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REGULATIONS GOVERNING RECOGNITION AND GOVERNING FACILITIES FOR STUDENT ORGANISATIONS

as adopted by the Executive Board on 4 July 2013 following advice obtained from the University Council on 25 June 2013.

These regulations replace the Regulations Governing Recognition of Student Organisations 1994 and the Regulations Governing Facilities for Student Organisations 1994 and comes into effect on 4 July 2013.

Section 1. Recognition of student organisations

Article 1.1 General provisions

1. The recognition of a student organisation is an expression of appreciation by the Executive Board of Erasmus University Rotterdam for the positive contribution made by the organisation directly or indirectly to the university community and/or to the university.
2. In the context of allocating facilities EUR has both recognised and registered non-recognised student organisations.
3. Student organisations can be recognised in the following categories:
 - a. organisations that promote social ties;
 - b. organisations that complement education;
 - c. sports organisations, and
 - d. other organisations which category, in any case, includes
 - cultural student organisations,
 - ideological student organisations,
 - political student organisations and
 - student organisations that carry out activities of an administrative or social nature which, in the opinion of the Executive Board, are important for the institution.
4. The recognised student organisation is allowed to refer to itself as a 'recognised student organisation of Erasmus University Rotterdam'.
5. It is not possible for part of a student organisation and the student organisation as a whole to both obtain the designation 'recognised student organisation' of Erasmus University Rotterdam.
6. Student organisations with a commercial purpose and/or which predominantly carry out commercial activities are not eligible for recognition or registration.

Article 1.2 Conditions for obtaining the designation 'recognised student organisation'

1. In order to be recognised in one of the categories referred to in Article 1, a student organisation must fulfil technical conditions and, in certain cases, quantitative and qualitative criteria as well. A number of documents must also be submitted.
2. The following technical conditions apply to all categories:
 - a. the organisation's objectives and activities prove that it primarily focuses on students who are enrolled at EUR;
 - b. the organisation maintains a record of its members;
 - c. most of the people in the organisation's management are enrolled at EUR as students;
 - d. the organisation is a legal entity;
 - e. the organisation has existed for at least two years;

- f. the organisation's structure is such that the continuity of the internal and external activities is guaranteed;
 - g. the organisation offers an annual programme of activities;
 - h. the organisation prepares an annual report;
 - i. the organisation keeps proper financial records;
 - j. the organisation prepares an annual financial report (profit and loss account and balance sheet), and
 - k. the organisation generates sufficient income to maintain the association.
3. In addition to the technical conditions referred to in the second paragraph, each category is generally subject to a quantitative criterion. Only members who are enrolled at EUR as students may count towards the required number of members. The criteria are as follows:
- a. organisations that promote social ties must have a minimum of 100 members. In the case of foundations which promote social ties the additional condition referred to in the fourth paragraph under a.
The following organisations are also recognised in this category without regard for the number of members:
 - the student societies affiliated to the Rotterdam Chamber of Student Societies;
 - the Rotterdam Chamber of Student Societies (RKvV) itself;
 - the student organisations which, on 30 November 2009, were full members of the KASEUR university committee and also affiliated to the independent Kaseur Committee, and
 - the Kaseur Committee itself.
 - b. organisations that complement education require a minimum of 100 members. The following organisations are also recognised in this category without regard for the number of members:
 - the study and faculty organisations which the faculty has recognised as complementing education, and
 - foundations and associations which focus on using the knowledge which students have acquired for a social purpose and which have not been recognised by a faculty, if the additional condition formulated under b of the fourth paragraph has been fulfilled.
 - c. sports organisations require a minimum of 100 members;
 - d. other student organisations require a minimum of 50 members. The following organisations are also recognised in this category without regard for the number of members:
 - ideological student organisations affiliated to a local or national umbrella organisation,
 - political student organisations that have at least one seat on a Faculty Council, University Council or the Erasmus MC Joint Meeting, and
 - foundations that carry out activities of an administrative or social nature which, in the opinion of the Executive Board are important for the institution.
4. In addition to the technical conditions referred to in the second paragraph and the quantitative criterion referred to in the third paragraph, each category is generally subject to a qualitative criterion. The criteria are as follows:
- a. An organisation that promotes social ties that is not a member of the RKvV, or was not a full member of the KASEUR university committee on 30 November 2009, must demonstrate that it provides services to a substantial number of students at EUR.
 - b. An organisation that complements education must demonstrate that, as shown by its objectives and activities, it contributes to the education of one or more faculties at EUR or, during the course of its activities, mainly uses knowledge, insights and skills acquired via the education provided at one or more EUR faculties. The organisation concerned must submit a written certificate from at least a Dean of a faculty that confirms that the organisation complements the faculty's educational activities. The foundation or association of which the aim is to use the knowledge acquired by students for the benefit of society and which is not tied to a faculty must make clear how the knowledge acquired from education is to be used.

- c. an organisation that requests recognised status within the category of other student organisations must demonstrate that it occupies a unique position within the EUR student community and is therefore unable to carry out its activities within the framework of any other EUR student organisation.
5. A student organisation that meets all the conditions for the category in question will be assigned the title 'recognised student organisation of Erasmus University Rotterdam' and is entitled to use the general and special facilities for recognised student organisations at EUR, as laid down in Section 2 of these regulations. Recognition as an EUR student organisation does not give any entitlement to use the EUR logo or official visual identity and branding.

Article 1.3 Procedures for requesting, changing and withdrawing recognised status.

1. Student organisations must submit a request for recognised status in writing to the Executive Board for the attention of the Head of Student Affairs at the Shared Service Centre for Education, Research and Student Affairs. The organisation in question indicates the appropriate category when it applies for recognised status. The request must be accompanied by all of the necessary documentation as referred to in the second paragraph.
2. When submitting a request for recognised status the student organisation must, in any event, submit the following documents:
 - a. its charter;
 - b. the standing orders, if the organisation has adopted standing orders;
 - c. (as appropriate) the list of members in electronic format showing at least:
 - the member's name;
 - the member's EUR student number or date of birth, and
 - the type of membership.
 - d. proof of listing in the Trade Register of the Chamber of Commerce in the area in which the legal entity has its headquarters, by which the legal entity demonstrates that it is properly listed, with up-to-date information on the current composition of its board;
 - e. an annual programme of activities;
 - f. the most recent annual report;
 - g. the most recent financial report (profit and loss account and balance sheet);
 - h. the organisational chart of the student organisation, and
 - i. any additional information required under the third and fourth paragraphs of this article.
3. The Executive Board will take a decision, stating its reasons, by no later than 6 weeks after submission of the request and can deviate, in its decision, from the categorisation proposed by the student organisation. The Executive Board will inform the student organisation of its decision in writing.
4. A student organisation will inform the Executive Board regarding the nature of its organisation, its name, or its intention to renounce recognition status by sending a written notification for the attention of the Head of Student Affairs at the Shared Service Centre for Education, Research and Student Affairs.
5. The Executive Board can decide to withdraw recognised status if a student organisation no longer complies with the criteria stated in Article 1.2 of these regulations, in compliance with the procedure laid down in the third paragraph of Article 1.5. The Executive Board will inform the student organisation in writing about his decision and will send a copy of its decision, for informative purposes, to the University Council. If the decision is taken to withdraw recognised status, the use of the rights associated with the status must cease within two months of the decision being announced.
6. The Executive Board can also decide to withdraw recognised status if the student organisation is guilty of socially unacceptable behaviour or otherwise damages the good name of the university. The procedure laid down in the third paragraph of Article 1.5 does not apply. In the decision to withdraw, the Executive Board will state the deadline by which use of the rights and facilities

associated with the status is to cease. The Executive Board will inform the student organisation in writing about its decision and will send a copy of this decision, for informative purposes, to the University Council.

Article 1.4 Registration of non-recognised student organisations

1. Student organisations that do not fulfil the conditions for obtaining the title 'recognised student organisation of Erasmus University Rotterdam' can ask the Executive Board to register the organisation.
2. Student organisations must submit a request for registration in writing to the Executive Board for the attention of the Head of Student Affairs at the Shared Service Centre for Education, Research and Student Affairs. The organisation in question indicates the appropriate category when it applies to be registered. The request must be accompanied by the documents referred to in the second paragraph of Article 1.3.
3. The Executive Board will take a decision, stating its reasons, within six weeks after submission of the request for registration. The Executive Board will inform the student organisation of its decision in writing.
4. Registration as a student organisation is a condition for being able to use the general facilities for recognised and registered but non-recognised EUR student organisations as laid down in Section 2 of these regulations.

Article 1.5 Evaluation of the status of student organisations

1. Recognised student organisations can ask the Executive Board in writing to renew the recognition status once every four years. To that end they will, in any event, submit the documents referred to in the second paragraph of Article 1.3.
2. The Executive Board can also carry out investigations in the interim as to whether a student organisation which has been designated a 'recognised student organisation of Erasmus University Rotterdam' still meets the criteria referred to in Article 1.2 of these regulations. The student organisation approached in this context is obliged to provide the information requested.
3. If the assessment shows that a student organisation does not comply with the criteria, it will be given a maximum of two years to rectify this and ensure compliance. If the student organisation still does not meet the criteria after two years, the Executive Board will withdraw recognised status. The Executive Board will inform the student organisation of its final decision in writing.
4. Registered, non-recognised student organisations can ask the Executive Board in writing to renew the registration once every four years. To that end they will, in any event, submit the documents referred to in the second paragraph of Article 1.3.
5. Two months before the month in which the renewal of recognition or registration status is to be requested, the student organisations in question will receive a notification to that effect from the Head of Student Affairs.

Section 2. Facilities for Student Organisations

Article 2.1 General provisions

EUR makes certain facilities available to student organisations. These regulations make a distinction between:

- a. general facilities for recognised and registered but non-recognised student organisations, and
- b. special facilities for recognised student organisations.

Article 2.2 General facilities for recognised and registered but non-recognised student organisations

1. All recognised and registered but non-recognised student organisations can use facility and publicity support services.

2. The following facility services are available to these organisations:
 - a. occasional, free use of lecture and meeting rooms pursuant to the in-house rules of EUR, provided that such rooms are available; if the use of these rooms leads to extra costs being incurred, for example cleaning or additional provisions, these will be charged accordingly;
 - b. free use of internal postal facilities;
 - c. paid use of external postal facilities
3. The publicity support services which can be used are:
 - a. a stand, free of charge, during the open days and other informative events for prospective students;
 - b. a stand, against payment, at the information market during the EUREKA week;
 - c. a mention on the website of the Erasmus Student Service Centre, in the section entitled 'Student Life';
 - d. an invitation to the opening of the academic year, and
 - e. an invitation to the Foundation Day.
4. In order to use the facility services in the form of occasional use of rooms at Woudestein Campus, the student organisation must submit a short written request with reasons to the Executive Board for the attention of the Head of Rooms and Facilities Rental [Hoofd Zalen- en faciliteitenverhuur] at Erasmus Facility Centre. In order to use the facility services in the form of postal facilities at Woudestein Campus, the student organisation must submit a short written request with reasons to the Executive Board for the attention of the Head of Post And Logistics [Hoofd Post en logistiek] at Erasmus Facility Centre. In order to use the facility services at Erasmus MC, as referred to in the second paragraph, the student organisation must submit a written request with reasons to the Manager of the Education Services Centre [Manager DienstenCentrum Onderwijs] at Erasmus MC.
5. In order to use the publicity services, student organisation must submit a short written request with reasons to the Executive Board for the attention of:
 - a. the Education Marketing Team Leader [Teamhoofd Onderwijsmarketing] in the Marketing & Communication Support Department for the use of a stand referred to under a. of the third paragraph of this article;
 - b. the Eureka Project Manager in the Student Affairs department at the Shared Service Centre for Education, Research and Student Affairs for the use of stand referred to under b. of the third paragraph of this article;
 - c. the Head of the Student Affairs Department at the Shared Service Centre for Education, Research and Student Affairs for the listing on the website referred to under c. of the third paragraph of this article, and
 - d. the Head of the Beadle's Office at the General Management Directorate for the invitations referred to under d. and e. of the third paragraph of this article.
6. The Executive Board will take a decision, stating its reasons, within 6 weeks after submission of the request. The Executive Board will inform the student organisation of its decision in writing. The previous sentence also applies if the decision is to be taken by the Manager of the Education Services Centre at Erasmus MC.

Article 2.3 Special facilities for recognised student organisations

1. Recognised student organisations can submit a written request with reasons to the Executive Board for the attention of the Corporate Communication & Branding Team Leader [Teamhoofd Corporate Communicatie & Branding] in the Marketing & Communication Support Department to be allowed to 'state 'xxx is a recognised student organisation of <EUR Logo>' in its communications. In het Engels luidt de vermelding 'xxx is a recognised student organisation of <logo EUR>'. The use of the EUR official visual identity and branding is not permitted.
2. Recognised student organisations can submit a written request with reasons to the Executive Board for the attention of the Press and Public Information Team Leader [Teamhoofd Pers &

Voorlichting] in the Marketing & Communication Support Department for advice relating to press and media contacts.

3. Recognised student organisations that complements education at a specific faculty can submit a written request with reasons to the Executive Board for the attention of the Dean of the faculty in question for a permanent work space to be paid for by the faculty. Whether the request is granted depends on the accommodation available at the faculty in question. The means of communication required in connection with the workspace will be paid for by the student organisation.
4. The other recognised student organisations without their own accommodation outside Woudestein Campus or Erasmus MC can submit a written request with reasons to the Executive Board for the attention of the Head of the Staff Office [Hoofd Stafbureau] at Erasmus Facility Centre for a permanent free work space at Woudestein Campus for use in accordance with the EUR in-house rules. Whether the request is granted depends on the accommodation available for general use at EUR. The means of communication required in connection with the workspace will be paid for by the student organisation. In order to make free use of a permanent work space at Erasmus MC in accordance with the in-house rules applicable there, these recognised student organisation which are not tied to a faculty and which do not have their own accommodation outside Woudestein Campus or Erasmus MC must submit their request to the Dean of the Faculty of Medicine and Health Sciences.
5. Recognised student organisations can submit a request to the Executive Board for the attention of the Head of Student Affairs to be included in the list of designated student organisations in order to obtain a lump-sum student representative grant. The related decision depends on whether the conditions have been met as laid down in the 'Determination of the number of months of student representative grant for management/administrative activities' Appendix to the Profiling Fund Regulations.
6. The Executive Board will take a decision, stating its reasons, within six weeks after submission of the request. The Executive Board will inform the student organisation of its decision in writing. The previous full sentence also applies if the decision has to be taken by the Dean of the Faculty of Medicine and Health Sciences.

Section 3. Final provisions

Article 3.1 Mandate

For the execution of Section 2 of the Regulations governing recognition and governing facilities for student organisations, the Executive Board mandates the officials referred to in Articles 2.2 and 2.3.

Article 3.2 Discretionary authority of the Executive Board

1. The Executive Board can grant a student organisation the title of 'recognised student organisation of Erasmus University Rotterdam' on grounds other than fulfilment of the conditions referred to in Article 1.2.
2. The Executive Board can grant a student organisation permission to use general or special facilities on grounds other than recognition as an EUR student organisation or registration as a non-recognised student organisation.

Article 3.3 Registers

The Head of Student Affairs of the Shared Service Centre for Education, Research and Student Affairs will keep a register of recognised student organisations and a register of registered but non-recognised student organisations. Officials who are authorised to take decisions regarding the allocation of facilities can base their decisions on these registers.

Article 3.4 Recognition and registration renewals

The recognised student organisations and the registered but non-recognised student organisations must submit a request for renewal in accordance with the first or fourth paragraphs of Article 1.5 for the first time in January 2017.

Article 3.5 Entry into force

These regulations take effect on the date on which they are adopted by the Executive Board after advice provided by the University Council, subject to simultaneous termination of the Regulations Governing Recognition of Student Organisations 1994 and the Regulations Governing Facilities for Student Organisations 1994.

Article 3.6 Publication and abbreviated title

1. These regulations are to be published on the EUR website.
2. These regulations are to be referred to as the Regulations Governing Recognition and Governing Facilities for Student Organisations.
3. The abbreviated title is EFSO.



ERASMUS UNIVERSITY ROTTERDAM

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