council parties
 - f. Other
4. Minutes
 - a. Minutes GMA 05-09-2019
 - i. Document 20190911
5. To do list

Number	Action point	Deadline
GMA Sep. 01	OSb Include the new FOBOS document as an informative piece during the next GMA.	a.s.a.p.
GMA Sep. 02	Hugo Wesselink Finalize the Activism Monitor.	a.s.a.p.

6. FOBOS rules (valid from 01-02-2019) - *informative*
 - a. Document 20190912
7. Alcohol Policy - *informative*
 - a. Document 20190913
 - b. Document 20190914
8. Evaluation and Discharge KIOSK
 - a. Document 20190915
9. Change in SRC
10. Charging GalOS
11. Charging AC
12. Year Planning
13. First FocOS Group session



- 14. Upcoming topics
 - 15. A.O.B.
 - 16. To-do list resumé
 - 17. Closing
-

Minutes GMA Organisation of Study associations

Date, time: 5 September 2019, 14:00

Location: Horsttoren 900



Present	Hugo Wesselink (OSb 2019-I)	
	Wouter Kobes (OSb 2019-I)	
	Bas van Laerhoven (OSb 2019-I)	
	Yorick Moleman (OSb 2019-I)	
	Roelof Jan Velthuijs (OSb 2019-I)	
	Ramon Oppers (OSb 2019-I + OSb 2019-II)	
	Jana Bergmann (OSb 2019-II)	
	Niels Roosenschoon (OSb 2019-II)	
	Daniela van Meggelen (OSb 2019-II)	
	Daan Peters (OSb 2019-II)	
	Rik Seelen (OSb 2019-II)	
	Sander Bakkum (Book contract committee)	
	Martijn Verkleij (Book contract committee)	
	Sjoerd Bruggenwirth (Student Union)	
	Laura Harks (De Ambitieuze Student)	
	Linda ten Klooster (W.S.G. Abacus)	
	Jeanine ter Horst (C.T.S.G. Alembic)	
	Jurrie Bruggeman (C.T.S.G. Alembic CB)	
	Imke Nijenbanning (S.V. Arago)	
	Jelle von Mil (S.V. Arago)	
	Ward Huijskes (S.A. Astatine CB)	
	Dhirentu Atipruwuopo (S.A. Atlantis)	
	Joop Arts (S.A. Atlantis)	
	Ioana Frncu (S.A. Communiqué)	
	Mira Kumar (S.A. Communiqué)	
	Marit Lambers (ConcepT)	
	Dagmar Tjalsma (S.G. Daedalus)	
	Kevin Witlox (I.C.T.S.V. Inter- <i>Actief</i>)	
	Maartje Huveneers (S.A. Proto)	
	Nienke Pleijzier (Sirius)	
	Bram de Rouw (Sirius)	
	Alina Ritter (S.V. Stress)	
	Florian Helfrich (W.S.G. Ideefiks)	
	Constanze Hopfner (Komma)	
	Ryan Wakamiya (Komma)	
	Kenneth Weisbeek (Ockham)	
	Atis Kozoferi (Ockham)	
	Mart Wubbels (Ockham)	
	Chair	Hugo Wesselink (OSb 2019-I)
	Secretary	Wouter Kobes (OSb 2019-I)

Minutes GMA Organisation of Study associations

Date, time: 5 September 2019, 14:00

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1 Opening

Hugo (OSb) opens this General Members Assembly.

14:06

2 Setting the agenda

The agenda is adopted without changes.

5 3 Notifications

3.1 OS board

- The constitution drinks have started, make sure this tradition stays nice and that everyone behaves according the rules.
- Dimensie authorises Stress

10 3.2 OS committees

3.3 Study associations

Jurrie (Alembic): posters mogen zo opgehaald worden

Kevin (Inter-Actief): Chairman outing will be in Fusting

3.4 Student Union

15 Sjoerd (SU):

- 9th of October board day: training for board functions
- Activism monitor report almost finished
- For board members ending their board year: Make sure to apply for your activism recognition

20 • We are working on the ERO courses: work in process

3.5 University Council parties

Laura (DAS): New student members started, you can contact us via bestuur@pvdas.nl

3.6 Other attendees

4 Minutes

25 4.1 Minutes GMA 04-07-2019 (Document 20190902)

The minutes of the GMA of 04-07-2019 are approved incorporating the mentioned changes.

Decision

5 To-do list

Number	Action point	Status
GMA Jul.01	OSb Include new FOBOS document as informative piece at the next GMA.	fulfilled

6 FOBOS rules (valid to 31-1-2019) (Document 20190903)

7 FOBOS rules (valid from 01-02-2019) (Document 20190904)

30 Will there also be an English version?

Hugo (OSb): Yes, this will be available soon.



Action point	<i>OSb Send around the English version of the new FOBOS document. (deadline a.s.a.p.)</i>	
8	Annual policy report 2018-2019 (Document 20190905)	
	Sjoerd (SU): What is the recommendation from the Audit committee on this?	
	Wouter (OSb): They approved.	35
Decision	<i>The annual policy report 2018-2019 is accepted.</i>	
9	Annual financial report 2018-2019 (Document 20190906)	
Decision	<i>The annual financial report 2018-2019 is accepted.</i>	
10	Discharge and charge OS board	
Decision	<i>Hugo Wesselink, Wouter Kobes, Bas van Laerhoven, Yorick Moleman and Roelof Jan Velthuis are discharged from the board and Jana Bergman, Niels Roosenschoon, Daniela van Meggelen, Daan Peters, Rik Seelen are charged into the board</i>	40
11	Discharge and charge Audit committee	
Decision	<i>Thomas van Tilburg, Thomas Brouwer, Joanne Spijker, Kyra de Lange are discharged from the Audit committee and Wouter Kobes, Bauke Morra, Bram Schotpoort are charged into the Audit committee</i>	45
12	Policy plan 2019-2020 (Document 20190907)	
	Hugo (OSb): Do your best but don't put too much time into it all, you are still studying after all.	
	Dagmar (Daedalus): How is it decided what the themes will be for the GMA's? How do you expect to make a year planning for this?	50
	Jana (OSb): We have some ideas already so we can prepare for certain activities.	
	Kevin (Inter-Actief): Is facebook/instagram only aimed at boards or for all students?	
	Jana (OSb): For boards.	
	Marit (ConceptT): Will the OS points of ET boards be saved for our candidate boards?	55
	Jana (OSb): Yes.	
13	Budget 2019-2020 (Document	
	Hugo (OSb): Keep looking at the KIOSK to see if it has to be changed again next year.	
14	B	
	ook contract	60
	Yorick (OSb): This will be made available as soon as possible.	
15	Any other business	
	How is the activism monitor coming along?	
	Wouter (OSb): Activism monitor was translated last year, we are now busy with the final touches.	65
Action point	<i>Hugo Wesselink Finalise the activism monitor. (deadline a.s.a.p.)</i>	

Minutes GMA Organisation of Study associations

Date, time: 5 September 2019, 14:00

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Dagmar (Daedalus): We had an ET meeting this morning which was about the influx of students. This is quite a big problem for us. Could the first FocOS group me about that?

Kevin (Inter-Actief): Yeah, our whole policy plan was built around the huge amount of new students.

Jana (OSb): There is probably too little time to organise that for the first FocOS group. We'll do our best but it will most likely be the topic for the second FocOS group.

Ioana (Communiqué): Are there already some ideas for sustainability?

Jana (OSb): Nothing we can say for sure. Will study advisors provide us with information about the mental health among students?

Jana (OSb): We were thinking more about involving the different organisations on campus dealing with this topic but we will take a look at involving them as well.

16 To-do's and decisions resume

16.1 To-do's

Number	Action point	Deadline
GMA Sep.01	OSb Send around the English version of the new FOBOS document. (page 3)	a.s.a.p.
GMA Sep.02	Hugo Wesselink Finalise the activism monitor. (page 3)	a.s.a.p.

16.2 Decisions

- **GMA Sep.01** The minutes of the GMA of 04-07-2019 are approved incorporating the mentioned changes. (page 2)
- **GMA Sep.02** The annual policy report 2018-2019 is accepted. (page 3)
- **GMA Sep.03** The annual financial report 2018-2019 is accepted. (page 3)
- **GMA Sep.04** Hugo Wesselink, Wouter Kobes, Bas van Laerhoven, Yorick Moleman and Roelof Jan Velthuijs are discharged from the board and Jana Bergman, Niels Roosen-schoon, Daniela van Meggelen, Daan Peters, Rik Seelen are charged into the board (page 3)
- **GMA Sep.05** Thomas van Tilburg, Thomas Brouwer, Joanne Spijker, Kyra de Lange are discharged from the Audit committee and Wouter Kobes, Bauke Morra, Bram Schotpoort are charged into the Audit committee (page 3)

17 Closing

Jana (OSb) closes this General Members Assembly.

14:52

Financial Support For students in Special Circumstances

Structure of the Regulations:

as part of the Profiling Fund pursuant to Article 7:51 of the Higher Education and Research Act (WHW)

Chapter 1:	<u>General</u>
Chapter 2:	<u>Force Majeure Allowance Regulation</u>
Chapter 3:	<u>Activism Grants Regulation</u>
Chapter 4:	<u>Support Scheme for Top-Level Sports and Support Scheme for Top-Level Arts</u>
Chapter 5:	<u>Regulation on reimbursement of participation, management and advice by students</u>
Annex A:	<u>Special Circumstances under the Law</u>
Annex B:	<u>Description of Allocation of Activism Grants and Fixed Basic List for Activism Grants</u>
Annex C:	<u>Procedure additional and ad-hoc activism grants</u>

TEXT OF THE REGULATION

Note: The masculine form for persons has been chosen for this Regulation solely for simplicity's sake; this designation, however, shall refer both to men and women.

Chapter 1: General: Applicable to Chapters 2 through 4 and Annex A, B and C

Reading guide:

This regulation is intended for all students of the UT. These may, if they meet the conditions of the scheme, be eligible for financial support in the form of a reimbursement tuition fee for unused services. This regulation is subdivided in:

- Force Majeure Allowance in case of recognized special circumstances;
- Activism grants for committee- or board positions at an organization/association recognized by the UT;
- Top-level sports-/Top-level arts grants if they are recognized by the Support Scheme for Top-Level Sports and Support Scheme for Top-Level Arts.

The special circumstances are laid down in Appendix A. The recognized associations and organizations are laid down in Appendix B.

Article 1. Definitions

In this Regulation, the following definitions shall apply:

- Activism Grant:** the incentive granted for extracurricular activities;
- Committee Top-level Sports:** a three-headed committee consisting of:
 - SU portfolio holder Sport & Culture or a member of the sports umbrella organization;
 - The head of Sports Centre UT;
 - A student counsellor UT.
- The committee is charged with assessing whether a student can be labeled as a top-level athlete and the Category of recognition;
- Committee Top-level Arts:** a three-headed committee consisting of:
 - President of umbrella organization Apollo;
 - The head of Culture Centre UT;
 - A student counsellor UT.The committee is charged with assessing whether a student can be labeled as a top-level artist and the Category of recognition;
- CPO:** the Committee Personal Circumstances (*Commissie Persoonlijke Omstandigheden*) has been charged by the Executive Board to assess the validity of the circumstances as put down in the WHW 7.51 and determine on the support;
- CvB:** the Executive Board of the University of Twente, charged with establishing grants and allowances for persons entitled to support;
- Recognized circumstances:** the circumstances referred to in Annex A to this regulation;
- FOBOS:** this regulation Financial Support for Students' Special Circumstances;
- Extracurricular activities:** activities besides the educational programme which supplement the programme by helping the student to obtain the relevant competences;
- Not decreased services:** the educational services which the student due to circumstances could not use;
- Extent of the support:** the support expressed in months or grants;
- Person entitled to support:** a student to whom financial support has been awarded by the CvB under this FOBOS Regulation;
- Athlete with an A-status:** the Dutch athlete deserves an A-status when he meets the performance standard as established after consultation with the concerning federation and the NOC*NSF. International students with proven similar level are also included in this Category. The principle of this standard implies that the athlete demonstrates to belong to the global top-8 of the World Cup or the Paralympics or the Olympics or to qualify for the Olympics;
- Athlete with a High Potential status :** in exceptional cases, where there is an extraordinary perspective on rapid accession to the global top-8 and a high prospect of a position at the global top-3 the NOC*NSF can grant a Dutch athlete the status of High Potential (HP) International students with proven similar level are also included in this Category;

- o. **Athlete with a B-status:** the athlete who has demonstrated to belong to the global top-16. This means that the athlete is to end with the first 16 during a World Cup or the Paralympics or Olympics. International students with proven similar level are also included in this Category;
- p. **Student:** a person enrolled as a full-time student for a funded bachelor's- or master's degree programme at the University of Twente;
- q. **Study Advisor:** every degree programme has a study advisor, who is the first point of contact for students potentially facing a study delay due to special circumstances. For students from non-EEA countries, the first point of contact may also be a FAINCO (Faculty Internationalization Coordinator). Students of the ITC faculty can contact their course director or student affairs officer;
- r. **Student Union:** the University of Twente's Student Union, the umbrella organization for student activism at the University of Twente and responsible for students' academic development;
- s. **Custom-made tutoring:** the implementation of the students' integrated sports- or arts plan and study plan by the concerning educational programme, which has been drawn up between the student and the educational programme. It concerns special agreements, such as oral examination, respite for performance, etc. The student takes the initiative in contacting the study advisor;
- t. **Force Majeure Allowance:** the financial support awarded to a student by the CvB under the Force Majeure Allowance Regulation;
- u. **Review Committee:** the Student Union is responsible for assessing the criteria for awarding activism grants for extracurricular activities and for determining the amount for statutory board positions as set forth in Chapters 3 and/or Annex B;
- v. **Top-level arts grant:** the grant awarded to a recognized top-level artist cat. 1;
- w. **Top-level sports grant:** the grant awarded to a recognized top-level athlete cat. 1;
- x. **Top-level athlete:** the UT student who is recognized as such within the context of the Support Scheme for Top-Level Sports;
- y. **Top-level arts practitioner:** the UT student who is recognized as such within the context of the Support Scheme for Top-Level Arts;
- z. **Team Twente Teams Board (TTT Board):** umbrella board of the Team Twente Teams. This board is concerned with the overall interests of the Team Twente Teams and will facilitate cooperation wherever possible and desirable.
- aa. **WHW:** the Higher Education and Research Act;
- bb. **UT:** University of Twente.

Article 2. Basis for the Regulation

This Regulation is based on WHW Article 7:51, specifically, the Profiling Fund.

This Regulation is a further elaboration of the law.

Article 3. Persons entitled to support

The following students shall be eligible for the Force Majeure Allowance, Activism Grants, Top-level Sports Grants and Top-level Arts Grants:

1. Those for whom the CvB has determined that one or more of the recognized circumstances listed in Annex A have occurred, and
2. Those enrolled in a fulltime funded UT Bachelors'- or Masters' programme or the two-year non-funded Masters' programme Geo-information Science and Earth Observation and having paid the required tuition fee to the UT.

Not entitled to support are those:

3. That are enrolled solely for a premasters' programme or a non-funded educational programme (except the above-mentioned two-year non-funded Masters' programme Geo-information Science and Earth Observation);
4. Who, based on a previously obtained degree, pay the institutional fee;

Students in any other form of enrollment at the UT (e.g. ITC students, premaster students), can – solely on the grounds of an insufficient feasible programme - be classified as persons entitled to support.

Distinction must be made between:

- A. The circumstances listed under 1(b) through (e and g) in Annex B, that is, force majeure, which is described further in Chapter 2;
- B. The circumstances listed under 1(a), in Annex A, that is, activism grants, which are described further in Chapter 3;
- C. The circumstances listed under 1 (f) in Annex A, that is practice top-level sports or top culture, which are described further in Chapter 4.

Article 4. Compensation period

A right to financial support under this regulation because of special circumstances may only arise based on circumstances occurring during the compensation period.

- a. The compensation period is limited to **the programme's nominal study duration plus one extension year (C+1)**, calculated from the initial moment of enrolment for this study phase (Bachelor's or Master's) in higher education. If a student's registration is temporarily suspended, then only those months will count during which the applicant was registered as a student in higher education. This applies both to the Bachelor's and Master's phase.
- b. If the student graduates or withdraws from the degree programme during the period mentioned under a. then the compensation period will end at that point.
- c. The compensation period of C+1 does not apply to activism grants based on membership on the University Council.

Article 5. Concurrent grants

1. In the case of concurrent voluntary circumstances (i.e. activism, top-level sports and top-level arts as provided for in Chapter 3 and 4 of this Regulation) and other involuntary recognized circumstances, the number of recognized months of Force Majeure Allowance will not be multiplied. For the total compensation period at the UT a maximum of 24 months with a maximum amount of € 8.000,- force majeure allowance can be granted.
2. For remuneration based on extracurricular activities via activism grants and participation in top-level sports or top-level arts activities, a student may receive during the total compensation period at most financial remuneration for 18 grants. As from academic year 2018/2019 a student may receive during the total compensation period at most financial remuneration for 24 grants with a maximum amount of € 8.000,-.
Per calendar year no more than 12 grants and/or months will be granted for activism, top-level sports, top-level arts and force majeure all together.

Article 6. Decision on the application

The CPO, as the CvB's delegated committee, shall ascertain whether the circumstance reported makes the student eligible to receive support.

Article 7. Objection and appeal

1. In sending the decision on the CvB's behalf as referred to in Article 6, the CPO shall inform the applicant that an objection to the decision may be filed with the UT Complaints Desk. The period for lodging the objection shall be six weeks from the date that the decision was sent to the applicant.
2. The UT Complaints Desk shall confirm in writing that the notice of objection referred to in paragraph 1 has been received. After obtaining a recommendation from the Arbitration Board, the CvB shall decide the notice of objection within 10 weeks of the day after the notice was sent.
3. In sending the decision on the notice of objection, the CvB shall inform the applicant that he may file an appeal with the Higher Education Appeals Tribunal referred to in Article 7:64 of the Act within six weeks of the date that the decision was sent to the applicant.
4. Chapters 6 and 7 of the General Administrative Law Act shall apply.

Article 8. Hardship clause

If application of this Regulation would result in extreme unfairness, the CPO may deviate from this Regulation in the student's favor.

Article 9. Unforeseen situations

In situations not provided for in this Regulation, the CPO shall decide the matter on behalf of the CvB.

Article 10. Effective Date

This Regulation is enacted on 3 December 2017 and come into effect on 1 January 2018 and is applicable to requests that are submitted on or after that date.

With the CvB decision of 22-5-2018 and the approval of the University Council on 1-8-2019, chapter 5, Regulation on reimbursement of participation, management and advice by students, is added and in the “Regulation Activism Grants” subcategory 3 has been adjusted for calendar year 2018.

The regulation 2016/2017 continues to apply for:

- requests for a force majeure allowance submitted in the period 1 September 2017 till 1 January 2018;
- requests for activism grants for calendar year 2017;
- students who are a recognized or shall be recognized as a top-level athlete of top-level artist for academic year 2017/2018.

Article 11. Short title

This Regulation may be cited as the “Regulation on Financial Support for Special Circumstances of Students (FOBOS), January 2018”.

Chapter 2: Force Majeure Allowance Regulation (involuntary circumstances)

Article 1. Notification procedure for a force majeure allowance

1. During the compensation period, the student is only eligible for a Force Majeure Allowance based on the circumstances listed in Annex A, 1 (b-d, g). He student must report these circumstances to the study advisor as soon as reasonably possible once the problem has become apparent.
2. Students who are experiencing difficulty keeping up with their studies (Annex A, under 1(e)) must report the problem to the study advisor or student counsellor as soon as possible, i.e. within a few weeks after becoming aware of the problem.
3. The study advisor will work with the student to identify strategies that will enable the student to make progress in his/her studies in light of the circumstances. If this should involve an adaptation to the study plan, then the Programme Board will advise and the adaptation will be noted in the student's file.
4. If a study delay occurs due to the aforementioned circumstances, then the student must report the delay to the student counsellor. This report must be submitted within three months after the delay commences.

Article 2. Application procedure for a force majeure allowance in the case of illness or exceptional family circumstances

1. If a student wishes to apply for a Force Majeure Allowance due to circumstances as mentioned in Annex A, 1 (b-d, f-g) (**force majeure**), then the application must be submitted **within three months** of cessation of the circumstances causing the study delay. An online application form is available for this purpose (<http://webapps.utwente.nl/sst>).
2. The application will only be considered if the student has first spoken with the study advisor and the student counsellor.
3. The student must be able to substantiate the medical/psychological circumstances with a statement from a physician or psychologist with a BIG registration. If the nature of the circumstances preclude this, then the student will consult with the student counsellor on how to provide appropriate substantiation.
4. The CPO will review the circumstances and period for admissibility and determines the extent of the support. The CPO will report its findings to the student.

Article 3. Application procedure for a force majeure allowance in the case of an insufficient feasible programme

1. If a student wishes to apply for a Force Majeure Allowance due to un insufficient educational feasibility (of a component: module, block, semester) in his degree programme, then the application must be submitted within three months following the period of the insufficient feasible programme (see Annex A, 1(e)).
2. The student must notify the study advisor or the student counsellor during the period of the insufficient feasible programme, or the application will not be taken into consideration.
3. The student must submit the application to the CPO. The Programme Director of the relevant degree programme will receive a copy of the student's personal statement along with the application form. This will be accompanied by a request to respond to the application.
4. The CPO will notify the student to report on the arrangements made with the degree programme aimed at preventing current or further delay.
5. The student will receive a copy of the Programme Director's response to the CPO regarding the student's situation.
6. The CPO will assess the application and the responses to it.
7. If necessary, and at the discretion of the CPO, a hearing will be scheduled during which both the student and the Programme Director will have the opportunity to explain their responses. The student and the Programme Director will be invited to the hearing in good time. The CPO may avail itself of the hearing to ask additional questions.

8. If a hearing has taken place, then both the student and the Programme Director will receive a brief report of the contents of the hearing.
9. The CPO will review the circumstances and period for admissibility and determines the extent of the support. The CPO will report its findings to the student.

Article 4. Determining the compensation

1. The support for involuntary circumstances is determined by the number of months during the compensation period for which the study delay was recognized. This number will be reduced with the ECTS, as recorded in Osiris, obtained in that recognized delayed period, which will be converted to months. There is assumed to be a nominal study pace of 5 ECTS per month.
2. ECTS obtained during the recognized delayed period for a resit are not included.
3. The number of months compensation can never be more than the number of months that remains of the education program at the beginning of the recognized period. Subjects that need a resit are not included.
4. Study results, recorded in Osiris, in the delayed period who patently relate to a study effort in a different period, are not counted for the support.
5. When the end date of the force majeure period cannot be determined because of the chronic nature thereof, the end date of the compensation period is used. If the student ends his study in the compensation period, that end date is used.

Article 5. Nature and scope of the Force Majeure Allowance

1. The Force Majeure Allowance consists of a monetary grant for each approved month of study delay to be paid by the university to the student if he meets the requirements set forth in these Regulations.
2. The grant for each approved month of delay amounts to a compensation of the required monthly amount tuition fee for the recognized delayed period.
3. The disbursement of the support provided will be done in a lump sum for each recognized circumstance. Disbursement will take place in principle within 3 months after submitting the application.
4. The maximum Force Majeure Allowance available per person based on these Regulations for the entire period of enrolment at UT is 24 months with a maximum amount of € 8,000.

Chapter 3: Activism Grants Regulation (voluntary circumstances)

Introduction

*This Chapter elaborates on Articles 7.51(2) and 7.51(2)(b) of the Act with respect to remuneration for **extracurricular activities** engaged in by students and **eligibility for activism grants for these activities**.*

In its Opinion on Extracurricular Activities, the University of Twente (UT) has indicated several principles which this Activism Grants Regulation details further.

These principles are:

- *Academic and personal development through extracurricular activities supplements the educational programme;*
- *Extracurricular activities complete the student's academic and personal development;*
- *UT shall facilitate extracurricular activities.*

This Regulation is intended to offer financial remuneration to students for the time spent on organizing an activity.

Eligibility for an activism grant can be viewed as remuneration for extracurricular activities which boost UT's profile and help to maintain student services. The remuneration shall not depend on the number of months of study delay.

Article 1: Conditions for support

To be eligible for activism grants, the student must fulfil all of the conditions below:

1. The student is enrolled as a full-time student at UT and the student is paying tuition fees to UT.
2. The student has not obtained a degree for the programme for which he is enrolled. An exception may be made if the student is pursuing a double degree programme.
3. The student holds a position with a student organization to which UT activism grants have been awarded, or which is included in Category 1 of the basic list in Annex B and is eligible on this basis for a grant because of ad-hoc/extra activities.
4. Students in the first year of their Bachelor programme holding a position with a student organization applicable for activism grants according to Appendix B of the FOBOS regulation, receive this compensation whenever a positive binding recommendation is obtained over the concerning academic year. When the students binding recommendation (BSA) has been postponed, the activism grants can be granted when the student has been awarded a positive decision of his BSA.
5. If a student wishes to receive financial support on account of holding a position referred to in Article 7:51(6) of the Act or a **board position in a political youth organization or a nationwide association**, the application must be submitted to the institution designated by the Ministry to carry out that Article.
6. A student enrolled as a Bachelor's student for a pre-Master's programme or for a post-initial programme shall not be entitled to remuneration for board activities.

Article 2: Period of entitlement to support for extracurricular activities

1. A student shall only be entitled to activism grants – except activism grants for University Council membership - if the recognizable period falls within **the first four years** of enrolment as a **Bachelor's student** at UT, counted from the first moment of enrolment at the UT and previous to the recognizable period received a positive Binding Recommendation (BSA).
2. A student shall only be entitled to activism grants – except activism grants for University Council membership - if the recognizable period falls within the **first two years** of enrolment as a **Master's student** counted from the first moment of enrolment at the a Master's programme at UT with a **nominal study duration of one year**. If the study duration is longer, this period shall be extended by a period equal to the period in which the programme takes longer than one year.
3. The right for activism grants based on a University Council membership will not be limited for Bachelor or Master students by duration of enrolment.

Article 3: Amount of the support

1. The activism grant consists of a gift, which, at the request of the student, is provided to him by the UT if he has complied with the terms mentioned in this regulation.
2. The compensation per grant is equal to 1/12th of the payable tuition fee per 1 September prior to the calendar year. Per calendar year the activism grants per person are limited to 12 grants. If in the same period also grants for top-level sports or top-level arts are granted or months of force majeure allowances, these will be included for this yearly total.

Article 4: Application procedure

A student organization board or committee which is eligible for remuneration in the form of activism grants must submit their application at the end of each calendar year but **before 1 April** at the very latest (<https://webapps.utwente.nl/sst>).

The students mentioned in the application need then to complete that application with their individual data and indicate to agree with the application.

When under the named students there are those with a postponed binding recommendation, the processing of the application will be postponed till after the period of the postponed binding recommendation.

Article 5: Allocation of activism grants

1. Once every two years, the CPO shall, as the Review Committee, review the criteria for allocating activism grants to recognized associations/organizations for extracurricular activities and for determining the number and details of the positions set forth in the basic list in Annex B.
New associations may be recognized in the meantime and subsequently placed in one of the Categories included in the basic list in Annex B.
2. Once a year, recognized associations included in the basic list may apply for additional and/or ad-hoc grants (see the procedure in Annex C).
3. In performing the review, the CPO shall, besides a number of general principles, apply a number of weighting factors which, depending on the type of organization or position, may be given consideration. In its review, the CPO shall obtain advice from the Student Union.
4. The CPO shall make a recommendation to the CvB about the allocation of activism grants to student associations and organizations and positions. The CPO's advice shall include the advice from the Student Union. The CvB shall determine the allocation.

Chapter 4: Support Scheme for Top-Level Sports and Support Scheme for Top-Level Arts

Support Scheme for Top-Level Sports

Reading guide:

Combining university-level studies and top-level sports can be problematic for many students. It generally proves impossible to postpone either academic studies or a career in sport until later:

both the study as the sports require of the practitioner - often between the ages of 18 and 25 - to achieve results within a relatively short period of time. The University of Twente is aware of the problems involved, and has developed a policy covering the practice of top-level sports and a support scheme for top-level sports.

Under this policy, the university strives to foster a positive climate in which students practicing top-level sports are able to find the ideal balance between study and sport, within certain parameters set by the university. The goal of the policy should be to ensure that student athletes can complete their course of study within a reasonable period of time and can simultaneously achieve the results they desire in the field of sport, drawing on their own resources and those provided by the university. It is important to note that the University of Twente's sport policy is not intended to provide for the targeted recruitment of potential top-level athletes among students in secondary school or higher professional education (HBO). Neither does the university seek to develop into an American-style 'basketball university'.

Top-level athletes make a valuable contribution to the university. They serve as role models for their fellow athletes, as well as for their fellow students. Top-level student athletes who achieve impressive results in their field also reflect well on the university. When these students receive media coverage for their sporting achievements, the University of Twente will naturally be mentioned, thereby generating publicity for the university.

Introduction

The Support Scheme for Top-Level Sports offers three types of support to accredited athletes studying at the University of Twente who are eligible for participation, depending on the status they hold:

1. Made-to-measure tutoring;
2. Financial support;
3. Use of university facilities.

Student athletes who have not yet reached the absolute top of their field (at the level of an A-, B- or HP status), may yet be able to achieve this status through the provisions of the this Scheme. This support scheme offers student athletes the opportunity to combine sport and study in a responsible, achievable way.

All top-level athletes, including those who are disabled, are eligible for participation in the support scheme. This means that the scheme also applies to students who are training for the Olympics (summer and winter) as well as the Paralympic Games.

Article 1. Qualification procedure

In order to qualify for participation in the support scheme, students must submit a request each year - if applicable – for recognition as a top-level athlete **before 1 April of the current academic year**. The Top-Level Sports Committee will make a recommendation to the CPO concerning your request. The CPO will make a decision within 10 weeks after receiving the request. A request can be submitted through the online application form:

<https://www.utwente.nl/en/ces/sacc/regulations/fobos/top-application/>

This application must contain:

1. A **personal written statement** containing a description of the type of sport, an indication of the time spend on the sport, and a brief impression of the sporting career (competitions and achievements);
2. An **official statement from the sports federation** that lists the current performance level.

The top-level student athletes must be able to demonstrate that they belong to Categories 1 or 2, as listed in section 3. Applications based on the qualifications that have since expired will not be honored.

Article 2. Categories of top-level athletes

The Top-Level Sports Committee assess whether student athletes meet the criteria listed in this section.

1. General

- The sport in which the Dutch student participates must be a Category 1 or Category 2 top-level sports as determined by NOC*NSF (for a list of Category 1 and 2: www.nocnsf.nl). A similar level applies to international athletes. Please note: exceptions may be granted for sports with a specific link to the University of Twente.
- The time investment must per week include at least 10 hours training and/or at least 4 sport-specific (team) training sessions (not including travel time).

2. There are 2 Categories with the following criteria:

- **Category 1:**
 - Dutch athletes recognized by the NOC*NSF who hold an A-, HP- or B-status or an international athlete with the similar level;
 - Athletes who compete at the highest international senior level;
 - Athletes who compete at the highest international junior level;
- **Category 2:**

Athletes who compete at the national level:

 - Athletes who compete at a high national level in the senior Category;
 - Athletes who previously belonged to Category 1 and will re-join that Category in the short term.

Article 3. Types of support

The support can consist of:

1. Custom-made tutoring;
2. Top-level sports grants;
3. Facility support for the purpose of free use of UT facilities.

Ad. 1. Custom-made tutoring

All accredited athletes who fall under **the Categories 1 and 2** are entitled to 'custom made tutoring'. The student should devise an integrated sport and study plan in consultation with their faculty supervisor at least once per semester. This plan should strike the ideal balance between education and sport: it focalizes especially on the bottlenecks which the athlete and study adviser might have foreseen.

Ad. 2. A top-level sports grants

In addition to custom-made tutoring, **all** accredited athletes who fall under **Category 1** are entitled to financial support in the form of top-level sports grants. For each academic year in which a UT student is recognized as a top-level athlete, an application for the maximum of top-level sports grants may be submitted.

Over the total period of enrolment at the UT a student may receive no more than 18 top-level sports grants, top-level arts grants and activism grants together. As from academic year 2018/2019 this maximum is set at 24 grants with a maximum amount of € 8,000. The amount of the top-level sports grant is equal to 1/12th of the tuition fee payable for the concerning academic year.

Disbursement.

To qualify for a top-level sports grant, the student can submit an application at the end of the academic year through the online application form (<https://webapps.utwente.nl/sst>). Please note: disbursement of a top-level sports grant is only possible if the student has met the provisions of the Support Scheme for Top-Level Sports. This can be monitored.

Those who wish to qualify for disbursement of the grants and are recognized as a top-level sportsman, the conditions mentioned in chapter 1, article 3, persons entitled to support, apply.

Ad. 3. Facility Support (use of facilities)

In addition to the above-mentioned forms of support, also the use of certain university facilities can be requested. This applies to the accredited athletes **who fall under the Categories 1 and 2** (see table below).

In consultation with the Top-Level Sports Committee, the eligible students are allowed to freely use the university sports facilities, such as gyms, and receive the UnionCard free of charge. This allows students to cut down on the travel time needed to practice their sport and maintain their physical condition. The forms of support described above are summarized in the table below. Declarations of the costs can be submitted through the online application form (<https://webapps.utwente.nl/sst>).

Support Scheme for Top-Level sports	Custom-made tutoring?	Grants?	Free use of university facilities?
<u>Category 1</u> - Athletes with A, HP- or B status - Athletes who compete at the highest international senior level - Athletes who compete at the highest international junior level	Yes	Yes	Yes
<u>Category 2</u> - Athletes who compete at the highest national senior- or junior level - Athletes who previously belonged to Category 1 and will re-join that Category in the short term	Yes	No	Yes

Article 4. Public relations

All accredited athletes should be prepared to act as ambassador for the University of Twente when it comes to their sporting achievements. Separate arrangements can be made with each of the athletes in this regard.

Support Scheme for Top-Level Arts

Reading guide:

The scheme is designed to enable students to successfully combine academic studies with top-level artistic pursuits. It is not intended for students who plan on making a career out of their artistic talents outside of the University of Twente (such as comedians, musicians or actors). Instead, the scheme aims to provide support for students who are committed to completing their studies and who would also like to participate in a top-level artistic activity during their time at the University of Twente.

Real-life example:

A talented pianist who takes part in national or European piano competitions and needs not only a space in which to practice, but also financial support for travel/accommodations/entrance fees for the competitions.

Article 1. The scheme

The Support Scheme for Top-Level Arts is analogous to the Support Scheme for Top-Level Sports, though it is intended for students who engage in top-level artistic activities rather than sporting activities.

Where possible, The Support Scheme for Top-Level Arts is analogous to the Support Scheme for Top-Level Sports, though it is intended for students who engage in top-level artistic activities.

Article 2. Different provisions:

Rather than a Top-Level Sports Committee, the scheme is supervised by a Top-Level Arts Committee. This committee assesses whether the student can be accredited as top-level arts practitioner and, if so, into which Category he falls.

The Top-Level Arts Committee may require written proof from cultural organizations/associations indicating the level of the related top-level cultural activities.

Chapter 5: Regulation on reimbursement of participation, management and advice by students.

Reading guide:

Under Section 7.51.2a of the Dutch Higher Education and Research Act (WHW), student members of certain university management or participation bodies may be eligible for reimbursement from the Profiling Fund. Attendance reimbursement is available for several positions as well. The Regulations below set forth the amount of such reimbursements.

Article 1. Students entitled to reimbursement from the Profiling Fund

A student wishing to claim reimbursement from the Profiling Fund in connection with participation, management and advice by students must satisfy the following conditions:

1. the student is enrolled at the University of Twente as a full-time student and pays tuition fees at this university;
2. the student has not obtained a degree for the programme for which he is enrolled. An exception may be made if the student is pursuing a double programme;
3. the student holds a position described in Section 7.51.2a which is of such a scope that it cannot be held in addition to a full-time study week. For the 2018-2019 academic year, the following persons will be eligible for this:
4. student members of the University Council.

Article 2. Amount of participation scholarships from the Profiling Fund

1. The reimbursement for the student members referred to in Article 1.3.a is provided for in the Activism Scholarships Regulations, and the student must satisfy the conditions of these regulations.
2. The reimbursement per scholarship will equal 1/12th of the tuition fees owed in September prior to the relevant calendar year.

Article 3. Students entitled to reimbursement for attendance

The following persons will be eligible for reimbursement in the form of attendance fees:

- a. students serving in the University Council;
- b. students serving in the Faculty Council;
- c. student members of programme committees;
- d. Faculty Board student assessors.

Article 4. Amount of attendance reimbursement

1. For student members of the University Council and the Faculty Council, the reimbursement is provided for in the UT Participation Bodies Reimbursement Regulation. Article 6.3 of that regulation states that the aforementioned amounts will be indexed each year on 1 September (*the further development of the indexation in that scheme will follow*):
 - a. students serving in the University Council will receive an attendance fee of €2,350¹ per year in office. Students holding special positions as University Council members will receive an additional attendance fee of €940¹ per year in office. Pursuant to the Participation Bodies Reimbursement Regulations, the reimbursements for students serving in the University Council will be charged to the budget established centrally for this;
 - b. students serving in the Faculty Council will receive an attendance fee of €615¹ per year in office. Students serving as the Faculty Council President will receive an additional attendance fee of €615¹ per year in office. Pursuant to the Participation Bodies Reimbursement Regulations, this reimbursement will be charged to the faculty for which the Faculty Council has been established.
2. Students who are members of programme committees will receive an attendance fee of €410 per year in office. Students serving as the programme committee chair will receive an additional attendance fee of €410 per year in office. This reimbursement will be

¹ Amount based on arrangement fees UT Participation Bodies Reimbursement Regulation 1-9-2010
FOBOS September 2018

- charged to the faculty for which the programme committee has been established.
3. Student advisors to the Faculty Board (student assessor) will be eligible for reimbursement of €150 per month. This reimbursement will be charged to the faculty for which the student fulfils this role. The student assessor can claim the reimbursement upon an monthly basis at the financial department of the faculty after approval by the administrator.

Annex A: Recognized special circumstances (under Article 7.51(2) of the Act)

1. The following special circumstances shall be the only ones based on which the various types of financial support may be obtained (Article 7.51, Act):
 - a. The membership of the board of an recognized students' association as mentioned in Appendix B;
 - b. Illness or pregnancy and childbirth;
 - c. A physical, sensory or other impairment;
 - d. Special family circumstances;
 - e. An insufficient feasible programme;
 - f. Other special circumstances of students determined by the Executive Board (at the UT those are recognized top-level athletes and top-level artists)
 - g. Other circumstances besides those referred to under (a) through (f) above if the Executive Board's not granting a request for financial support based on this would result in extreme unfairness.
2. 'Illness' shall also include psychological disorders. For a review of the circumstances based on illness, a certificate from the Dutch attending doctor or psychologist listed in the register under the Individual Healthcare Professions Act (BIG) must be included, showing the nature and duration of these circumstances. The number of months will, as much as possible, be based on the agreements reached in the adapted study plan.

An illness sometimes does not necessarily result in a delay, or not immediately. Depending on the nature and seriousness of the illness, the student may still have reasonably been able to perform academically.

The effects of an illness may also still be felt for some time, even though the student has officially been declared to be 'cured'. This shall be taken into account in the assessment. A determination has been made that the applicant must furnish the CPO any desired information regarding the application.

When it is a problem to substantiate the application with a written statement of a Dutch BIG-registered doctor or psychologist, the student will have to report to the student counsellor.
3. The special family circumstances referred to in 1(d) above shall include the following circumstances:
 - a. Relationship problems for the student concerned;
 - b. Housing or social problems for the student concerned;
 - c. Illness or death of the partner or family of the student concerned (solely the parents, children, brother or sister);
 - d. Divorce of the parents of the student concerned;
 - e. Problems adapting to Dutch culture and customs.

For purposes of the Regulation, the term 'partner' shall mean the student's spouse or the person with whom an unmarried student cohabitates as a life partner.

Extracts from the Municipal Personal Records Database must show that they have lived together at the same address for at least six months.
4. The circumstances referred to in 1(a) above have been specified further in Annex B. These relate to activities in connection with the organization and the board of the University and membership in councils and boards.
5. The criterion 'an insufficient feasible programme' has been included as a special circumstance in 1(e) above.

One example is a curriculum in which all the modules need to be taken in a certain sequence, while these modules are scheduled in such a way that completing the study within the study duration is not reasonably feasible. The student may have a specific combination of modules in which essential modules are scheduled simultaneously. If the student has only a few opportunities to retake the module, this may make the problem worse.

Annex B: Description of Allocation of Activism Grants and Fixed Basic List for Activism Grants

1. Introduction

In its Opinion on Extracurricular Activities (activism), the University of Twente (UT) has laid out several principles concerning extracurricular activities which the Activism Grants Regulation details further. These principles are:

- Academic and personal development through extracurricular activities supplements the educational programme;
- Extracurricular activities complete the student's academic and personal development;
- UT shall facilitate extracurricular activities.

The support in those cases are meant as a reward for the activities carried out in addition to the curriculum. The UT is committed to good educational performance and to a nominal study pace.

2. Review Committee

The SU acts as the **Review Committee** for advising the CPO on the application of the criteria for awarding activism grants to recognized associations from extracurricular activities. Also the Review Committee advises on the determination of the scope of the (statutory) board positions set forth in the chapters 3 and 4 and/or Annex B. For the implementation of this task, the Review Committee shall keep close contact with the CPO registrar.

Once every two years the student associations and –organizations shall be evaluated by the Review Committee.

In distributing the grants and assessing the board responsibilities, the Review Committee must adhere to the following principles:

- A maximum number of activism grants to be awarded each year;
- Student organizations qualify for activism grants if their activities benefit student enrolled at the UT;
- The activities do not serve a commercial purpose;
- The activities may only be compensated once per academic year;
- The association may allocate up to the compensation for volunteers.

The following conditions must be met by foundations:

- The range of activities should in principle be accessible to each student belonging to the university community;
- The foundation may allocate up to the compensation for volunteers;
- It must be shown that the actual activities benefit students enrolled at the UT or boost the UT's profile.

3. Classification of student organizations into Categories

The nature of the association shall be shown by such factors as:

- The charter;
- The range of activities offered at present or in the past;
- The manner in which the association profiles and/or positions itself.

The Review Committee shall classify every interested student organization into one of the Categories below based on extracurricular activities, thereby recognizing these organizations within the meaning of the Activism Grants Regulation.

Category 1:

Extracurricular activities which can easily be performed in addition to the full-time study week. These activities do not impede the study progress. This Category is **not eligible for remuneration in the attached basic list**.

Category 2:

Extracurricular activities which:

- Cannot entirely be performed in the student's free time and therefore encroach on the full-time study week;
- Benefit a substantial part of the student community. This Category is **eligible for financial remuneration**.

Classification as either Category 1 or 2 is based on an estimate of the workload involved on the relevant board. If the workload infringes on the student's ability to devote himself/herself fully to his studies on a weekly basis, then the board will be classified as Category 2. The classification has been initially determined based on the membership rolls as listed in the categorization tables. In practice, this means that a threshold has been set based on membership numbers. If this threshold is exceeded, then it can be assumed that board membership will infringe on the student's ability to devote himself fully to his/her studies on a weekly basis. The Review Committee may deviate from the guideline (and consider the board membership to fall in Category 1) if the activities associated with the board membership give cause to do so.

Category 3:

Extracurricular activities which, in the CvB's judgment, are very important to UT. This Category is at least eligible for **remuneration** for the time spent organizing and/or executing the activity.

Note 1: This Category encompasses an exhaustive number of extracurricular activities explicitly determined by the CvB. This list may fluctuate each year and shall be determined annually by the CvB. The student must, of course, satisfy the general conditions imposed for any student performing or board work to be eligible for financial remuneration.

Note 2: For the calendar years 2018 and 2019 this Category is as follows:

1. Student Union Board;
2. University Council
3. Batavierenrace Committee;
4. Kick-In Committee;
5. Create Tomorrow Committee (once every two year);
6. Apollo Umbrella Board;
7. Fact Umbrella Board;
8. Sports Umbrella Board;
9. Study Associations Umbrella Board.
10. Umbrella Board UniTe
11. Bedrijvendagen
12. UT-MUN
13. TedX
14. Hardstart
15. CBE

Category 4

Extracurricular activities of the "Team Twente" teams. In any case, this Category is eligible to remuneration for the time spent working in the team.

Note 1: To ensure that an increase of the number of Twente teams in Category 4 will not reflect on other boards and committees of associations, this will never lead to a decrease of the other Categories from Annex B. This implies that an increase of Category 4 brings about an increase in the budget for FOBOS.

Note 2: This Category only contains teams with the predicate Twentse Teams by approval of the Board of the Twente Team umbrella organization with the consent of their supervisory board. This list can fluctuate per year. Of course, every student must comply with the terms and conditions to be eligible for a remuneration.

Note 3: For the calendar years 2018 and 2019 this category is as follows:

1. *Electric Bike Team*
2. *Green Team*
3. *Robo Team*
4. *Solar Boat Team*
5. *Solar Team*
6. *A3T (as from 2019)*

4. Distribution within Category 2

For the distribution of grants in Category 2, there is made a distinction based on the various sectors. This distinction arises from the difference in workload and to what extent they meet the criteria.

Only full-fledged student members studying at UT of Saxion shall be counted as members. Persons who are members for a sharply reduced fee or who join the association to take advantage of certain services of the associations do not count.

Once every 2 years will be determined how the distribution for the next 2 years will be. The basis shall be the number of members on **1 November in the year** preceding the date of the application.

The number of students in *social clubs* shall be determined based on the club's own statement possibly being checked by the institution's accountant by means of the fees (full fees) received.

For *sports and cultural associations*, the number of students shall be determined by means of the UnionCard data.

For *study associations*, the basic workload is almost equal. Activities are comparable and study associations have little influence on their growth, because of this the basic workload is higher and there is no basis to distinguish themselves on membership numbers.

Range of activities (for foundations)

Because foundations do not have any members, the number of students directly benefiting from the activities shall be used for foundations. The greater *the scope of the activities*, the more weight this shall be given in awarding activism grants.

For a *foundation that manages a pub/clubhouse* the following conditions apply:

- The association or related foundation must be responsible for the management and run its own catering operations. This must be evident from the position and activities description;
- The management and operation of the pub or clubhouse cannot occur entirely during free time and thus encroaches on the full-time study week. The operation of the pub or clubhouse benefits a substantial portion of the student community;
- The management of the pub or clubhouse benefit a substantial part of the student community;
- If more than one association is the main tenant, the activism grants may be divided up proportionately among those associations, based on the division of tasks;
- The pub or clubhouse must be located in one of the union buildings;
- A maximum of 25 activism grants per pub/clubhouse shall be allowed for managing a pub/clubhouse. If the pub or clubhouse is shared by multiple associations or foundations, the distribution of the activism grants shall mutually be agreed on by the associations or foundations.

5. Admission to and distribution within Category 4

- The Team Twente Teams Board (TTT Board) determines yearly, on 1 November of the year preceding the calendar year, which teams will be recognized, the number

of full-time and part-time team members and the allocation of activism grants per team. The necessary budget will be established in advance, by the TTT-Board Board and the UT financial department (FEZ).

- Adding or removing a team in/from Category 4 is always linked to whether or not owning the Team Twente recognition.
- The TTT-Board has the right to withdraw a Team Twente recognition if substantial evidence can be provided that a team does not meet the criteria for recognition.

6. Additional and ad-hoc grants

General

A number of activism grants are available for additional and ad-hoc activities. These are for calendar year:

- 2018: 694 grants;
- 2019: 659 grants.

The difference is because in 2019 Create Tomorrow takes place, for which 35 grants are available.

If there are activism grants left over after the grants, indicated in the basic list, are distributed, these grants may be used to award activism grants for additional or ad-hoc activities.

The Student Union and Umbrella Boards shall be responsible for initially checking whether the requests submitted satisfy the conditions. If the applications encompass more grants than are available, the Student Union shall make a joint recommendation with the Umbrella Boards.

Activism grants for additional activities

An association or foundation may be eligible to additional activism grants if it *organizes an activity* which:

- Is in keeping with the nature of the association;
- Is special in nature or good for UT's image;
- Requires a substantial investment of time for the organization.

Also the activity must benefit a substantial part of the student community.

Ad-hoc activism grants

For organizations wishing to organize an ad-hoc activity, ad-hoc activism grants may only be awarded if this activity has the following characteristics:

- The activity is special in nature;
- Organizing the activity cannot occur entirely during free time and thus encroaches on the full-time study week;
- The activity is good for the image of UT and/or Enschede as a student city;
- The activity benefits a substantial portion of the student community.

Organizations not on the basic list may also be eligible for ad-hoc activism grants, in order to encourage and reward initiatives by the student community.

Examples of ad-hoc activities:

- A National Student Championship;
- A conference;
- A festival;
- A performance series.

The establishment of an association may be regarded by the CPO as an ad-hoc activity. The CPO may award activism grants for such establishment; the SU will provide the CPO with a recommendation. The CPO must then state in writing the reasons for awarding or denying the grant. When a board is not eligible for grants from the basic list activism grants, the concerning umbrella may decide to allocate these board members with additional and ad-hoc grants.

7. Details of distribution of activism grants

Associations

Student associations at the University of Twente are grouped by sector. Umbrella organizations govern the sectors. There are a total of five umbrella organizations: Sportkoepel for sports associations, Apollo for cultural associations, Fact for social clubs, UniTe for the international associations and Organisation of Study Associations for the study associations. The recognition of the associations/foundations by the Union indicates under which umbrella organization each one falls under. Associations or foundations that do not fall under one of these umbrella organizations are assigned to the section 'Other', which falls under the auspices of the Student Union. Activism grants are also allotted according to this umbrella organization structure.

The following table shows the number of activism grants for the associations in the umbrellas Sports, Performing Arts, Social, World, Business and Other.

Sports / Performing Arts / Social / World / Business/ Other			
<i>Number of members</i>		<i>Max. number of activism grants p.p.</i>	<i>Maximum number of grants in total</i>
20	33	0	0
34	66	2	6
67	99	3	9
100	149	5	20
150	199	7	35
200	299	9	45
300	399	10	50
>400		12	60

Example:

A sports associations has 60 members. This means that the sports associations exceeds the lower limit of 33 student members. This makes the board members eligible for 2 activism grants per person for a maximum of 3 board members. In the distribution this sports association is therefore listed for 9 activism grants.

If an association decides to work with more board members, the grants may be split up (into full grants) and distributed over several students; however, the total number of grants remains the same. Logically follows from this table, that if a board decides to work with less board members, the total number of grants per person remains the same as in the table above is displayed and the maximum number of grants will be less.

Example:

A culture association with 105 student members is entitled to up to 20 grants. The board has 5 board members. Each board member can apply for 4 grants.

The number of grants that is distributed in the umbrella Study does not depend on the number of members per association, but is fixed according to the table below.

Study		
<i>Number of members</i>	<i>Max. number of activism grants p.p.</i>	<i>Maximum number of grants in total</i>
Less than 100	0	0
100 till 200	7	35
From 200	12	60

If an association decides to work with more board members, then the grants may be split up (into full grants) and distributed over several students; however, the total number of grants remains the same.

Umbrella board members

Board members of umbrella organizations are entitled to activism grants according to the table below.

<i>Name</i>	<i>Max. number of activism grants p.p.</i>	<i>Maximum number of grants in total</i>
Apollo	12	36
Fact	5	15
Organisation of Study Associations (OS)	5	15
Sportkoepel	12	36
UniTe	5	15

If an umbrella board decides to work with more than 3 board members, then the grants may be split up and distributed (into full grants) among more than 3 board members. However, the total number of grants remains the same.

Pub/clubhouse/shop

In accordance with Article 4 of Annex B, the organizations entitled to activism grants for managing a pub/clubhouse/shop are shown in the table below.

<i>Name</i>	<i>Max. number of activism grants p.p.</i>	<i>Maximum Number of grants in total</i>
Antigoon	5	25
Asterion	5	25
De Sevende Camer	5	25
Flux	5	25
IAPC	5	25
KSUT	5	9
TRAM	5	25
Vestingbar	5	25

If the board of a pub/clubhouse/shop decides to work with more board members than mentioned in the table above, then the grants may be split up and distributed (in whole numbers) among multiple students. The total number of grants remains the same.

Category 3

The CvB has determined Category 3 as follows:

<i>Name</i>	<i>Max. number of activism grants p.p.</i>	<i>Maximum number of grants in total</i>
Student Union		0
Kick In Committee	12	75
Create Tomorrow Committee (once every two year)	6	2018: 0 2019: 35
Batavierenrace	12	48
Apollo	12	36
Fact	5	15
Sportkoepel	12	36
Organisation of Study Associations (OS)	5	15
UniTe	5	15
Bedrijvendagen	10	60
University Council	9	81

UT-MUN	3	9
TedX	3	18
Hardstart	3	9
CBE	3	6

If a committee/board from Category 3 decides to work with more board/committee members, then the grants may be split up (into full grants) and distributed among multiple students. The total number of grants remains the same.

Category 4

Is determined as follows:

<i>Name</i>	<i>Max. number of activism grants p.p.</i>	<i>Maximum number of grants in total</i>
Electric Superbike Team	12 (full-timer) 6 (part-timer)	168
Green Team	12 (full-timer) 6 (part-timer)	192
Robo Team	12 (full-timer) 6 (half-timer) 3 (part-timer)	117
Solar Boat Team	12	168
Solar Team	12	180
A3T (for 2019)	3	29

8. List for allocation of activism grants in calendar year 2018 and 2019

Study	Category 1	Sub-budget 0
	Ideefiks	
	Category 2	Sub-budget 1040
	Abacus	60
	Alembic	60
	Arago	60
	Astatine	60
	Atlantis	35
	Communiqué	60
	ConcepT	60
	Daedalus	60
	Dimensie	60
	Inter-actief	60
	Isaac Newton	60
	Komma	35
	Onwijs	35
	Paradoks	60
	Proto	60
	SAB-ITC	35
	Scintilla	60
	Sirius	60
	Stress	60

Performing Arts	Category 1	Sub-budget 0
	AFVD Foton	
	Bellettrie	
	Catch Up	
	Contramime	
	Fanaat	
	Kunstuitleen	
	MSO	
	Pro Deo	
	StuBiBa	
	Stichting Fabel	
	Twente Student Koor (DVE)	
	Category 2	Sub-budget 71
	4 Happy Feet	35
	Arabesque	6
	Break-Even	6
	Chassé, SDV	6
	Musilon	6
	Nest	6
	SHOT	6
Social	Category 1	Sub-budget 0
	J&S Exaltio	
	RSK	
	VGST	
	Sagittarius, SHBV	
	Stoottroepen, BSV de	
	Stretchers, DBV de	
	Vakgericht, SKV	
	Category 2	Sub-budget 210
	Aegee	50
	Alpha	20
	Audentis	60
	Taste	60
	NSE	20
Sports	Category 1	Sub-budget 0
	A la Kart	
	Blueshell	
	Gascogne	
	High-Tech-Hitters, HSV	
	Sagittarius, SHBV	
	Stoottroepen, DSV	
	Vakgericht, SKV	
	Category 2	Sub-budget 535
	Aloha, DSTV	6
	Arashi, VAS	20
	Arriba, DBV	20
	Buitenwesten, ESBV	6
	Cabezota, EEEHV	6
	DHC	35
	DIOK, DBV	9

	Drienerlo, DHC	45
	Drienerlo, VV	45
	Euros, DKV	6
	Euros, DRV	50
	Euros, DZ	9
	Hardboard, DWV	20
	Harambee, VV	45
	Hercules, SKV	6
	Hippocampus, DRV	9
	Klein Verzet, DWV	6
	Kronos, DAV	9
	Linea Recta	9
	Ludica, TC	50
	Messed Up	6
	MotorSportGroep	20
	Phonix Lacrosse	6
	Piranha, ZPV	45
	Skeuvel, DSV de	35
	Slagvaardig, ADSKV	6
	Slapping Studs, SYHV The	6
	Tartaros, DSSV	9
	Thibats, DTTV	6
	TSAC	20
Pub/club house/shop	Category 2	Sub-budget 184
	Antigoon	25
	Asterion	25
	De Sevende Camer	25
	Flux	25
	IAPC	25
	KSUT	9
	TRAM	25
	Vestingbar	25
World	Category 1	Sub-budget 0
	L.A. Voz	
	PSA	
	P-NUT	
	UT-Muslims	
	Category 2	Sub-budget 95
	ACSSE	9
	AIESEC-fulltime	50
	AIESEC-parttime	9
	ESN	9
	ISA	6
	IrNUT	6
	PPIE	6
Business	Category 2	Sub-budget 42
	Duitenberg, DSC	6
	IAESTE	9
	Integrand	9
	Kivi	9
	UniPartners	9

Other	Category 1	Sub-budget 0
	Christian Fellowship	
	Enactus	
	GeneratelN	
	Radix	
	SNT	
	VCK	
	WOT	
	Category 2	Sub-budget 9
	Ockham	9

Category 3	Sub-budget 2018: 423 2019: 458
Student Union	0
Kick In Commissie	75
Create Tomorrow Commissie (eens per twee jaar)	2018: 0 2019: 35
Batavierenrace	48
Apollo	36
Fact	15
Sportkoepel	36
Organisation of Study Associa- tions (OS)	15
UniTe	15
Bedrijvendagen	60
Uraad	81
CBE	9
UT-MUN	9
TedX	18
Hardstart	9
CBE	6

Category 4	Sub-budget 2018: 825 2019: 855
Electric Superbike Team	168
Green Team	192
Robo Team	117
Solar Boat Team	168
Solar Team	180
A3T	2018: 0 2019: 29

Cost calculation

The ad-hoc/additional grants are intended to (also) reward activism in addition to the normal board work. This means, of course, that activism cannot be combined with a full-time study week.

The total number of activism grants in 2018 is 3303 (including 694 grants for additional and ad-hoc activities and excluding 825 grants for category 4).

The total number of activism grants in 2019 is 3303 (including 659 grants for additional and ad-hoc activities). The difference arises because Create Tomorrow will be organized in 2019. The number of grants for Category 4 in 2019 for the existing teams remains unchanged and is supplemented with the team A3T.

The compensation per activism grant is equal to $1/12^{\text{th}}$ of the payable tuition fee per 1 September prior to the calendar year.

THE APPLICATION IN PRACTICE:

How many activism grants will the student receive?

- Step 1. Does the student satisfy the conditions stated in the Activism Grants Regulation (for instance: full-time student, positive BSA, no pre-master student, etc.)*
- Step 2. The student's position must be with a recognized association/organization (see Appendix B).*
- Step 3. The student must check the Fixed Basic List for Activism Grants as to the maximum number of activism grants.*
- Step 4. The grant will be paid to the student after the calendar year is completed. The application must be submitted before 1 April through the online application form.*

How many activism grants will I receive as an association?

- Step 1. Does the association satisfy the criteria for recognized associations? In other words, does the organization appear on the basic list?*
- Step 2. The association checks the number of grants to which it is entitled under the basic list.*
- Step 3. The association distributes the grants across the board members and/or committee members and submits the application form 1 April through the online application form.*

Annex C: Procedure additional and ad-hoc activism grants

1. Yearly determination of the budget for additional and ad-hoc activism grants takes place in August preceding the concerning calendar year.
2. The board of the Student Union (SU), together with the umbrella boards, draws up a provisional application to divide the available activism grants for additional and ad-hoc activism grants and submit it at the CPO registry before December 1st of the year concerned. Eligible are:
 - a. Associations/foundations named in the basic list for activism grants FOBOS in Category 1 till 3;
 - b. Organizations not named in the basic list for activism grants FOBOS, for example activities such as:
 - A national student championship;
 - A congress;
 - A symposium;
 - A festival;
 - A series of performances;
 - The foundation of an association.
3. The SU will discuss the provisional application of the grants with the CPO.
4. The SU contacts the umbrella boards in January after the year concerned, to discuss whether or not the activities mentioned in the provisional application have complied with the criteria and will give the CPO substantiated information in the exceptional case when activities are replaced by other activities.

The definite application will be submitted at the CPO in January after the year concerned.
5. The associations/committees will submit the applications of the individual students before the 1st of April next to the year concerned.
6. The CPO registry files the applications of the individual students and ascertain their eligibility for activism grants and subsequently draws up the decisions to be send to the individual applicants.

Alcohol at the University of Twente

14/02/2019

Cause

Annually, student associations organise a number of activities where (light) alcoholic drinks are served. Most of these activities take place in reception room. Every event in which (light) alcoholic drinks are served carries certain risks. The associations and the University of Twente want to take a number of measures to guarantee the safety of these activities. That's why this note was drawn up.

Reception room

Current situation

In several buildings on the UT there are reception rooms with a terrace for student associations:

- two rooms in the Horst;
 - Terrace: Jaknikker Field behind the Horst
- three rooms in the Zilverling;
 - Terrace: R&D square
- one room in Carré;
 - Terrace: Nano Hofje at Carré
- one room in Technohal;
 - Terrace: To be determined

In the appendix, you can find the map which indicates the reception room and terraces.

The associations use these spaces as a meeting place and to organise drinks and parties. The terraces can be used by all student associations. Drinks take place about daily, parties about once a month. The associations report their activities via the UT's activity report. During the activities, they also ensure that there are sufficient in-house emergency responders present. The associations have a lot of experience in organising activities. The knowledge is always transferred from the experienced members to the new members. As a result, the organisation follows a 'best practice' that has been refined over the years.

Catering licence

We have a Catering Industry licence and must adhere to the agreements set out in the administrative regulations.

Risks

Although the activities generally go well, the situation involves a number of risks:

- Insufficient distinction is now made between high-risk and low-risk activities, which means that in the case of high-risk activities the extra measures that are desirable are not always taken.

- We have an alcohol license. Within the reception room, the rules must be followed. It can be difficult to check whether all bar volunteers are aware of and comply with the rules in a practical sense.

This document has been drawn up to deal with these risks.

Alcohol guidelines

Instruction and responsibilities

With the activities, it is important to have a clear division of responsibility. That is why the relevant responsibilities are listed:

- In all cases, the student association is responsible for the activities in the reception area and must ensure that they take place in a safe and responsible manner. The student association is represented by the board members. The space can be made available for activities in which the association is not involved, these activities must then fall within the objective of the student association. If the space is rented or made available for activities in which the association is not involved, it is the responsibility of the association to ensure that users of the space know what conditions and rules (including with regard to security) they must comply with;
- Emergency response persons are present in accordance with the Campus & Facility Management guidelines, in order to ensure that in the event of an emergency first aid is provided or the correct measures are taken (eg evacuation);
- Tappers should keep an eye on whether the consumption of alcohol by visitors remains within the limits and whether there is any undesirable behaviour.

Associations that wish to serve alcohol are obliged to adhere to the agreements and guidelines in the administrative regulations and this note. In this way, we can clarify tasks and responsibilities during the different (types of) events. Agreements on, for example, appointing a head coordinator for a risk event ensure that all those responsible for the activity itself know what their role is and what is expected of them. A lead coordinator doesn't have to be a bar volunteer. This person will in any case act as a contact person with the security and is announced when registering for the event. In addition, the UT can show the municipality that the associations are aware of their responsibility for organising safe activities and that they are seriously committed to doing so. Twice a year, after the board changes, the directors' student association is informed about the agreements regarding reception room (see below in this memorandum). This is done during the monthly OS meetings.

In addition, it is important that the people behind the tap learn to recognise difficult customers and / or situations and how they can deal with this. The Responsible Alcohol Donation (IVA) course is intended for this. This is, in fact, part of the training for the social hygiene diploma. IVA is specially designed for volunteers in the hospitality industry at the sports hall and / or swimming pool, where light alcoholic drinks are served. It provides tools for how a good tapper behaves and what he/she watches. The instrument was developed by NOC * NSF to digitally obtain the certificate through their website.

The digital IVA is free of charge, but it is not satisfactory because it does not contain effective training and is too theoretical in nature. That is why the UT has chosen to have the BHV trainer at the UT (and trained IVA trainer) give practical IVA courses. The intention is that these training courses are offered at least twice a year. The training is organized in close consultation with the development cooperation.

High and low risk activities

Not all activities are of the same nature and therefore also have a different level of risk.

The risk of an activity is in fact determined by three factors:

- Number of participants/presence: with a large number of attendees, it is difficult for tappers to keep track of how much alcohol each attendee consumes. Often one person gets several drinks, which are divided into a group. In addition, a large group of people is more difficult to keep an eye on than a small group;
- Free provision of alcoholic beverages or free provision of alcoholic drinks to participants in a (paid) activity: the risk of excessive alcohol consumption is higher because the inhibiting factor of a limited financial budget does not play a role;
- The consumption of alcohol is stimulated by a competitive element. As a result, there is an increased risk of excessive consumption.

Annex 1 describes a number of measures to limit the risks in high-risk activities, such as the establishment of agreements, tasks and responsibilities and the training of tappers. In addition, the HR-health, safety and environment expert draws up a recommendation for each drinks room, which includes the maximum number of visitors for the drinks room in question (which will be referred to later in this document) and other safety recommendations. It is clear that if an activity meets one or more of the following characteristics, it is a high risk activity:

- An (expected) number of participants of 100 or more;
- Unlimited distribution of alcohol during (part of) the activity;
- The consumption of alcohol is stimulated by means of a competitive element.

Although these risk factors are a good indication for determining whether an activity has a high or low risk, there are always activities where it is difficult to determine which category they fall into. Activities may be wrongly referred to as risk activities, or risk activities are not recognised as such. That is why the OS will prepare two lists together with the events office: a black list with activities that always have a high risk and a white list for activities that always have a low risk. The lists are evaluated annually by the OS and the event office (and adjusted where necessary). If activities are organised that are not on one of the lists, these are categorised in consultation with the events office using the above guidelines. If the organisation hosting the activity is of the opinion that the categorisation is incorrect, this can be discussed with the OS board. The latter ultimately decides whether there is an exception or not.

Appointments for drinks areas UT

In concrete terms, this can be translated into the following agreements with the associations:

- The student association is responsible for the activities in the drinks area and must ensure that they take place in a safe and responsible manner. This also applies if the room is rented or made available for activities in which the association is not involved;
- Associations shall follow the guidelines set out in Appendix 1;
- The OS, together with the student associations and/or advisory committees and the safety expert of HR-VGM, draws up a black and white list with regard to risk events. The list will be discussed twice a year during the monthly OS ALV after the board changes.
- In the case of high-risk activities, the student association takes extra measures to ensure that the activity runs safely. This can be done in advance with the HR-VGM events office and safety expert; this can be done using the online application form.
- If it is unclear whether an activity has a high or low risk (e.g. in the case of a new type of activity), the association concerned shall contact the events office in advance;
- Drinks, parties and other activities in the drinks areas and/or terraces are registered via: <https://www.utwente.nl/campus/organisatie/bijeenkomst-melden/>
- To ensure that student associations are familiar with this guideline, this is briefly discussed twice a year (at the start of the academic year and in the event of a change of board) with the Student Association Consultation and student association boards. The monthly OS meetings offer a good time for this;

In addition, the UT arranges the following:

- Twice a year, in consultation with the OS, HR-VGM organises an IVA training course for tappers. The standard information is supplemented by exercises in dealing with difficult customers/situations.
- The UT has nominated employees as managers for the permit so that the UT can supervise compliance with the rules. These managers can be found on the permit and can be reached via the security of the buildings at the UT.
- Safety expert, events office and student associations made an inventory of the meeting rooms on 16 July 2013. On this basis, the safety expert gave advice on the maximum number of visitors per room:
 - Carré C5251 and C5247 room: 143 people (without separate furniture 215 people)
 - Zilverling E104: 80 people (without separate furniture 121 people)
 - Zilverling E108 room: 81 people (122 people without separate furniture)
 - Horst C009 room: 99 people (without separate furniture 149 people Horst C011: 113 people (without separate furniture 169 people)
 - Room Technohal

The safety expert's report is attached in Appendix 2.

Appendix 1

Guidelines for associations:

- For association activities, no alcohol is served before 3:30 pm. This rule does not apply to domestic or private matters (graduation drinks, receptions, etc.);
- During association activities in reception rooms, no alcoholic beverage may be consumed that you have brought along;
- The dispensing of alcoholic beverages by bar staff should not take place when the person dispensing the beverages is under the influence of alcohol.
- Associations do not serve mildly alcoholic beverages to people under the legal minimum age. Strong alcoholic beverages are not served by associations. In case of doubt, the tapper must ask for proof of identity.
- Definition of mild alcoholic drink: alcoholic beverage: alcoholic beverage from 0.5% to 15%, such as beer and wine, premix drinks in bottles or cans of around 5% and light shooters of around 10%. Port, sherry and vermouth are also included, although they often contain more than 15% alcohol.
- Definition of alcoholic beverage: alcoholic beverage of 15% or more, such as spirits shooters of around 20% and other spirits of 15% or more, such as gin, rum, whiskey, cognac, liqueurs, regardless of the way in which it is served. Note: A unit of spirits (e.g. rum) served with a bottle of cola or mixed in a glass is therefore considered a strong drink. The ratio of spirits to the added cola does not play a role in this.
- An association that provides alcoholic beverages is obliged to indicate the age limits visibly and legibly in the reception area.
- Prohibition of persons who have visibly drunk too much or who are clearly under the influence of other psychotropic substances
- A registration list of tappers who have followed the Responsible Alcohol Serving Instructions (IVA) must be present.
- Indirect distribution to young people is not permitted. In other words, no mild alcoholic beverage for the elderly, when beverage is intended for young people under the legal minimum age. The bar volunteer can only be held responsible if it is clear to him that the drink is ultimately intended for someone younger than the legal minimum age (in the case of mild alcoholic beverages).
- At times when alcohol is served, all tappers present must be in possession of a UT-approved IVA-certificate and registered as such;
- As soon as a tapper in training (co-tapper) is working and does not yet have a UT-tested IVA-certificate, he or she must have complied with a so-called IVA "click-course". The link to this course can be found on the website of the OS.
- For risk activities, one main coordinator is appointed who remains sober throughout the entire activity. This person is actively involved with the monitoring task and ensures the transfer of knowledge between any different tapping teams and emergency response teams. If necessary, it is the task of this lead coordinator to remove individuals who behave irresponsibly from an activity. The university's security can be called in for any help with this.
- The lead coordinator, tappers and emergency response team members present will remain sober during the activity;

- In the case of activities in reception areas where a large number of visitors is expected, the association concerned will provide an access policy so that the maximum number of visitors will not be exceeded.
- In principle, associations and organisations cannot apply for a catering licence at the University of Twente themselves. If they do wish to do so, they must contact the Facility Management Department in order to process any applications in consultation with them and through them.

Appendix 2

Maximum number of visitors per reception area

On 16 July 2013, the reception areas were visited to get an idea of the net m² surface area of the reception during drinks. This document specifies the maximum occupancy rate of the various reception areas.

Starting point

For the calculation of the number of persons that may be present in a room, the width of the exit is important and the net surface area is important. Per linear metre of output width, 90 people may be present. If the door turns in the opposite direction to the direction of escape, then the number is 25. In the case of separate furniture, 2 persons per m² is also the rule. If there is no separate furniture, 3 persons per m² may be assumed.

Findings:

Carré

Area C5251 and C5247

Exit width is: 2.75 m

Net surface area is 71.83

Separate furniture.

$71.83 \times 2 = 143$ people (If all the separate furniture has been removed, $71.83 \times 3 = 215$ people may be present).

EDU Café:

Area E104:

Exit width is: 4 m (sliding door)

Net surface area is 40.44 m²

Separate furniture.

$40.44 \times 2 = 80$ people (If all the separate furniture has been removed, $40.44 \times 3 = 121$ people may be present).

Area E108:

Exit width is: 4 m (sliding door)

Net surface area is 42.82 m²

Separate furniture.

$42.82 \times 2 = 85$ people (If all the separate furniture has been removed, $42.82 \times 3 = 128$ people may be present).

Horst:

Area C009

Exit width is: 2,40 m

Net surface area is 49,9

m² Separate furniture.

Area C011

Exit width is: 2,40 m

Net surface area is 56,51

m² Separate furniture.

49.9 x 2 = 99 people (If all the separate furniture has been removed, 49.9 x 3 = 149 people may be present).	56.51 x 2 = 113 people (If all the separate furniture has been removed, 56.51 x 3 = 169 people may be present).
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Alcohol op de Universiteit Twente

14/02/2019

Aanleiding

Studieverenigingen organiseren jaarlijks een groot aantal activiteiten waarbij (licht)alcoholische dranken worden geschonken. De meeste van deze activiteiten vinden plaats in de borrelruimtes. Ieder evenement waar (licht)alcoholische dranken geschonken worden, brengt bepaalde risico's met zich mee. De verenigingen en de UT willen daarom een aantal maatregelen nemen om de veiligheid tijdens deze activiteiten te waarborgen. Daarvoor is deze notitie opgesteld.

Borrelruimtes

Huidige situatie

In verschillende gebouwen op de UT bevinden zich borrelruimtes met bijbehorend terras voor studieverenigingen:

- twee ruimtes in de Horst;
 - Terras: Jaknikkerveld achter de Horst
- drie ruimtes in de Zilverling;
 - Terras: O&O plein
- één ruimte in Carré;
 - Terras: Nanohofje bij Carré
- één ruimte in Technohal;
 - Terras: Nog te bepalen

In de bijlage is de ingetekende kaart te vinden welke de borrelruimtes en terrassen aangeeft.

De verenigingen gebruiken deze ruimtes als ontmoetingsruimte en om borrels en feesten te organiseren. De terrassen zijn bruikbaar voor alle studieverenigingen. Borrels vinden ongeveer dagelijks plaats, feesten ongeveer één keer per maand. De verenigingen melden hun activiteiten aan via de activiteitenmelder van de UT. Tijdens de activiteiten zorgen zij ook dat er voldoende BHV-ers aanwezig zijn. De verenigingen hebben veel ervaring in het organiseren van activiteiten. De kennis wordt telkens overgedragen van de ervaren leden aan de nieuwe aanwas. De organisatie verloopt daardoor volgens een 'best practice' die in de loop der jaren steeds verder is verfijnd.

Horecavergunning

We beschikken over een Horeca vergunning en moeten ons houden aan afspraken zoals opgesteld in het bestuursreglement.

Risico's

Hoewel de activiteiten over het algemeen goed verlopen, bracht de situatie een aantal risico's met zich mee:

- Er wordt nu onvoldoende onderscheid gemaakt tussen hoog- en laagrisicoactiviteiten, waardoor bij een hoog-risicoactiviteiten niet altijd de extra maatregelen worden genomen die wel wenselijk zijn.

- We beschikken over een alcoholvergunning. Binnen de borrelruimtes moeten de opgestelde regels gevolgd worden. Het bekend maken en navolgen van de regels door alle barvrijwilligers in praktische zin kan moeilijk zijn te controleren.

Om overweg te kunnen met deze risico's is dit document opgesteld.

Alcoholrichtlijnen

Instructie en verantwoordelijkheden

Bij de activiteiten is het belangrijk om de verantwoordelijkheid duidelijk verdeeld te hebben. Daarom de relevante verantwoordelijkheden op een rij:

- In alle gevallen is de studievereniging verantwoordelijk voor de activiteiten in de borrelruimte en dient zij te zorgen dat deze op een veilige en verantwoorde manier verlopen. De studievereniging wordt vertegenwoordigd door de bestuurders. De ruimte kan beschikbaar gesteld worden voor activiteiten waar de vereniging niet bij is betrokken, deze activiteiten moeten dan binnen de doelstelling vallen van de studievereniging. Indien de ruimte wordt verhuurd of beschikbaar gesteld voor activiteiten waar de vereniging niet bij is betrokken, is het de verantwoordelijkheid van de vereniging om te zorgen dat gebruikers van de ruimte weten aan welke voorwaarden en regels (ook met betrekking tot veiligheid) zij moeten voldoen;
- BHV-ers zijn aanwezig volgens de Campus & Facility Management richtlijnen, om bij calamiteiten te zorgen dat eerste hulp wordt verleend of de juiste maatregelen worden getroffen (bijvoorbeeld ontruiming);
- Tappers dienen in de gaten te houden of het alcoholgebruik door bezoekers binnen de grenzen blijft en men geen ongewenst gedrag vertoont.

Verenigingen die alcohol willen schenken zijn verplicht om zich aan de afspraken en richtlijnen in het bestuursreglement en deze notitie te houden. Op deze manier kunnen we duidelijkheid scheppen over taken en verantwoordelijkheden tijdens de verschillende (typen) evenementen. Afspraken over bijvoorbeeld het aanstellen van een hoofdcoördinator bij een risico-evenement zorgen ervoor dat bij de activiteit zelf alle verantwoordelijken weten wat hun rol is en wat van hen wordt verwacht. Een hoofdcoördinator hoeft niet een barvrijwilliger te zijn. Deze persoon fungeert in elk geval als contactpersoon met de beveiliging en is bekend gemaakt bij het aanmelden van het evenement. Daarnaast kan de UT hiermee aan de gemeente laten zien dat de verenigingen zich bewust zijn van hun verantwoordelijkheid voor het organiseren van veilige activiteiten en zich daar serieus voor inzetten.

Studievereniging bestuurders worden twee keer per jaar, na de bestuurswisselingen, geïnformeerd over de afspraken met betrekking tot borrelruimtes (zie verder in deze notitie). Dit gebeurt tijdens de maandelijkse OS vergaderingen.

Daarnaast is het belangrijk dat de mensen achter de tap leren om lastige klanten en/of situaties te herkennen en hoe zij hier mee om kunnen gaan. Hiervoor is de cursus Instructie Verantwoord Alcoholschenken (IVA) bedoeld. Dit is in feite een onderdeel van de opleiding voor het diploma sociale hygiëne. IVA is speciaal ontworpen voor vrijwilligers in de horeca bij sporthal en/of zwembad, waar licht alcoholische dranken worden geschenken. Het geeft handvatten hoe een goede tapper zich gedraagt en waar deze op let. Het instrument is door NOC*NSF ontwikkeld om via hun website digitaal het certificaat te behalen.

De digitale IVA is kosteloos, maar voldoet niet, omdat deze geen effectieve training bevat en te theoretisch van aard is. Daarom heeft de UT ervoor gekozen om de BHV-opleider van de UT (en getraind IVA opleider) praktische IVA cursussen te laten geven. De bedoeling is dat deze trainingen minstens twee keer per jaar worden aangeboden. De organisatie van de training vindt in nauw overleg met het OS plaats.

Hoog- en laag-risicoactiviteiten

Niet alle activiteiten zijn hetzelfde van aard en hebben daarom ook een ander niveau van risico's bij zich. Het risico van een activiteit wordt in feite door drie factoren bepaald:

- Aantal deelnemers/aanwezigen: bij een groot aantal aanwezigen is het lastig voor tappers om bij te houden hoeveel alcohol elke aanwezige nuttigt. Vaak haalt één persoon meerdere drankjes, die worden verdeeld over een groep. Daarnaast is een grote groep mensen lastiger in de gaten te houden dan een kleine groep;
- Gratis verstrekking van alcoholische drank of kosteloze verstrekking van alcoholische aal deelnemers van een (betaalde) activiteit: de kans op excessief alcoholgebruik is groter omdat de remmende factor van een beperkt financieel budget niet speelt;
- Het nuttigen van alcohol wordt gestimuleerd door een competitief element. Hierdoor bestaat een verhoogd risico op excessief gebruik.

In bijlage 1 worden een aantal maatregelen beschreven die bij hoog-risico-activiteiten zorgen voor een beperking van de risico's, zoals het vastleggen van afspraken, taken en verantwoordelijkheden in een en training van tappers. Daarnaast stelt de veiligheidskundige van HR-VGM een advies op voor iedere borrelruimte waarin onder andere het maximum aantal bezoekers staat voor de betreffende borrelruimte (die later in dit document genoemd worden) en andere veiligheidsadviezen. Duidelijk is dat als een activiteit aan één of meer van de volgende kenmerken voldoen het een hoog risico activiteit is:

- Een (verwacht) deelnemersaantal van 100 of meer;
- Onbeperkte alcoholverstrekking tijdens (een gedeelte van) de activiteit;
- Het nuttigen van alcohol wordt gestimuleerd d.m.v. een competitief element.

Ondanks dat deze risicofactoren een goede aanwijzing zijn om te bepalen of een activiteit een hoog of laag risico heeft, zijn er altijd activiteiten waarbij het moeilijk te bepalen is in welke categorie deze vallen. Activiteiten kunnen ten onrechte worden aangeduid als risicoactiviteit, of risicoactiviteiten worden niet als zodanig herkend. Daarom zal het OS samen met het evenementenbureau twee lijsten opstellen: een zwarte lijst met activiteiten die altijd een hoog risico hebben en een witte lijst voor activiteiten die altijd een laag risico hebben. De lijsten worden jaarlijks door het OS en het evenementenbureau geëvalueerd (en waar nodig aangepast). Als er activiteiten worden georganiseerd welke niet op een van de lijsten staan, worden deze in overleg met het evenementenbureau gecategoriseerd met behulp van bovenstaande richtlijnen. Indien de organisatie van de activiteit van mening is dat de categorisatie onjuist is, kan deze in gesprek gaan met het OS bestuur. Deze beslist uiteindelijk of er sprake is van een uitzondering of niet.

Afspraken rond borrelruimtes UT

Concreet kan dit worden vertaald in de volgende afspraken met de verenigingen:

- De studievereniging is verantwoordelijk voor de activiteiten in de borrelruimte en dient te zorgen dat deze op een veilige en verantwoorde manier verlopen. Dit geldt ook indien de ruimte wordt verhuurd of beschikbaar gesteld voor activiteiten waar de vereniging niet bij is betrokken;
- Verenigingen volgen de richtlijnen zoals opgenomen in bijlage 1;
- Het OS stelt samen met de studieverenigingen en/of borrelcommissies en de veiligheidskundige van HR-VGM een zwart/wit lijst op met betrekking tot risico-evenementen. De lijst zal tweemaal per jaar bespreekbaar gesteld worden tijdens de maandelijkse OS ALV na de bestuurswisselingen.
- Bij hoog risico-activiteiten neemt de studievereniging extra maatregelen om de activiteit veilig te laten verlopen. Vooraf vindt hierover afstemming plaats met het evenementenbureau en veiligheidskundige van HR-VGM; dit kan bijvoorbeeld via het online aanmeldformulier.
- Indien onduidelijk is of een activiteiten hoog of laag risico heeft (bijvoorbeeld bij een nieuw soort activiteit), neemt de betreffende vereniging vooraf contact op met het evenementenbureau;
- Borrels, feesten en andere activiteiten in de borrelruimtes en/of terrassen worden aangemeld via : <https://www.utwente.nl/campus/organisatie/bijeenkomst-melden/>
- Om te zorgen dat studieverenigingen bekend zijn met deze richtlijn, wordt dit twee keer per jaar (begin studiejaar en bij tussentijdse bestuurswisseling) kort besproken met het Overleg Studieverenigingen en besturen van de studieverenigingen. De maandelijkse OS vergaderingen bieden hiervoor een goed moment;

Daarnaast regelt de UT de volgende zaken:

- HR-VGM organiseert twee keer per jaar in overleg met het OS een IVA-training voor tappers. De standaardinformatie wordt aangevuld met oefenen in het omgaan met lastige klanten/situaties.
- De UT heeft medewerkers als leidinggevend op de vergunning aangedragen zodat er vanuit de UT toezicht gehouden kan worden op het naleven van de regels. Deze leidinggevend zijn te vinden op de vergunning en zijn te bereiken via de beveiliging van de gebouwen op de UT.
- Veiligheidskundige, evenementenbureau en studieverenigingen hebben op 16 juli 2013 een inventarisatie gemaakt van de borrelruimtes. Op basis hiervan heeft de veiligheidskundige een advies gegeven over het maximum aantal bezoekers per ruimte:
 - Ruimte Carré C5251 en C5247: 143 personen (zonder losstaand meubilair 215 personen)
 - Ruimte Zilverling E104: 80 personen (zonder losstaand meubilair 121 personen)
 - Ruimte Zilverling E108: 81 personen (zonder losstaand meubilair 122 personen)
 - Ruimte Horst C009: 99 personen (zonder losstaand meubilair 149 personen) Ruimte Horst C011: 113 personen (zonder losstaand meubilair 169 personen)
 - Ruimte Technohal

Het verslag van de veiligheidskundige is bijgevoegd in bijlage 2.

Bijlage 1

Richtlijnen voor verenigingen:

- Bij verenigingsactiviteiten wordt voor 15.30 uur geen alcohol geschonken. Deze regel is niet van toepassing op huiselijke sfeer of privé aangelegenheden (afstudeerborrels, recepties, etc.);
- Bij verenigingsactiviteiten in borrelruimtes mag geen zelf meegebrachte alcoholische drank worden genuttigd;
- Het verstrekken van alcoholhoudende dranken door barpersoneel mag niet plaatsvinden wanneer de verstrekking onder de invloed is van alcohol.
- Verenigingen schenken geen zwak alcoholische dranken aan mensen onder de wettelijke minimumleeftijd. Sterk alcoholische dranken worden door verenigingen niet geschonken. Bij twijfel dient de tapper naar een legitimatiebewijs te vragen.
- Definitie zwak alcohol houdende drank: alcoholhoudende drank: alcoholhoudende drank van 0,5% tot 15%, zoals bier en wijn, premixdranken in fles of blikjes van rond de 5% en lichte shooters van rond de 10%. Ook port, sherry en vermouth worden hiertoe gerekend, hoewel deze vaak meer dan 15% alcohol bevatten.
- Definitie sterke drank: alcoholhoudende drank van 15% of meer, zoals sterke shooters van rond de 20% en overige sterke drank van 15% of meer, zoals jenever, rum, whiskey, cognac, likeuren, ongeacht de wijze waarop deze drank wordt geserveerd. Let op: Een eenheid sterke drank (bijvoorbeeld rum) geserveerd met een flesje cola of gemixt in een glas, geldt dus als sterke drank. De verhouding sterke drank en de toegevoegde cola speelt daarbij geen rol.
- Een vereniging die alcoholhoudende drank verstrekt is verplicht de leeftijdsgrenzen zichtbaar en goed leesbaar aan te geven in de borrelruimte.
- Aanwezigheidsverbod voor personen die zichtbaar teveel hebben gedronken of duidelijk onder invloed zijn van andere psychotrope stoffen
- Een registratielijst van tappers die de Instructie Verantwoord Alcohol (IVA) schenken hebben gevolgd dient aanwezig te zijn.
- Indirecte verstrekking aan jongeren is niet toegestaan. Met andere woorden geen zwak alcoholische drank voor ouderen, wanneer drank bedoeld is voor jongeren onder de wettelijke minimumleeftijd. De barvrijwilliger kan alleen verantwoordelijk worden gesteld als het voor hem duidelijk is dat drank uiteindelijk bestemd is voor iemand jonger dan de wettelijke minimumleeftijd (bij zwak alcoholhoudende drank)
- Op momenten dat er alcohol wordt geschonken dienen alle tappers aanwezig in het bezit is van een UT-goedgekeurd IVA-certificaat te zijn en als zodanig is geregistreerd;
- Op het moment dat een tapper in opleiding (mee-tapper) werkzaam is en nog niet in bezit is van een UT-goedgekeurd IVA-certificaat, moet deze voldaan hebben aan een zogenaamde IVA “click-cursus”. De link naar deze cursus is te vinden op de website van het OS.
- Bij risicoactiviteiten wordt er één hoofdcoördinator aangesteld die tijdens de gehele activiteit nuchter blijft. Deze is actief bezig met de controlerende taak en draagt zorg voor kennisoverdracht tussen eventuele verschillende tapteams en BHV'ers. Als het nodig is, is het de taak van deze hoofdcoördinator om individuen die zich onverantwoordelijk gedragen te (laten) verwijderen van een activiteit. Voor eventuele hulp hierbij kan de beveiliging van de universiteit worden ingeschakeld.
- De aanwezige hoofdcoördinator, tappers en BHV-ers blijven gedurende de activiteit nuchter;

- Bij activiteiten in borrelruimtes waarbij een groot aantal bezoekers wordt verwacht, zorgt de betreffende vereniging voor een toegangsbeleid waardoor het maximum aantal bezoekers niet wordt overschreden.
- Verenigingen en organisaties kunnen op de UT in principe niet zelf een horecavergunning aanvragen. Indien zij dat wel willen, moeten zij contact opnemen met het Facilitair Bedrijf om een eventuele aanvraag in overleg met hen en via hen te laten verlopen.

Bijlage 2

Maximum aantal bezoekers per borrelruimte

16 juli 2013 zijn de borrelkelders bezocht om een beeld te krijgen van de netto m2 oppervlak van de kelders tijdens borrels. In dit document is de maximale bezettingsgraad van de verschillende borrelruimtes vastgelegd.

Uitgangspunt

Voor het berekenen van het aantal personen wat in een ruimte aanwezig mag zijn is de uitgangsbreedte van belang en de netto oppervlak. Per strekkende meter uitgangsbreedte mogen er 90 mensen aanwezig zijn. Draait de deur tegen de vluchtrichting in dan is dat 25. Wanneer er sprake is van losstaand meubilair dan is ook 2 personen per m2 de regel. Is er geen losstaand meubilair dan mag van 3 personen m2 worden uitgegaan.

Bevindingen:

Carré

<p>Ruimte C5251 en C5247 Uitgangsbreedte is: 2,75 m Netto oppervlak is 71,83 m2 Losstaand meubilair.</p> <p>$71,83 \times 2 = 143$ personen (Indien al het losstaande meubilair verwijderd is mogen er $71,83 \times 3 = 215$ personen aanwezig zijn).</p>

EDU Café:

<p>Ruimte E104: Uitgangsbreedte is: 4 m (schuifdeur) Netto oppervlak is 40,44 m2 Losstaand meubilair.</p> <p>$40,44 \times 2 = 80$ personen (Indien al het losstaande meubilair verwijderd is mogen er $40,44 \times 3 = 121$ personen aanwezig zijn).</p>	<p>Ruimte E108: Uitgangsbreedte is: 4 m (schuifdeur) Netto oppervlak is 42,82 m2 Losstaand meubilair.</p> <p>$42,82 \times 2 = 85$ personen (Indien al het losstaande meubilair verwijderd is mogen er $42,82 \times 3 = 128$ personen aanwezig zijn).</p>
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Horst:

<p>Ruimte C009 Uitgangsbreedte is: 2,40 m Netto oppervlak is 49,9 m2 Losstaand meubilair.</p>	<p>Ruimte C011 Uitgangsbreedte is: 2,40 m Netto oppervlak is 56,51 m2 Losstaand meubilair.</p>
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49,9 x 2 = 99 personen (Indien al het losstaande meubilair verwijderd is mogen er 49,9 x 3 = 149 personen aanwezig zijn).

56,51 x 2 = 113 personen (Indien al het losstaande meubilair verwijderd is mogen er 56,51 x 3 = 169 personen aanwezig zijn).

Evaluation KIOSK 2019

Fixing stands/Contact with Kick/Contact with OS

In June, an email was sent to OS about the stands for the opening market, in which they asked how many stands we wanted, and for additional electricity/additional space. An email was sent to all the study associations asking for their wishes, and this way we could tell the Kick-In Committee what we needed. One thing that is important to note is the fact that OS pays for all these stands so sufficient money (+- 250 euros) should always be budgeted for that.

Contact with the Kick-In Committee went quite smoothly, and they were pretty helpful. Only the OS responsible had contact with the Kick-In Committee, the committee members (all candidate board members) were uninvolved in this.

The committee members first met without the OS responsible, as he was not actively in the picture. Most communication went through WhatsApp, which went fine. The committee was not a lot of work and everyone liked doing it so it was all fine.

The OS Stand itself

The KIOSK committee members arranged the stand mostly, which was nice for the OS responsible. The committee members also liked doing it, as it was not a lot of work.

However, having committee members is nice with preparing the stand and possibly also having people at the OS stand. About 2 committee members should be sufficient so it is not the job of just one/two people from OS.

It is better to focus on the board members/other study associations rather than the first year students with the OS stand. First-year students do not know what they can expect from you, but the board members really like the food and drinks, as well as the fact that the ice cream stall drew some attention to the study associations in general.

The Opening fair for the Study Associations

The layout of the stands was very nice, and created a nice study association 'plaza'. Another suggestion for the location might be to put the OS stand next to Abacus' as they received quite some questions from upcoming students about where they should go.

It might be an idea to check with the study associations before the opening fair whether everyone is coming. This avoids having unused stands at the opening fair, as that does not look very nice.

Furthermore, make sure you communicate clearly who will be responsible for what during the opening fair. As the committee members were all candidate board members, they also had to be at their own association's stand and could not help with cleaning up. A solution might be to have the committee members just for building up and preparing beforehand, and letting the OS (candidate) board members be there during and after the event.

Minor thing: try to arrange only one table next year, as having two tables makes the stand look even more empty than it already was.

Study associations really appreciated the food and drinks provided. This is wise to include again next year.