Student Organisation Accreditation Regulations

These regulations and code of conduct were adopted by the executive board on 19 March 2019.

Article 1. Benefits

An accredited organisation may be eligible for:

a. training provided by the Student Affairs Office. Such professional training can help student administrators to improve their skills in that capacity;
b. compensation for committee work from the Profiling Fund;
c. a subsidy. An accredited student organisation may apply to Student Affairs or an accredited umbrella organisation for a subsidy as provided for in the Student Life Subsidy Regulations [Subsidiereglement Student Life];
d. free use of halls and discount arrangements for catering within the framework stipulated for the purpose;
e. office space. A request may be submitted to Student Affairs for office space;
f. assistance from the office for accredited organisations. Student Affairs and more especially, the Student Life department, is the office within Radboud University which deals with questions submitted by student administrators from accredited student organisations. Student Life may receive requests, search for answers or solutions, or provide referrals.

Article 2. Criteria

A student organisation shall be eligible for accreditation, provided that the following criteria are satisfied.

a. it is entirely legally competent;
b. it focuses on the university or faculty community within Radboud University or the student community in accordance with its constitution;
c. no less than 75% of its members must be registered as students of Radboud University or HAN University of Applied Sciences and no less than 50% of its student members must be registered as students at Radboud University;
d. it must have no less than twenty (20) members. Should it be impossible for an organisation to have such a number given its nature, it must be able to show that its activities benefit no less than twenty (20) students;
e. it has signed and – in so far as a regular assessment occurs as provided for in Article 3(a)(1) – complied with the code of conduct (Annex 1);
f. it is viable. The student organisation must satisfy a demonstrable need and be able to fill its executive board and committees;
g. it is healthy in financial terms. It raises funds with the aid of member contributions or external sponsorship or subsidies and is not largely dependent on Student Affairs for support in order to survive.

Article 3. Decision-making procedure

a. Assessments may occur in the following way:
   1. regular assessments. Accredited organisations shall be assessed in relation to the criteria for accreditation in September once every three years. A student organisation shall receive an invitation by email for this purpose. Regular assessments shall occur in September 2019, 2022, 2025, 2028 and so forth;
   2. through an initial assessment. An organisation that is not accredited but would like to be eligible for accreditation may submit an application for accreditation to Studentlife@ru.nl twice a year (in March and September). It shall also be assessed in relation to the criteria referred to in Article 2.

b. The following documents shall be submitted for the purposes of an application referred to in the foregoing clause:
- a completed application form (Annex 2);
- the relevant student organisation’s constitution;
- a recent annual budget;
- a signed code of conduct.

c. A decision concerning accreditation may entail that:
   - the student organisation is accredited;
   - the student organisation is not accredited.

d. A student organisation will be accredited, provided that it satisfies all of the criteria. A decision may also be taken in favour of accreditation where a student organisation has not yet satisfied all of the criteria but it is realistically deemed likely that it will do so within a year. In the event that an organisation is not accredited, it may again submit to an assessment the next time one is conducted.

e. Accreditation shall apply as of the first day of the month following that in which the decision is taken in favour of such accreditation.

Article 4. Term of validity and revocation of decision

a. A decision in favour of accreditation which follows a regular assessment shall apply for a period of three (3) years subject to an interim revocation provided for in §(c) of this article.

b. A decision in favour of accreditation which follows an initial assessment shall apply until such time as the next regular assessment occurs.

c. A decision in favour of accreditation may be revoked in the event that:
   - the relevant student organisation no longer satisfies the criteria referred to in Article 2; or
   - it acts contrary to the code of conduct.

d. A student organisation shall be heard before its accreditation is revoked.

e. Written notice shall be given of a decision in favour of the revocation of accreditation.

f. By virtue of the revocation of its accreditation a student organisation shall forego all of the rights associated with such accreditation on the date on which the revocation comes into effect.

g. The director of the Student Affairs Office shall make any decision pursuant to these regulations on behalf of the executive board.

h. A decision referred to in §(g) may also be signed by the Student Life manager (as instructed).

Article 5. Objections

An objection may be lodged against any decision that is taken on behalf of the executive board in accordance with these regulations within six (6) weeks after the date of such decision. This may be done through the Central Complaints Office (www.ru.nl/centraalklachtenloket). The statement of objection must set out the grounds for the objection. A copy of the relevant decision must accompany the objection.
Annex 1. Student Organisation Code of Conduct

1. Introduction

Radboud University has made clearly understandable arrangements concerning the behaviour of student organisations which use its facilities. This code of conduct confirms the norms and values of the relevant parties.

Both Radboud University and the student organisations shall actively subscribe to this code of conduct. Radboud University and the accredited organisations shall discuss this code of conduct at the beginning of every administrative year, so as to raise awareness and encourage compliance.

This code of conduct is preventative in its nature and facilitates good behaviour. In addition, the parties may call each other to account in respect of any conduct which does not comply with the provisions of this code of conduct.

Where there is any question of conduct which does not comply with the provisions of this code of conduct and such behaviour may have implications for the accreditation of the relevant student organisation, a discussion shall first occur before any consequences are decided on.

2. Principles

The principles underlying this code are as follows.

2.1 A student organisation’s executive board shall:

a. be responsible for drawing up and carrying out the policy and activities of that student organisation. In this respect the executive board shall ensure that it is possible to withstand an assessment in relation to acceptable community standards;

b. seek to ensure that everyone is accepted as they are and that the members treat each other with respect, and it shall refuse to accept any undesirable behaviour, such as violence – both mental and physical – discrimination, sexism, force and humiliation;

c. seek to ensure that the student organisation is inclusive by nature and is one in which a student feels safe and welcome;

d. see to it that the members exercise due care and respect when dealing with the property of Radboud University or any other party

e. consider sustainability when making policy or other decisions;

f. see to it that the organisation complies with national and local legislation, and regulations during its activities, in particular, the Licensing and Catering and the Tobacco Acts. The executive board shall also see to it that the members and other parties do not exhort anyone to drink excessive alcohol or to take drugs;

g. seek to ensure that the members of its student organisation are aware of the principles of this code of conduct and that it is applied and complied with within the context of the student organisation;

h. report any potential incident immediately to Radboud University through the Student Life manager or the Student Affairs director;
i. be alert to any indication that a person may have violated the principles of this code of conduct and shall not hesitate to conduct any further investigation in response to such indication and to take appropriate action where necessary.

2.2 The Radboud University executive board shall:

j. recognise and acknowledge the importance of active student organisations and the potential that they offer to students for self-development and fulfilment as part of and in addition to their studies, and shall actively express this;

k. provide support to the student organisation executive boards by providing compensation for committee work and subsidies within the frameworks stipulated for them and shall appoint a Radboud University student counsellor whom the executive boards may approach for counselling and advice;

l. ensure that everyone can inspect this code of conduct;

m. always first contact the relevant student organisation in the case of a potential incident before responding publicly.

Nijmegen, (date) Nijmegen, (date)
On behalf of the executive board (student organisation’s name)

G. Boonen, Student Affairs Director (representative’s name)
Annex 2. Student Organisation Accreditation Application Form

Documents required:

1. a fully completed application form (see below);
2. the relevant student organisation's constitution;
3. a recent annual budget;
4. a signed code of conduct.

The application form with the aforementioned annexes may be sent to studentlife@ru.nl.
Please submit all documents in Word or PDF format.

<table>
<thead>
<tr>
<th>Application Form</th>
<th>General Details of the Association or Organisation</th>
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<tbody>
<tr>
<td>1. Name of the association or organisation</td>
<td></td>
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<td>2. The contact person's name and details</td>
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<td>3. Legal structure</td>
<td>□ association  □ foundation</td>
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<tr>
<td>4. Number of members* (only if the organisation has any members)</td>
<td>Number of Radboud University or HAN student members:  Number of non-student members:</td>
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<td></td>
<td>* Donors are not members.</td>
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<td>5. Viability</td>
<td>Specify in no more than 100 words the demonstrable needs which the student organisation addresses and how it intends to fill its executive board and committees.</td>
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<td>6. Financial health</td>
<td>Specify in no more than 100 words the funds which the student organisation raises, e.g. from its members, sponsoring or external subsidies.</td>
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