



## **Regulations on Accreditation of Student Organisations Radboud University**

These regulations and the Code of Conduct for Student Organisations were adopted by the Executive Board on 5 November 2024 [after approval by the University Student Council (USC) on 15 October 2024]. These regulations replace the Regulations on Accreditation of Student Organisations 2019 and the Code of Conduct for Student Organisations 2019 and take effect retroactively as from 1 September 2024.



## Contents

<b>Section 1. Accreditation and Procedure</b> .....	3
<b>Article 1.1 General provisions</b> .....	3
<b>Article 1.2 Conditions</b> .....	3
<b>Article 1.3 Application procedure</b> .....	4
<b>Article 1.4 Assessment of status</b> .....	5
<b>Article 1.5 Validity and withdrawal decision</b> .....	5
<b>Article 1.6 Objections</b> .....	6
<b>Section 2. Facilities and support</b> .....	6
<b>Article 2.1 Facilities and support</b> .....	6
<b>Appendix A: Code of Conduct for Student Organisations</b> .....	8
<b>1. Introduction</b> .....	8
<b>2. Principles</b> .....	8
<b>2.1 The board of the student organisation</b> .....	8
<b>2.2 The executive board of Radboud University</b> .....	10

## Section 1. Accreditation and Procedure

### Article 1.1 General provisions

1. An accreditation is a mutual agreement between Radboud University and the relevant student organisation. The accreditation decision is assessed and laid down by the Allocation Committee of the Student Life and International Mobility department (SLIM).
2. The accreditation of a student organisation expresses the appreciation of the executive board of Radboud University for the positive contribution the student organisation makes, directly or indirectly, to the university or faculty community of Radboud University and/or the wider Nijmegen student community in issues such as well-being, sustainability, entrepreneurship, diversity and inclusion.
3. Radboud University distinguishes three categories for accreditation: study and faculty associations, student organisations and umbrella organisations. Radboud university considers, amongst others, the foundations and associations that focus on sports, culture, philosophy of life, on administrative or social impact and the student parties in the University Student Council to be student organisations. In this document, the term 'student organisations' is meant to refer to all categories together.
4. Accreditation of a part of a student organisation and the student organisation as a whole as two separate student organisations is not possible.
5. For accreditation a distinction is made between 1) student members +1, 2) non-student members +1 and 3) non-members of the student organisation. Category 1 + 2 together make up the members/membership.
  1. **Student members +1:** Persons registered at one of the institutions for higher education in Nijmegen (RU/HAN/ROC/Yuverta) and persons who have been deregistered at Radboud University for a maximum of 1 year at the time the application for accreditation is made. They have the voting rights and pay a membership fee.
  2. **Non-student members +1:** Persons who are not student members +1, but who do pay a membership fee and who do have voting rights.
  3. **Non-members:** Donors or persons who make use of particular services of the student organisation. They do not have voting rights and do not pay any membership fee.

### Article 1.2 Conditions

1. The student organisation has full legal capacity.

2. Pursuant to their articles, the student organisation focuses on the university or faculty community of Radboud University and/or the wider Nijmegen student community.
3. The student organisation has at least twenty student members +1. If this number cannot be met because of the nature of the student organisation, it should be demonstrated that the activities, on an annual basis, benefit at least 20 students + 1.
4. At least 80% of the members of the student organisation must be registered at Radboud University, HAN, ROC or Yuverta Nijmegen or have been deregistered, at the time the request for accreditation is made, for not more than one year. At least 50% of the members must be registered as students at Radboud University.
5. The student organisation has signed the Code of Conduct (Appendix 1) and complies with it.
6. The student organisation is viable: the student organisation meets a demonstrable need and it is able to staff its board and committees.
7. The student organisation must be able to demonstrate that it has a unique position within the student community of Radboud University and that, therefore, it could not perform its activities in the context of any other student organisation at Radboud University.
8. The student organisation is financially sound: it acquires resources by means of membership fees or external sponsoring/grants and does not largely depend on structural support by the Student Life and International Mobility department for its continued existence.

### **Article 1.3 Application procedure**

For an application, the following documents must be submitted to the Allocation Committee.

1. A student organisation submits the request for accreditation through the application form on the website of Radboud University.
2. The request for accreditation includes at least the following documents:
  - a. the articles of the association or the foundation drawn up and signed by a civil-law notary established in the Netherlands;
  - b. proof of registration in the Commercial Register of the Chamber of Commerce, including reference to the present composition of the board;
  - c. the number of members of the association, with differentiation between the different categories; student member +1 (RU/HAN/ROC/Yuverta), non-student member + 1. Donors are not members and are as such not included in the percentages. Foundations provide information demonstrating the extent of their outreach and/or who they deliver services to;
  - d. the most recent annual programme of the activities or, in case of a new student organisation, the outline of the next annual programme;

- e. the most recent annual report or, in case of a new student organisation, the outline of the next policy plan;
  - f. the most recent financial annual report (income statement and balance sheet) or, in case of a new student organisation, a budget for the next year;
  - g. a statement that the student organisation meets the conditions laid down in article 1.2 paragraphs 6 and 7 and explanatory notes to the category in which the organisation thinks it will be listed, article 1.1 paragraph 3;
  - h. a signed copy of the Code of Conduct for Student Organisations.
3. The Allocation Committee decides, stating reasons, within six weeks following the application; in its decision, the Allocation Committee may depart from the category requested by the student organisation. The Allocation Committee informs the student organisation of its decision in writing.
- a. A decision on the application for accreditation states: the student organisation is accredited, or, the student organisation is not accredited.
  - b. A student organisation is accredited if it meets all the conditions and criteria. However, a positive decision on accreditation may also be taken if, although the student organisation does not meet all the conditions and criteria, it is deemed realistic that it will meet these conditions and criteria within a year.
  - c. If the student organisation is not accredited, it can participate in the next assessment again.
  - d. Accreditation becomes effective from the first day of the month following the month in which the positive decision on accreditation was taken.
  - e. The student organisation receives an accreditation certificate stating the category assigned to the student organisation and the validity date.

#### Article 1.4 Assessment of status

- a. **Regular assessment:** Accredited student organisations are subject to a mandatory assessment, once every three years, of the accreditation conditions and criteria. The student organisation is invited for the assessment by email. The regular, mandatory assessment of the accreditation takes place in 2025, 2028, and so on. The deadline for submitting the relevant documents is set on **1 May**.
- b. **First assessment:** Non-accredited student organisations who wish to be eligible for accreditation, can submit an accreditation application via the website of Radboud University. Applications must be submitted one week before the next meeting of the Allocation Committee. Deadlines are communicated on the [website](#).

#### Article 1.5 Validity and withdrawal decision

- 1. A positive decision on accreditation that is taken after a regular, mandatory assessment is valid for a period of three years, except for interim withdrawal as referred to in paragraph 3 of this article.
- 2. A positive decision on accreditation that is taken after a first, voluntary

- assessment is valid until the moment that the next regular, mandatory assessment takes place.
3. A positive decision on accreditation can be withdrawn if:
    - a. the student organisation no longer meets the conditions and criteria referred to in articles 1.1 and 1.2;
    - b. the Code of Conduct for Student Organisations is not complied with.
  4. Prior to a decision that accreditation is withdrawn, the student organisation is heard.
  5. A decision to withdraw the accreditation is notified in writing.
  6. In the event accreditation is withdrawn, the student organisation loses all rights attached to the accreditation and all access to facilities as from the date the withdrawal becomes effective.
  7. Any decisions pursuant to these regulations are taken by the head of the Student Life and International Mobility department, on behalf of the executive board.

### **Article 1.6 Objections**

Decisions that have been taken pursuant to these regulations on behalf of the executive board can be objected to, within six weeks following the date of the decision, through the Student Legal Protection Desk. The notice of objection must include the grounds for the objection. A copy of the decision must be forwarded together with the notice of objection.

Any questions that may arise concerning decision taken pursuant to these regulations can be addressed to the Student Life and International Mobility department ([slim@ru.nl](mailto:slim@ru.nl)).

## **Section 2. Facilities and support**

### **Article 2.1 Facilities and support**

Accredited student organisations may claim the following general facilities and advisory or financial support.

1. Accredited student organisations can book board rooms, free of charge, at Radboud University campus, in so far as a room is available.
2. Accredited student organisations are given a place on the [website](#) of Radboud Universiteit so that they can be found by new students.
3. Accredited student organisations can submit a request, every three years, for (shared) storage or office space. If the request is granted, the student organisation signs a user agreement with the Student Life and International Mobility department. Study and faculty associations are not eligible for this.



4. Accredited student organisations can participate, free of charge, in organised training courses and workshops of the Student Life and International Mobility department. The department also organises annual events such as Kick-Off, Week of the Active Student and the Day of the Student Board.
5. The [board members of] accredited student organisations can apply for financial compensation, in the form of board months (*bestuursmaanden*), for possible delay in their studies caused by the administrative load. For eligibility assessment, they can participate in the annual, voluntary assessment or in the three-yearly mandatory assessment.
6. Accredited student organisations can apply to the Allocation Committee for grants. This committee, as part of the Student Life and International Mobility department, annually provides of a limited budget for annual budget grants, incidental projects and start-up grants. Study and faculty associations that are affiliated with the Cooperation Consultation Faculty Associations (*SamenwerkingsOverleg Faculteitsverenigingen (SOFv)*) can submit an application to the *SOFv* for group travel grants. The *SOFv* handles the application on behalf of the Student Life and International Mobility department.
7. Accredited student organisations may turn to employees of the Student Life and International Mobility department for questions, advice and support.
8. Accredited student organisations may mention '*xxx is an accredited student organisation of Radboud University*' in their communications. Accreditation as a student organisation of Radboud University does not entitle the student organisation to use the logo of Radboud University or the official house-style of Radboud University.



## Appendix A: Code of Conduct for Student Organisations

### 1. Introduction

Radboud University enters into clear agreements about conduct with accredited student organisations that make use of facilities and support of Radboud University. In this code of conduct (hereinafter: Code of Conduct) norms and standards of the parties involved are confirmed.

The Code of Conduct is actively endorsed by both Radboud University and the accredited student organisations. Radboud University and the accredited student organisations together discuss the Code Of Conduct on an annual basis, at the beginning of the board year (*bestuursjaar*), so that awareness is created and compliance is stimulated. The Code of Conduct can be consulted on the website.

The Code of Conduct is preventive in nature and encourages proper behaviour. The starting principle is creating awareness for the exemplary role that boards have towards their members and the responsibility they have towards and for their student organisations. Apart from that, parties can call each other to account for behaviour that does not comply with the provisions in this Code of Conduct.

In the event any kind of behaviour does not comply with the provisions of this Code of Conduct and if this behaviour has potential consequences for the accreditation of the student organisation, the first step is always to organise a meeting with the Student Life and International Mobility department to discuss this behaviour before the consequences are determined.

### 2. Principles

The board of the accredited student organisation and its individual members are aware of their responsibilities and the exemplary role that they have in their student organisation. The board seeks to ensure that no one will be offended in their personal dignity and stimulates that members are respectful in their dealings with each other, other persons involved and property.

#### 2.1 The board of the student organisation:

- a. is responsible for drafting and implementing its own policy and the activities of the student organisation. Apart from that, the board ensures that its policy can stand the test – in the context of socially accepted standards – and that activities are in keeping with the character and identity of the student organisation;
- b. refuses to accept undesirable and transgressive behaviour and, where necessary,

calls persons to account about their behaviour. The board strives for prevention and a positive culture. Behaviour that is undesirable and/or transgressive is understood to mean in any case:

- mental and physical violence;
  - discrimination;
  - racism;
  - sexism;
  - duress;
  - humiliation;
  - exclusion.
- c. pursues an inclusive character of the student organisation where persons take each other into consideration and where the persons involved feel safe and welcome. This is understood to mean in any case that, where possible and appropriate within the identity of the student organisation, consideration is given to:
- language of communication;
  - preferred form of address;
  - religion and personal beliefs;
  - allergies and dietary requirements/preferences;
- d. strives to ensure that members can turn to their own confidential contact counsellor – trained by SLIM – and/or know they can turn to a Radboud University confidential counsellor ([vertrouwenspersoon](#)) or to student support ([studentbegeleiding](#)) offered by Student Support;
- e. ensures that the board and the members carefully and respectfully handle, in the context of their student organisation, any property belonging to Radboud University and to third parties;
- f. strives to ensure that sustainability is weighed up when making choices with respect to both policy and the organisation and implementation of activities. This should be specifically taken into account when materials, food and drinks are purchased. Study and faculty associations can apply for extra grants if they undertake a sustainable study trip;
- g. ensures that the student organisation, during activities, complies with national and local laws and regulations, more particularly with the Licensing and Catering Act (*Drank- en Horecawet*), Tobacco and Related Products Act (*Tabaks- en rookwarenwet*) and the Opium Act (*Opiumwet*). The board ensures that those involved do not exert pressure on each other and others to use alcohol and/or drugs. The board sets the example and calls others, where required, to account about their behaviour. The board's responsibility is related to activities organised by/for the student organisation;

- h. handles private data of members and privacy sensitive information confidentially. Personal data may only be processed if required for a specific purpose;
- i. strives to ensure that the members of the student organisation are aware of the general principles laid down in this Code of Conduct and that these principles are applied and complied with in the context of the student organisation. The Code of Conduct can be shared, for example, on the student organisation's website or when new members are registered or during the introduction days. Student organisations are encouraged to have their own code of conduct or house rules as well, which elaborate on this Code of Conduct;
- j. directly reports a potential incident to Radboud University, through the head of SLIM ([slim@ru.nl](mailto:slim@ru.nl)). Incidents to be reported could concern a(n) (internal) conflict, physical or mental violence, other transgressive behaviour, etc.;
- k. carefully monitors signals that persons do possibly not comply with the principles laid down in the Code of Conduct, does not hesitate to investigate these signals, thereby hearing both sides, and takes appropriate measures where required. If the board has any questions or needs any advice, the board may contact SLIM ([slim@ru.nl](mailto:slim@ru.nl)).

## 2.2 The executive board of Radboud University:

- l. acknowledges and endorses the importance of active student organisations and the opportunities that student organisations offer to students for development and fulfilment within and beyond their studies and the executive board actively promotes this;
- m. ensures financial support of the boards of the accredited student organisations by providing board months (*bestuursmaanden*) and grants within the frameworks set to this purpose in the Profiling Fund and Subsidy Regulations SLIM (*Profileringfonds en Subsidiereglement SLIM*);
- n. ensures financial support of the boards of the accredited student organisations by offering them the opportunity, on an annual basis, to participate, free of charge, in training courses and workshops that may contribute to their being able to successfully carry out their board tasks;
- o. ensures support of the boards of the accredited student organisations by providing guidance to them on several themes that are relevant for Radboud University, for



example the Social Security (*Sociale Veiligheid*) guide of SLIM, the Sustainability (*Duurzaamheid*) guide of [Green Office](#) and the training courses of the [DEI Office](#);

- p. ensures support of boards of accredited student organisations by notifying them of structural support and training courses in the field of mental well-being and mental resilience by team Student Support;
- q. makes a limited number of on campus rooms available for storage and office space and practice rooms within the frameworks set;
- r. ensures that the Code of Conduct can be inspected by everyone and that the Code of Conduct is reviewed every year;
- s. first contacts the student organisation and the head of SLIM in case of a potential incident before reacting in public or determining the consequences of the incident, unless there are compelling reasons for not doing so.

Nijmegen, (date)

Nijmegen, (date)

On behalf of the Executive Board,

(Name organisation)

A handwritten signature in blue ink, appearing to read 'C. van Mourik', with a horizontal line underneath.

C. van Mourik,  
head Student Life and International Mobility

(Name board member)