Agenda General Member Assembly

Date: December 30th, 2020
Time: 14:00
Location: Online meeting

1. Opening
2. Setting Agenda
3. Notifications
    a. OS-board
        i. OS succession
        ii. Full-time board grants
        iii. Copyrights and measures
        iv. Update Alcohol Policy
        v. Update study-tour – FOBOS position
        vi. Update financial support of associations
        vii. Update ERO course language
        viii. Reservation Constitution Drinks
    b. OS-committees
    c. Study Associations
    d. Student Union
    e. University Council parties
    f. Other
4. Minutes
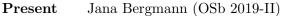   a. Minutes GMA 27-02-2020
        i. Document 20200402
5. To do list

Number	Action point	Deadline
GMA Feb. 01	No new action points	-

6. Activism Grants Model_2020/21 – *for discussion*
    a. Document 20200403
7. Activism Grants Category 4_2020/21 – *for discussion*
    a. Document 20200404
8. Kick-In 2020/2021
9. Corona-related issues

10. Upcoming topics
11. A.O.B.
12. To-do list resumé
13. Closing

Minutes GMA Organisation of Study associations

Date, time:	27 February 2020, 14:00
Location:	RA 4237

Present	Jana Bergmann (OSb 2019-II)
	Niels Roosenschoon (OSb 2019-II)
	Ramon Oppers (OSb 2019-II)
	Daniela van Meggelen (OSb 2019-II)
	Daan Peters (OSb 2019-II)
	Rik Seelen (OSb 2019-II)
	Ruben Bos (cOSb 2020-I)
	Wouter Kobes (Audit Committee)
	Sjoerd Bruggenwirth (Student Union)
	Manouk Ramselaar (Student Union)
	Laura Harks (De Ambitieuze Student)
	Ivo Bruijl (UReka)
	Imke Nijenbanning (S.V. Arago)
	Mirre van der Wal (S.V. Arago)
	Ward Huijskes (S.A. Astatine)
	Klára Latta (S.A. Atlantis)
	Mira Kumar (S.A. Communiqué)
	Lieke van Haastregt (ConcepT)
	Maarten Smit (S.G. Daedalus)
	Layla Islam (Dimensie)
	Gerrit-Willem Smit (I.C.T.S.V. Inter-*Actief*)
	Kevin Witlox (I.C.T.S.V. Inter-*Actief*)
	Jonne van Haastregt (W.S.G. Isaac Newton)
	Nicole Rabou (W.S.G. Isaac Newton)
	Seija van Lochem (S.V. Paradoks)
	Daan Beijersbergen (S.V. Paradoks)
	Maartje Huveneers (S.A. Proto)
	Imke Verschuren (S.A. Proto)
	Lars Essenstam (E.T.S.V. Scintilla)
	Merel Ensink (Sirius)
	Alina Ritter (S.V. Stress)
Chair	Jana Bergmann (OSb 2019-II)
Secretary	Niels Roosenschoon (OSb 2019-II)

1   Opening

Jana (OSb) opens this General Members Assembly.   **14:01**

It appears that two associations are missing.

2   Setting the agenda

5   *The agenda is adopted without changes.*

3   Notifications

Niels (OSb):

- Atlantis authorises Proto to speak and vote on their behalf.

- Abacus authorises Inter-Actief to speak and vote on their behalf.

10 - Letter Audit committee

3.1   OS board

- Constitution Drink Jana (OSb): This afternoon we will have our constitution drink. We hope to see you all there!

3.2   OS committees

15 ### 3.3   Study associations

Kevin (Inter-*Actief*): Today there will be no chairman dinner because of the constitution drink/proms/EEMCS carnaval. I hope to see you during the constitution drink and of course next GMA.

3.4   Student Union

20 Sjoerd (SU): Hey everyone, I want to thank you all for the last year. This will be my last GMA with you. As you can see I have brought my successor, she will be taking over for me from now on.

Manouk (SU):Hi, my name is Manouk. I study Technical Medicine and I am a member of Audentis, I am really looking forward to this year!

25 ### 3.5   University Council parties

Ivo (UReka): The new EER has been approved. This is the foundation for TOM 2.0, so it is now possible that the 0/15 EC per module rule for your study will be eliminated. However, it is up to your study program, they decide in the end. Also the long term strategic housing plan has been approved. Some of you asked about opening the lecture halls, they are planning
30 to do something like this but will still deliver a planning of this. Also an interesting part of the housing plan is the special attention to changing lecture rooms to tutorial rooms since there is a shortage of those. Next cycle, we will focus on student well-being. If you have any questions/remarks about this, do not hesitate to contact us. Also, since the academic year is slowly approaching its end, UReka is going to looking for successors. If you think you or one
35 of your board members is interested, please contact us! The 11th of March we will have an interest drink in the VB.

Lieke (ConcepT): Yeah I think that that was all well explained. I would like to address that they are also looking into adding more project rooms since there also is a shortage of those.

3.6   Other attendees

4   Minutes   40

4.1   Minutes GMA 19-12-2019 (Document 20200202)

Maartje (Proto): For point 12, the response of the GMA is missing.

Jana (OSb): We wanted to combine a moment to talk about how we are all doing with a workshop, and have that on the same date as a GMA. However, that did not work out anymore.

Maartje (Proto): Will that still take place at a later time?   45

Jana (OSb): We will come back to that later, but yes.

Decision   *The minutes of the GMA of 19-12-2019 are approved.*

5   To-do list

Number	Action point	Status
GMA Nov.01	**All associations** Discuss with your boards and kick-in committees on how you plan to reach the goals that are set by the UT	fulfilled

6   Secretarial Half-year Report – for approval

Jana (OSb): I will provide you with a quick summary of this document.   50

Firstly, the pre-meetings have been more structured. Last year, these were not at all in line with one another. Some were formal, others informal. Also, we made sure that everyone has the same agenda points. We will talk to the (old) ET chairmans to see if they have any suggestions since they just changed boards.

The cultural fair that will be organised might be combined with one of the world associations.   55
This also in line with the UT policy. Participating should however of course from your part. You will not be forced to participate.

Also we worked on our visual identity. The website was updated and you guys can now send events which will be promoted on Instagram.

For the Mental health "workshop", we will still look into a new company or other expert that   60
can help us with that.

Then Alumni: If you still want to follow up on that please let me know. Besides the FocOS group nothing new has happened yet, so if you want to do more with this please let your representative know!

Influx: We found out what associations want and described that to the UT. It was decided to   65
collaborate with the UT and the council to see how to deal with this. We decided on a system similar to the breakfast sessions but per association so members can also join.

We restructured the OS cup.

Also, the OS kegs survey was sent. Some associations are missing but there is no clear majority. Therefore, we will keep the same system, but make it clearer what it means.   70

Regarding representation: We were present at both Kick-Ins. This felt useful although it generally involved a lot of waiting for questions. Nevertheless, it was important to allow students to ask questions.

Mira (Communiqué): I have a question about point 2.5 the smaller associations and OS. Was
75 there already an opportunity represent all associations evenly?

Jana (OSb): I think the Kick-In is the best example because there we really represented every-
one. Promotion is not really our task. We stress that there are smaller associations and present
them the same way as larger ones.

Ward (Astatine): I have a question about 3.2 OS kegs. 57 percent was in favour of keeping it
80 the same. This a slim difference. Will this still be discussed? Right now, it is just yes or no.
Looking at the chart, this majority is maybe not the majority that pays for beer.

Jana (OSb): Okay, we will discuss this under any other business.

Seija (Paradoks): We were discussing this and we do not understand why you are at the Kick-In,
the OS is not relevant for freshman right?

85 Jana (OSb): We do not promote ourselves, we represent every study association in general and
explain what they do.

Daan (Paradoks): Do you see that a lot of students make us of that?

Daan (OSb): During the opening market all associating are there. On the Sunday/Modnay of
the Kick-Ins there are the facility markets. These are mainly focused on international students
90 who do not go to the whole Kick-In. Last year only three associations were present here. It is
then better that we are there to answer questions about all associations. We are also thinking
of making a brochure with information about the study associations but it is a long term AP
to make that.

Maartje (Proto): Why are you there then on the first day?

95 Daniela (OSb): We coordinate the opening fair for you, and provide water and food for the
boards. Also we try to point freshmen to the right associations if they are lost. You are right
though, during the opening fair its indeed more of a background role.

Kevin (Inter-*Actief*): You did good during the Kick-In.

Jana (OSb): Thanks that is nice to hear!

100 Kevin (Inter-*Actief*): No updates on committees/responsibilities, so no changes?

Jana (OSb): Yes, no changes indeed.

6.1   Document 20200203

Document 20200203 is approved.   **Decision**

7   Financial Half-year Report – for approval

105 Niels (OSb): Are there any general questions?

Daan (Paradoks): Why is SRC 2019 a reserve?

Niels (OSb): This money is reserved for the second part of the subsidies. Some tours took place
last year and did not yet fulfill the requirements for the second part of their subsidies.

Daan (Paradoks): But what is the SRC?

110 Wouter (Audit): The study trip committee of the OS. The UT wants to pay subsidy to the
study trips. However, they do not want to arrange everything themselves. The OS, or SRC,
functions as a middle man in this. The amount of subsidy we get for this differs per year, since
most study tours take place once every two years.

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Jana (OSb): Most committee members have been part of the SRC for a few years, they know much more about it than us.   115

Seija (Paradoks): Why is the keg not under unforeseen? Why is it still separately?

Niels (OSb): Because we still have to find out which association has to pay for this keg.

Seija (Paradoks): How are you going to find out?

Niels (OSb): We will see if associations remember who paid for the half keg, also contracts have been signed so taking another look at this might help.   120

Daan (Paradoks): Why does the OS not get a subsidy from the university?

Jana (OSb): We don't get a subsidy. Our OS room is paid by the SU.

Daan (Paradoks): What is "casks"?

Niels (OSb): Another word for kegs.

7.1   Document 20200204   125

Decision   *Document 20200204 is approved.*

8   Alcohol Policy – presenting

Jana (OSb): We sent a temporary version right now. Maybe we will discuss another version in two months.

Ramon (OSb): I first want to give a small introduction. I sent around an email inquiring what 130 study associations would like to see being changed. I collected it and made a proposal to the university. Communication with the university is however going very difficult. An appointment has been made on the 9th of March, we will then talk about getting a terrace space for the Technobar and the amount of people for other drinking rooms. We will also try to make a clearer division for the Kick-In. I discussed with the KIC how their permit works exactly. I will 135 plan another appointment with the university to further discuss this.The document is still the same as September by the way.

Ramon (OSb): Any questions left? Oh, and about the TAP's terrace outside: The facility manager did not know about you not being allowed their anymore but he will look into what is going on.   140

Seija (Paradoks): Ruben will you take over the alcohol umbrella?

Ruben (cOSb): Yes.

Seija (Paradoks): Good to know. Oh, and all terraces are available to all associations right?

Ramon (OSb): Yes, just so as long you arrange it with the facility manager and ERO and such.

Jana (OSb): I want to stress again that it is important that we work together on this. If one 145 association makes a mistake, we will all feel the consequences. So please help each other out.

Seija (Paradoks): About the Technobar, when will we discuss this document again?

Jana (OSb): In two moths, maybe earlier. Depends on the other parties involved.

8.1   Document 20200205

9   Year Planning – presenting   150

Jana (OSb): I you want to add anything, please let us know.

9.1   Document 20200206

10   Board Change – for approval

Jana (OSb): Then it is time for the happiest moment of this meeting. Any objection concerning
155   the charging of Ruben?

Ramon Oppers is discharged from OSb 2019-II and Ruben Bos is charged into OSb 2020-I   **Decision**

Jana (OSb): We will now have a small break to congratulate Ruben. We will continue at 14:46.

11   Charging UTEA Committee member

Wieneke Jansma is charged into the UTEA committee of 2020   **Decision**

160 ## 12   OS projects besides Policy Plan 19-20

Daan (OSb): For ERO/BHV the main point we focused on, is make it more clear for everyone.
An overview will be on the website, Jelmer van Straelen will update it to make it clear what
study associations are entitled to.

Kevin (Inter-*Actief*): Will the BHV courses be in English instead of Dutch? Why not Dutch
165   for Dutch people, and English for internationals?

Sjoerd (SU): It is stated in the vacancy that the person should also be able to give it in English.
So that must have been lost in translation.

Maartje (Proto): Where can we find the document?

Daniela (OSb):Under important documents, there is a link to it.

170 Daan (OSb): IVA physical courses have been introduced because a click-IVA was not sufficient.
Henk is retiring, so I inquired how to proceed with IVA. Today there was a meeting about this.
It was decided that physical courses will be discontinued. Only a clickIVA is now sufficient. It
should be the one from NOC/NSF. How to properly document these "certificates" will still be
decided on. When everything is clear, we will send an email. You can do the training yourself,
175   so there is no need to wait for us.

Also, plan for visits from BOAs and police checkups. Apparently, the chances of this happening
are more serious than we thought. Really do follow those rules!

Sjoerd (SU): He said to keep that between four walls!

laughter

180 Jonne(Newton): So there will not be looked at physical courses anymore?

Daan (OSb): No. An English version is not available, so international drafters should sit next
to Dutch ones.

Lars (Scintilla): So no physical courses from now on or till a certain moment?

Daan (OSb): From now on.

185 Lieke (ConcepT): Will there be an English version of the click-IVA course in the future?

Daan (OSb): There are no plans for that yet, but really only stick to the NOC/NSF version.

Mira (Communiqué): Google-translating the page also works.

FOBOS for boards:

Mira (Communiqué): How do you evaluate this when there is a board with partly part time and partly fulltime board members? 190

Jana (OSb): It will then be an additional task for the OS to inquire how many EC they are planning on getting and then base the amount of grants on that.

Mira (Communiqué): But it also differs per study how much workload a study is.

Jana (OSb): That is the same case for boards, so there is no real fair solution but we want to make it fairer. Also compared to other umbrella's because we already receive more than other 195 part time boards.

Ward (Astatine): How will this affect other full time boards that follow courses?

Jana (OSb): The current max is 15 EC per year, so that should be fine, that is doable being a full time board member. However, we will still have to go into discussion about this.

Study Tours to category 2: 200

Ramon (OSb): Right now, we divide all grants among the different umbrellas. A big part of this is extra incidental grants. We discussed moving the study tours to to catefory 2. So, we do not have to negotiate about the amount of grants each time. There are other reasons as well. For instance, it will lead to simpler systems instead of difficult schemes which are not always clear. Also, we will ALWAYS recieve the same amount of grants for study tours (can 205 be seen in the presentation). I talked with Manouk and Sjoerd about this. Most study tours are bi-annual. We want to classify these tours based on the SRC subsidy they receive. Tours can be classified as being small/middle/large. The proposal of the SU is that large study tours always recieve 30 grants, middle STs 20, small STs 10. That would lead to 65 grants extra per year from the SU. Some associations will get less but overall this should lead to improvements. 210

Manouk (SU): We also realised that this has quite a lot of impact on the incidental/extra grants category. Therefore, we still need to discuss this with the other umbrellas.

Jonne(Newton): How is small/middle/large categorised?

Ramon (OSb): Three weeks outside of Europe (large), two weeks (middle), anything different (small). 215

Seija (Paradoks): Good idea to move study tours from extra/incidental grants to category 2 but that will influence the current system right?

Ramon (OSb): Category 1 in our system (study-trips) will then disappear, that's the only change.

Jana (OSb): If we change this, know this is the maximum option concerning grants. 220

Sjoerd (SU): For example, a certain amount of grants is reserved for a study tour and a small amount for the Kick-In. The OS sets priorities, and if the total amount is not met, then most will go to the study tours because they have a higher priority. In the new system this will not happen anymore.

Maartje (Proto): So the 65 grants will go from the total amount of grants that will be divided, 225 not necessarily just the OS grants?

Ramon (OSb): That is correct.

13   Third FocOS Group

Jana (OSb): This will take place on the 23rd of March. It will be in Bastille meeting room 4. Please fill in the survey we sent, so we know what you want to discuss. The FocOS group will 230 be in participation with Sustain.

14   Upcoming topics

15   Any other business

OS Keg system:

Jana (OSb): We made a decision that a majority wants to keep the old system. Is there something else you want us to do?

Ramon (OSb): I would also like to mention, that I agree that the 57 percent that said yes is not that big of a difference. All other associations, which wanted something else, had very different ideas. Still, there was no clear alternative so we decided to keep it the way it is. Otherwise we will spend a lot of time in designing a new system and then the other half is not content. Remark: talk to your candidate board about the system, and to your association about how you financially handle it. Inform your CB in time so they can anticipate on it, instead of doing it drunkenly on a BBQ.

Jana (OSb): We also try to get more clear which association contributed what.

16   To-do's and decisions resume

16.1   To-do's

There are no ongoing action points.

16.2   Decisions

- **GMA Oct.01** The minutes of the GMA of 19-12-2019 are approved. (page 3)
- **GMA Oct.02** Document 20200203 is approved. (page 4)
- **GMA Oct.03** Document 20200204 is approved. (page 5)
- **GMA Oct.04** Ramon Oppers is discharged from OSb 2019-II and Ruben Bos is charged into OSb 2020-I (page 6)
- **GMA Oct.05** Wieneke Jansma is charged into the UTEA committee of 2020 (page 6)

17   Closing

Jana (OSb) closes this General Members Assembly.   **15:12**

General Model of OS Activism Grants including manual classifications A-C

Application and Proof delivery

Introduction to Activism Grants regulations

FOBOS entered into force on 1 September 2013. This model regulates both the grants for board members and the grants for the organization of a number of activities. From 2014 onwards, each umbrella organization will be able to decide for itself how the grants for activities will be distributed over all activities. However, the general principles for FOBOS that can be found in chapter 3, article 1 of Extra and Incidental FOBOS (FOBOS category 4) must be followed as the internal model is aligned with that document. The FOBOS document entails regulations with respect to FOBOS UT-wide. *0

The following model concerns the distribution of grants OS receives as one of five umbrellas. Changes and decisions are suggested by the Activism Grants Committee of OS and the Board. A distribution is being approved at an OS GMA. The grants that are distributed in this model are explicitly not intended for board members and this will also be monitored

Principles

- Core activities of the associations will first be rewarded.
- There should be as much clarity of key actions as possible for the committees, in order to allow setting reasonable financial thresholds on how many grants should be assigned to each activity
- It is not practical to establish a priority order with 19 associations, which makes the 2013 model less appropriate.

Distribution of Activism Grants

Four classifications of internal grants can be identified, of which classification A is considered the most important, followed by classification B and so forth. The reasoning behind the prioritization of classifications lies in the nature of each classification. The first classification accordingly has to be filled before FOBOS grants can be distributed among the following classifications. If there are any grants left after the second classification has been fully rewarded, the third classification will be rewarded. If all grants have been awarded halfway through classification A, B or C, these grants will be equally distributed over all activities in this classification. As only whole grants can be awarded, the unrounded number of grants of the activity(ies) closest to a full grant will be rounded up and down from the lowest(s) in such a way that eventually all available grants will be distributed. The GMA may deviate from this method of distribution at any time, for example when there are not enough grants to fill classification A or B. In this way it can be ensured that committees receive a minimum number of grants.

If there are any grants left after classification C has also been fully rewarded, these will be disbursed in classification D following a priority analysis. The only exception with respect to priority treatment are board grants, as elaborated on in a separate document *1 discussing classification D. This analysis is drawn up by an independent committee, consisting of representatives from all faculties and a chairman. The committee will be part of the OS and will therefore also be discharged from a GMA. The committee also decides on the maximum number of grants to be awarded to the activity.

Additional provisions for all classifications

- The activities may not be organized by board members, nor may grants be requested by board members if the activity took place at the time of being a board member.
- The activity must have taken place in the relevant calendar year or the activities of the association development must have been completed in the relevant calendar year.
- In the case of applications that cannot be classified in one of these classifications, the committee dealing with the applications will decide whether the grants will be awarded. In the case of major activities and/or high exceptions, the committee will give advice to the General Assembly, which in turn will decide whether or not to award grants.
- Administrative support will not be rewarded from this model.
- Disregarding the rules of the GDPR could have severe consequences for your members so we strongly advise you to not provide us with their sensitive information such as names, birth dates, bank details or student numbers. If the committee notices violations of the GDPR rules concerning privacy of study association members, the respective activity can be excluded from the final distribution or given a lower priority. The committee/OS board cannot held accountable for sensitive data being published by the applying board/committee.

Distribution of Activism Grants among classifications A-C

The distribution will take place in the order of the priority indication as explained above. This procedure will be followed until the point all grants have been disbursed or until all applications have been processed. Since 2017, it has been possible to distribute grants for 2 consecutive years freely over these 2 years. Many student associations organize a study trip every second year; however, these are not evenly distributed over the odd and even years. The fluctuation in study trips can be compensated by this extra arrangement. In odd years, based on the prognosis for that year and the prognosis for the following year, a distribution of the grants over these 2 years is made. For each year, the expected number of grants required in classification A, B and C is added up. The grants are divided over the 2 years in proportion to the total number of grants needed.

Example

- **Forecast 2019**
  - Classification A: 200 grants
  - Classification B: 50 grants
  - Classification C: 50 grants

- **Forecast 2020**
  - Classification A: 100grants
  - Classification B: 50grants
  - Classification C: 50grants

In this case, the grants 300/200 are divided in the forecasts of the 2 years. Thus, 60% of all available grants will be used by 2019 and 40% of the grants will go to 2020.

Classifications

Classification A – Study Trips

Purpose of activity: Study trips for members of the student association.

Requirements: Complying with the SRC regulations*2

Maximum number of commitments: In this classification, no more than 2 commitments are made per association

Number of grants per study trip:

- Large study trips – max. 29 grants *3
- Medium study trips – max. 24 grants *4
- Small study trips – max. 19 grants *5

*0 FOBOS can be found on https://www.utwente.nl/en/ces/sacc/regulations/fobos/fobos-sep2018.pdf

*1 The regulations concerning the internal OS classification D can be found here:_____

*2 SRC is the committee responsible for allocating study tour subsidies as provided by Ufonds and the regulation can be found in here: https://www.utwente.nl/nl/src/

*3 Large trips: high-priced trip in the SRC regulations with the exception of study trips that make use of the exception clause Article 3 paragraph 7

*4 Medium-sized trips: See the SRC regulation article 3 paragraph 4

*5 Small trips: all other trips that receive an SRC subsidy

Classification B – Symposia

Purpose of activity: substantive and study-related day, accessible to all members.

Requirements: The activity must be study-related, open to all members, last 1 day, with mainly external speakers and possibly workshops. There must be a peak load around the activity for the committee (in the quartile for the activity there must be a significant amount of time spent).

Maximum number of commitments: In classification B and C together, no more than three commitments will be made per association.

If one of the three commitments lapses during the year, a new activity of the same nature can be registered.

Maximum amount of grants per symposium: 8

Classification C: Other Study related

Purpose of activity: substantive and study-related activity, with the aim of offering a broadening and deepening of the knowledge of the participants, in which visiting or receiving external study or career-related parties plays a central role.

Requirements: The activity must be study-related, open to all members (this may be subject to a study progress requirement), at least 1 day and visiting or receiving external study or career-related parties plays a central role. It is compulsory to be present at the substantive activities. Additional requirements are set below for a number of activities.

Maximum number of commitments: In classifications B and C together, no more than three commitments will be made per association. If one of the three commitments expires during the year, a new activity of the same nature can be registered Examples Europe Travel, Business Courses

Number of grants per activity:

- **Europe trip:** max. 8
- **Short trip to Europe:** max.4
- **Business Course:** max. 4-8

In the case of other activities, the number of grants is determined by comparing the activity with the above activities.

A Europe trip is defined as a minimum 7-day trip abroad, of which there is a minimum of 5 working days. Working days are understood to mean the number of days on which there are (study-related) substantive activities. Two-thirds of the total number of days in the Europe trip must be spent on these substantive activities. Holidays in the country are not considered working days. In principle, a visit to an institution counts as one part of a day. Each part of the day (morning/afternoon/evening) is counted as half a day. A short but complete report must be made of the Europe trip. This contains a detailed report of each substantive activity.

A short Europe trip is understood to mean a multi-day visit to one or more companies abroad in order to get acquainted with the company in an interactive way. This criterion should be interpreted flexibly, but with due regard for the number of company-visits within the duration of the trip and the trip should not be shorter than three days. Whether a short trip to Europe meets these requirements will be decided by the commission.

A Business Course is a multi-day (minimum of two days) event, in which external study or career related activities play a central role. Profiling the study and study association should be close to the whole event. A Business Course is a name that can be understood in a broad sense and that is assigned to all activities that meet the aforementioned requirements. A short and complete report should be made of the Business Course, with a detailed report of each substantive activity. As a Business Course is eligible for a range of grants instead of a fixed amount, also a motivation on the requested amount of grants needs to be provided. This motivation should be based on the amount of substantive activities and need of

organizational efforts. This can be described in relation to the Europe Trip and the Short Europe trip. E.g. a business course of three days can be eligible for four grants, while a business course of a week can be eligible for eight grants if the amount of substantive activities and the organizational effort are comparable to a Europe Trip. It remains the right of the Activism Grants Committee to determine a fair amount of grants comparing organizational efforts surrounding the Business Course with the workload of other activities applied for in the same year. It is being distinguished towards a Europe trip by its length and via its more profound focus on educational or professional oriented activities.

In the case of other, similar activities, the number of grants is determined by comparing the activity with the above activities. Activities that cannot be included here, but which profile the study or study association or are characterized as otherwise by the committee, can be transferred to classification D subject to reservation.

Delivery of applications and proof for classification A-C

Application for classification A-C

Activism grants for the next calendar year are already set in the current calendar year. The applications can be made as soon as someone from the OS board draws your attention to this matter. Applications need to be handed in form of a Google Docs, which each association will be provided with before October 1st of the year in which the activity will take place.

To apply, the following information needs to be filled in by the applicant:

1) Classification of the activity
2) Name of the activity
3) Expected date or time-frame of the activity
4) Expected range of costs of the activity
5) Expected working hours of the committee as a whole
   a. Spread over the entire timeframe of organizing the activity
6) Short description of the activity (3-5 sentences)
   a. Focus/Relevance for students
      i. F.e.: Educational/professional/networking/community)
   b. Expected size and scalability
      i. F.e.: Approx. number of participants/ association-wide/UT-wide/nation-wide
   c. Expected content
      i. What will the activity (or parts of it) look like

Because some aspects of an activity are only being determined after the application has been sent, or change over time, these indications will be guarded as preliminary guidelines for the Activism Grants Committee to properly assign activities to the right classifications.

After proof has been delivered in the next academic year, the successive committee will decide in how far the proof is sufficient for an activity to remain in the previously assigned classification and how many grants it should be finally eligible for. The applicant is responsible for delivering the application complete and ahead of the announced deadline. If either of those conditions cannot be met the OS board and/or committee need to be notified as soon as possible, so that they can decide if exceptions can be made and potentially set new conditions for the applicant.

Proof for classification A-C

In the previous calendar year, a number of activities have already been added to the occasional activism grant list for your student association. This list has been approved during an OS GMA in the previous year and is managed by the OS board. Someone from the OS board will draw your attention to this when the proof has to be sent in and will provide the list of approved activities to the associations.

Proof delivery

The current OS board will provide you with a Google form, in which the following information has to be provided:

1) Classification, which the Committee/event is assigned to
2) Event(s)/activity(-ies) organized
3) Overall costs
4) Number of committee members
5) Estimated hours of committee-work per committee member
6) Time frame of committee work (start organization – date of activity)
7) Short description of educational relevance (if given)
8) Short description of student networking/community relevance (if given)
9) Short description of professional/skill development relevance (if given)
10) Number of participants taking place in the activity (no names included)

Additionally, the following proof has to be provided:

- Program booklet (without privacy sensitive information)
  - If no program booklet has been created each activity needs to be described in detail
    - Symposia/One day activities: description per hour
    - Trips/Business Courses: Description of each activity arranged per day

- This needs to include a description of the duration and amount of company visits and/or educational sessions provided by companies
- Budget overview (without privacy sensitive information)

For delivering proof descriptions, please arrange a pdf document in the following manner:

1) State in the documents label:
   a. [*proof classification A-C_study association_ academic year the activity took place*]
2) State the classification of the activity
3) State the name of the activity
4) Describe the program of the activity or include the program booklet
5) Add the budget illustration of the activity
6) Proceed with the next activity in the following order:
   a. 1. Classification A, 2. classification B, 3. classification C
7) If several applications have been made per activity in the previous year, adhere to the following order:
   a. First activity within one classification, second activity within the same classification, third activity within one classification, then proceed with the next classification

Additional attention points:

1) If activities are on the inventory list of the former academic year but have not taken place for any reason, this should be reported to the OS board and/or acting Activism Grants Committee before the deadline of proof delivery
2) Submit all proof at the same time and before the announced deadline. If that is not possible, please notify the board or active Activism Grants Committee.
3) The committee has the right reserved to ask for additional proof or elaboration at any point. If that is not provided without a reasonable explanation, the activity can be excluded from the final grant distribution.

Timeline for handing in proof and applications of classification A-C:

September 2020

- Before the 10th of September the board/committee delivers one Google Docs for the application and one for proof, next to this document to be filled in by associations.

October 2020
- Associations register with the OS all activities in classifications A, B and C for the next calendar year. This must be done before the 1st of November.
- Associations deliver proof for the activities that have been placed in the inventory approved during the previous academic year (2019/20). This must be done before the 1st of November.

November 2020
- Proof inspection by the Activism Grants Committee of OS and potential request for additional information to be provided by the applicant of an activity.
- Approval of distribution of grants as applied for in the academic year of 2019/20.
- Approval of classifications A, B and C grants inventory for 2020/21 during the GMA.

December 2020
- Approval of final distribution of 2019/20 and inventory of 2020/21 of grants classification A-C, in case it was not possible in November.
- OS forwards the approved division of grants for 2019/20 to the Student Union.

January 2021
- Associations will be approached by the CPO for further administrative requirements.

May-July 2021
- The active board and committee should adjust this document for the upcoming academic year with respect to timeline, year indications and outdated content.

Regulations and manual - Activism Grants OS classification D

Application and proof delivery

Introduction

The internal regulations regarding the general background and procedure of Activism Grants within OS, can be found in a guiding document, which is to be found here. That document should be profoundly read and understood before the following document is being dealt with.

The subsequent document elaborates on the nature of, regulations of and procedure surrounding the application and proof delivery of grants allocated within the classification D. This classification has two purposes:

1) Delivering grants for study association boards, which are not specifically addressed in the overall FOBOS regulations as introduced by the Student Union.

2) Allowing activities falling under classification A-C but having not been planned at the point of application in the previous year, to be eligible for grants.

3) Allowing the allocation of grants to unique activities, which do not fall under the classifications A-C.

Due to the condition that the activity does not fall under classification A-C and being rather occasional than regular, the Activism Grants divided in classification D follow different guidelines than the other three classifications. Not only are they being treated with the lowest priority, they also can differ every year. The only exception are board grants. If a board applies for grants because it cannot receive any via the overall FOBOS regulations, they need to be granted independently of other activities in classification D and even be prioritized over classifications A-C.

This document does not guarantee in any way that your grants application and/or proof will be approved and is only intended to help the association with the application. Incomplete or late applications, sharing of sensitive data of the association's members or failure to send in additional input after the request of the committee can result in moving to a lower priority or in extreme cases the exclusion of activities in the final distribution. Complications should be addressed towards and discussed with the committee as soon as possible before announced deadlines to agree on new application conditions or exceptions. Unclarities with respect to this document should be resolved by asking for advice of the OS board and/or Activism Grants Committee.

Grants eligibility – Classification D

Within classification D, priority will be given according to the activity's relevance for students. Thereby, the priority order is as follows:

1) Small study related and associative activities
2) Small business related activities
3) Association development

If activities are organized that fall under classifications A-C but were not applied for at the time because they had not yet been planned, they will be placed in classification at the top, with a maximum of 3 grants. In case of justified reasons, deviations from this order may be introduced by the Activism Grants Committee of the OS.

Items for which no grants are available

1) Committees which can reasonably be assumed to be a general part of each association and which have not undertaken any exceptional activities.

   a. Committees, focusing solely on networking, media, small excursions

   b. Lustrum committees, if no 'special' activity has taken place

   c. Social activities comparable to the following: parties, drinks, gala's, paintball, BBQ, bowling etc.

Items an application can be sent for

1) **Purpose of small study-related/association bonding activities:** Special activities that promote the bonding of members or are profiling to the association.

   a. **Requirements:** The activity must be open to all members and it must be a special activity.

   b. **Examples:** National design weekend (Daedalus), concrete brewers (ConcepT), Pandora (IA).

   c. **Special cases:** Kick-In/Introduction; Lustra committees and trainings can be applied for but will be treated with the lowest priority within classification D. Therefore, they are unlikely to receive grants. Exceptions may be made, if they contain very special/outstanding events, which the Activism Grants Committee can judge upon in relation with other activities within classification D.

   d. **Number of grants per activity:** To be determined by the grants committee with a max. of 2.

2) **Purpose of other small business-related activities**: Small activities that promote contacts between members and the business community.

   a. **Requirements:** Activities for associations with an emphasis on education or contacts with businesses and study relevant organizations.

   b. **Examples:** Excursion series (excursion of several days), mini-symposium.

   c. **Number of grants per activity:** To be determined by the grant committee with a max. of 2.

3) **Purpose of association development:** Sustainable improvement of the association.

   a. **Requirements:** In the case of association development, the content must be easily shared with other associations so that a database can be set up at the OS and other associations can easily make use of it.

   b. **Examples:** ICT, new services creating an internship bank or sharable apps/website codes.

   c. **Number of grants per activity or development:** To be determined by the grants committee with a maximum of 2.

Application manual

Application regulations for boards applying for board grants can be found in the appendix. The application for the occasional activism grants in classification D must be made before the deadline a member of the OS board has announced at the beginning of the relevant calendar year. **A maximum of 3 activities** may be requested in accordance with the Activism Grants Regulations.

To apply, a Google Docs has to be filled in, which the association has been provided with before the 10th of September in the relevant application year. The following information has to be provided in that document:

1) Name of activity

2) Overall costs

3) Number of committee members
4) Estimated hours of committee-work per committee member
5) Time frame of committee work (start organization – date of activity)
6) Short description of educational relevance (if given)
7) Short description of student networking/community relevance (if given)
8) Short description of professional/skill development relevance (if given)
9) Number of participants taking place in the activity (no names included)

Additionally, the following proof has to be provided:
- Program booklet (without privacy sensitive information)
  - If no program booklet has been created each activity needs to be described in detail
    - One day activities: description per hour
    - Two day activities: description per hour
    - Several day activities: Description of each activity arranged per day
- Budget overview (without privacy sensitive information)

To provide the Activism Grants Committee with the program and budget description, a pdf document has to be handed in the following manner.

1) Label the document
   a. [*proof delivery; association; year in which the activity takes place*]
2) Name of the activity
3) Describe the program or include the program of the activity
4) Include the budget overview after
5) Remove or censor any privacy sensitive information making individuals distinguishable
   a. Names; student numbers; bank details; birth dates

Timeline for handing in proof and applications of classification D:

September 2020
- Before the 10th of September the board/committee delivers a Google Docs and this document to be filled in by associations.

October 2020
- Before the 1st of October the application documents and Goggle Docs for activities taking place in 2019-2020 has been sent to the Activism Grants Committee.
- The Committee can ask for additional input and/or explanations.
- Activities taking place after the 1st of October can be applied for and will have to send their proof before the end of the academic year. In case the proof is insufficient grants can be taken away from the activity in hindsight.

November 2020
- The Committee presents the division of grants within classification C to be voted upon after questions and comments have been resolved.
- In case of objections, the division will be revised.

December 2020
- The OS board sends the final division of grants for activities that took place in 2019/2020 to the SU.
- In case, less grants than expected will be available for classification D, adjustments will be made.

January 2021
- Proof for activities taking place after the 1st of October has to be delivered before the 10th of January (if not agreed upon differently with the Activism Grants Committee and/or OS board.

May-July 2021
- The active OS board and Activism Grants Committee should adjust this document for the upcoming academic year with respect to timeline, year indications and outdated content.

Appendix

Boards applying for board grants have a different position with respect to the workload and intensity of their 'activity'. Applying is possible, if the SU FOBOS regulations do not specifically address a board in their lists with respect to eligibility of grants.

Boards applying via the OS platform can receive a maximum of 6 grants in line with the indicated grants as allocated by the SU and are treated as a priority in the overall OS model.

The following documents have to be provided:

1) Policy plan (if given)
2) Financial plan (if given)
3) Policy report (if given)
4) Financial report (if given)
5) List of active board members and functions/responsibilities
    o Include: average amount of hours made per board member
6) List of activities organized with clear labels
7) List of committees/teams active in the association in the respective year need to be added
8) Constitution date and ending date of the board year
9) If no policy plan and/or report had been created, a clear description of goals and action points for the year need to be created and explained with respect to their progress and results leading up to at least one DinA4 page of descriptions
10) If no financial plan or report has been created previous to the application, a budget overview needs to provided and a balance sheet depicting which costs have been finally made

Attention points:

1) Everything should be delivered in pdf format and combined in one email, not sent separately
2) Sensitive data of members and other people not actively participating in the board need to be removed or censored in some sort of way
    a. A consequence of not adhering to this rule can be receiving less grants
3) Send the board application and proof before October 1st 2020
4) If any points mentioned above cannot be realized within the given time-frame, the Activism Grants Committee and/or board need to be notified and solutions be discussed
5) In case board changes took place differently than usually in line with the academic year, the Activism Grants Committee and/or board need to be notified and solutions be discussed