

# Facilities Regulation for TU Delft Student Organisations

*This is a translation of the Dutch 'Faciliteitenregeling studentenorganisaties TU Delft'. In the case of differences in interpretation between the English and Dutch text, the Dutch text shall prevail.*

## **Article 1 (definitions)**

The following definitions apply in these regulations:

- a. standard grant: an annual grant with the aim of maintaining student organisations so that they can continue to carry out their core functions;
- b. innovation grant: a one-off grant for initiating and running new student activities at TU Delft;
- c. fiscal year: the period from 1 January to 31 December of a single year;
- d. student: person who is registered as such at TU Delft.

## **Article 2 (scope)**

1. This regulation applies to funds provided by or on behalf of the Executive Board which are disbursed as grants to student organisations:
  - a. that provide one or more of the following services: representing students' interests, mediation of national and international internships and graduation projects or the integration of international students in the TU Delft community (standard grants);
  - b. that develop innovative activities for students in the Delft community which are not otherwise funded by the university (innovation grant).
2. Grants are only given on the condition that the activities of the student organisation are in accordance with university regulations and policies.
3. This regulation applies only if equivalent funding is unavailable through other TU Delft regulations.
4. Programme-based student societies and participatory councils are not covered by this regulation.

## **Article 3 (grant limit)**

1. The grant budget is established each fiscal year by or on behalf of the Executive Board. Money is reserved for the standard grant fund and the innovation grant fund.
2. Applications for standard grants will be honoured proportionately, as long as the aggregate amount of the applications does not exceed the limit for standard grants.
3. Applications for innovation grants are processed in the order that they are received. They are then sorted in order of importance according to the criteria listed in Article 6. Applications can be declined if the fund limit is reached.

## **Article 4 (criteria for standard grants)**

Student organisations must meet the following conditions in order to be eligible for standard grants:

- a. they must be an association or a foundation with the status of a full legal entity;
- b. the majority of founders and board members of the student organisation must be TU Delft students;
- c. the purpose of the student organisation, as described in its statutes, must be:
  - i. representing student interests, or;
  - ii. mediating in internships or graduation assignments, or;
  - iii. encouraging the integration of international students;
- d. the student organisation must have been established at least two years previously according to its statutes, not including the formation period.
- e. the student organisation must differ sufficiently from other student organisations, thus contributing to the diversity of the student organisations in Delft;
- f. the student organisation may not be financially self-sufficient;
- g. the student organisation must require a real contribution from its members or participants;
- h. the continuity of the student organisation must be guaranteed;
- i. the student organisation must serve the interests of the university as a whole.

- j. If the student organisation is an association, then it must have at least 75 members, of whom 75% must be university students.
- k. If the student organisation is a foundation, then it must have at least 75 participants, members or individuals who are otherwise involved, of whom 75% must be university students. All other cases will be evaluated on the basis of reasonableness and fairness.

#### **Article 5 (costs that are eligible for standard grants)**

- 1. The following costs are eligible for standard grants, partly or wholly. The Executive Board decides on providing the grants, and the costs incurred must be reasonable.
  - a. Operating costs for the building where the student organisation is established, consisting of:
    - rent;
    - energy;
    - insurance;
    - taxes;
    - cleaning;
    - maintenance;
    - removal expenses;
  - b. Office expenses including:
    - copying;
    - communication;
    - office supplies.
- 2. Only actual costs are eligible for grants.

#### **Article 6 (innovation grant)**

- 1. Innovation grants are given on a one-off basis to student organisations to support innovative activities for students of the Delft community.
- 2. In exceptional circumstances, a student organisation which has received a grant on the grounds stipulated in Paragraph 1 may be awarded a continuation grant, provided that the organisation can make a good case for future entitlement to a standard grant.
- 3. The decision on whether to award a grant will take place on the following grounds:
  - a. the extent to which the activities have a broad support base among TU Delft students;
  - b. the originality and innovative nature of the activities being organised;
  - c. the contribution made to the objective of these regulations;
  - d. a healthy balance among the range of student activities on offer.
- 4. In addition to the costs stated in Article 5, the costs of organising innovative activities are also eligible for compensation. Article 5 is of corresponding relevance to the reimbursement of costs in connection with the innovation grant.

#### **Article 7 (grant application)**

- 1. Grants are awarded on the basis of application.
- 2. The application must include the following components:
  - a. an activities plan;
  - b. a budget that includes (where applicable):
    - the financial contribution of the organisation itself;
    - the financial contribution sought from the university;
    - the financial contribution of other grant-awarding bodies;
    - the contribution from participants;
    - specification of costs
  - c. the bank account number of the applicant.
- 3. Only complete applications will be processed.
- 4. To apply for the standard grant, student organisations must submit their application before 31 October in the previous fiscal year.
- 5. Applications for innovation grants must be submitted at least six weeks before the start of the activities.

#### **Article 8 (non-allocation of grant)**

1. Grants will not be awarded or only partially awarded if and to the extent that there are insufficient financial resources available, as described in Article 3.
2. Grants will not be awarded if the condition stated in Article 2, paragraph 2 is not met.
3. Furthermore, the grant can be fully or partially refused if:
  - a. the student organisation or the activity does not meet the conditions contained in these regulations;
  - b. the case made for the activities is not strong enough to suggest that they will actually take place in full;
  - c. the case made for the applicant's ability to meet the conditions attached to the grant is not strong enough;
  - d. the student organisation has been declared bankrupt or if court protection from creditors has been granted or if a request to this effect has been submitted.

#### **Article 9 (decision on allocation of grant)**

1. A standard grant is awarded for a period of one year.
2. The decision to award the grant states:
  - a. the sum awarded;
  - b. the period for which entitlement to this sum applies;
  - c. the information required and other obligations which have to be met in order to secure the grant.

#### **Article 10 (obligations)**

1. The student organisation must pursue a correct and transparent financial policy.
2. The organisation will give account of its activities, finances and budget on a yearly basis in the form of an annual report.
3. If a student organisation is dissolved, the board at the time is required to report this fact to the Executive Board without delay.

#### **Article 11 (determining the level of the grant)**

Having received the information stipulated in Paragraph 2 of Article 10, the Executive Board will determine the level of the grant awarded for each fiscal year.

#### **Article 12 (withdrawal of or adjustment to grant)**

The grant can be wholly or partly withdrawn if:

- a. the recipient has not met the obligations attached to the grant;
- b. the activities have not been initiated, are subject to considerable delay or have been prematurely terminated;
- c. the recipient has provided incorrect or incomplete information while the provision of correct or complete information would have led to a different decision with regard to the awarding of the grant;
- d. the awarding of the grant was not justified while the recipient was aware of this or should have been aware of this;
- e. the recipient no longer meets the conditions as stated in these regulations during the grant allocation period.

### ***Payment and repayment***

#### **Article 13 (advance)**

At the recipient's request, an amount up to a maximum of 90% of the total grant awarded can be paid in advance.

#### **Article 14 (payment)**

The grant is paid in accordance with the amount determined, taking into account any advances paid.

### **Article 15 (repayment)**

The amount determined can be wholly or partially withdrawn and the recipient required to repay all or part of the amount if:

- a. facts and circumstances come to light of which the Executive Board could not reasonably have been aware when the level of the grant was determined and on which grounds the grant would have been lower;
- b. the level of grant determined was not justified and the recipient was aware of this or should have been aware of this;
- c. the recipient did not meet the obligations attached to the grant once the level was determined.

### ***Transitional and final provisions***

### **Article 16 (hardship clause)**

In cases where the strict application of the regulation would lead to inequity, the Executive Board may deviate from the regulation.

### **Article 17 (revocation and transitional provision)**

1. The Facilities Regulation for Student Organisations has been revoked, taking the stipulations of the following paragraph into account.
2. For student organisations or student activities which were entitled to a grant on the basis of the Facilities Regulation for Student Organisations but which no longer receive this entitlement based on the TU Delft Facilities Regulation, the Facilities Regulation for Student Organisations will remain in force up to and including 1 September 2009.

### **Article 18 (entry into force)**

This regulation comes into force on the first day after the date of publication of the weekly TU Delft news magazine Delta which announces the regulation. The regulation applies retrospectively from 1 September 2008.

### **Article 19 (official title)**

This regulation is referred to as the Facilities Regulation for TU Delft Student Organisations.

## **EXPLANATORY NOTES**

TU Delft contributes in many ways to the welfare and education of all students, in all facets of university life. This is part of the university's statutory mission, as laid down in Art. 1.4, para. 3 of the WHW. The provision of services to students and the facilitation of student organisations are tools that serve this objective. The updated facilities regulation focuses on the latter tool: providing support for student organisations. The objective of the facilities regulation is to enable student organisations to operate on a financially-sound basis. The organisations represent students' interests, mediate in assignments, and create social ties between international students among themselves or with the university in generally (standard grant). The regulation also provides cash allowances for new student initiatives (innovation grant).

The regulation compensates student organisations for rent and office expenses (Article 5). The Facilities Regulation is not intended for consultative bodies, study associations or sporting and cultural activities run by student organisations, for which TU Delft has separate schemes, such as the Graduation Support Scheme (contribution towards living costs for students serving as members of a consultative body or study association, for example) and sponsorship schemes for sporting and cultural activities. See Art. 2.

The eligibility criteria for financial compensation are clearly set out (Art. 4 and 6), as is the way in which the available budget is distributed among the officially-recognised student organisations (Art. 3). The criteria are specifically defined in art. 4. The criterion under f ('not financially self-reliant') means: no commercial exploitation. The criteria for innovation grants in Art. 6 require a more discretionary assessment by the EB, thereby giving the board a certain measure of freedom in its allocation decisions. In principle, the innovation grant is a one-off grant for an innovative initiative, but can also serve as a start-up grant for new initiatives that may later become integrated into the fabric

of university life. This is why Art. 7, para. 2 provides for a potential continuation grant, but the student organisation in question must demonstrate that it is capable of organising valuable activities into the future, and by doing so eventually become eligible for a standard grant. Organisations are asked to submit their plans and budget (Art. 7) beforehand as well as their post-activity balance (Art. 10), which will lead to a more solid relationship between the partners in the grant process.

A maximum budget of €60,000 is available, for the 2016/2017 academic year, for the regulation, of which 75% will be allocated for grants for existing student organisations or their initiatives, and 25% will be made available for new initiatives of student organisations. The budget for standard grants will be allocated proportionally. Applications for innovation grants will be assessed with a specific focus on the degree to which the initiative addresses the common good of the university community (see Art. 3). Applications may be submitted to the Central Student Administration, Jaffalaan 9A, 2628 BX Delft. The formal decision will be taken by or on behalf of the EB. Budgetary insolvency is one of the potential grounds for declining an application (Art. 7).

The starting point for the provisions concerning the awarding of grants, the levels of grants, repeal, modification, payment and repayment (Articles 9 and 11 to 15) was the grant section of the Dutch General Administrative Law Act.