



## Framework cooperation study associations UU

Date: 01-09-2023

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This framework serves as a basis for strengthening cooperation and good relations between study programmes/faculty and study associations. Using six themes, it describes what both parties can expect from each other and what further agreements should be made between them (see Appendix 1). These are considered the minimum requirements that study associations and study programme/faculty must meet to ensure effective cooperation. It is important here that agreements and other goings-on are laid down to promote continuity.

Utrecht University's Executive Board attaches great value to student associations. After all, they contribute to creating an accessible, safe and inclusive university, where students have an eye for each other and a sense of belonging. Moreover, being a member of a study association contributes to student development. In doing so, they fulfil the university's mission to contribute to students' personal and social development in addition to their academic education. Therefore, the Executive Board, faculties and study programmes make (financial) facilities available for study associations and their student board members.

A study association is an association aimed at all students of a specific study (direction) or faculty at Utrecht University. The content of these organisations is inextricably linked to a study programme and faculty. This fact automatically entails that the focus (of the activities) of these organisations is on connecting all students of the study programme and thus contributing to a close-knit community. In addition, it also provides a platform for students to develop socially alongside their studies, as well as giving them the opportunity to learn more about the content of their studies. The study association can also offer support to students in matters concerning their studies.'

### 1. Cooperation

- a. The programme director<sup>1</sup> plans an introductory meeting with (part of) the board of the study association at the beginning of the academic year. In this meeting they share mutual expectations and plans and lay down additional agreements. They go through at least this document.
- b. The programme director plans a meeting with (part of) the board of the study association at least twice a year to discuss progress and developments.
- c. The study programme is responsible for publicising the study association among staff so that potential book sales, educational activities or other collaborations can be properly established.
- d. The faculty has designated a staff member as the contact person for study associations. This person is known to them and can help or refer them in case of requests for help. This can be in cooperation with the faculty student assessor, but the assessor should not have the main responsibility.
- e. The study association annually sends the annual report and annual financial report to the programme director, the faculty student assessor and faculty contact person for information.
- f. The SO&O student organisation contact person organises a meeting with all faculty contact persons three times a year. This facilitates mutual support and coordination between the various faculties and SO&O. The framework is evaluated annually with this network.
- g. The programme director and study association express expectations about desired manners at the association and how incidents will be handled.

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<sup>1</sup> The programme director/director of education/programme coordinator means the person responsible for the programme to which the study association is affiliated.



## 2. Facilities

- a. The study association has access to office space, meeting rooms and event spaces within the university.
- b. The study association must comply with the applicable house rules of the Facility Service Centre when using UU rooms and, if applicable, the house rules agreed between study associations and relevant faculty.
- c. Enrolled student board members of the study association are granted employee status. This gives them at least a print pass, a coffee card, access to the necessary university licences and an XS pass.
- d. The study association receives support for the development and professionalisation of the association. This can be done through the faculty contact person, the student assessor and/or Bestuurlijk Actief Utrecht<sup>2</sup>.

## 3. Participation

- a. The study association has a board member who is specifically responsible for links with the study programme. This person may be involved in the Degree programme advisory committee (OC). The details of this involvement are agreed and recorded with the programme director.
  - a. The OC is responsible for involving the student association in co-determination. This includes collecting input and recruiting new OC members.
- b. The Faculty Board, together with the Faculty contact person, meets annually with the boards of student associations to hear how things are going within the faculty and where improvements can be made.

## 4. Introduction activities

- a. The final responsibility for organising the programme introduction lies with the programme/faculty. In consultation with the study association, it should be agreed who will take care of which activities.
  - a. The study association shall be given at least the opportunity to introduce itself to the new students and recruit new members for the study association.
  - b. The activities organised by the study association during the induction programme are paid for by the programme/faculty.
  - c. Arrangements are made for the use and compensation of volunteers and student board members during introduction activities.

## 5. Recruitment activities

- a. The final responsibility for organising the recruitment activities, such as open days and 'student for a day'-days lies with the programme/faculty. In consultation with the study association, it should be agreed who will take care of which activities.
  - a. The activities organised by the study association concerning the recruitment of new students for the programme are paid for by the programme/faculty.
  - b. Arrangements are made for the use and compensation of volunteers and student board members during recruitment activities.

## 6. Career Orientation

- a. Both the study programme/faculty and the study association have the opportunity to organise activities in the field of career orientation. At the beginning of the year, both parties make agreements on how to organise career orientation to avoid overlap.
  - a. The study association and the programme director discuss the partnerships and any sponsorship agreements of study associations and whether these fit the image the programme wants to project.

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<sup>2</sup> Bestuurlijk Actief Utrecht is een samenwerking tussen de Hogeschool Utrecht en de Universiteit Utrecht ten behoeve van studentenorganisaties in Utrecht. Bestuurlijk Actief biedt onder andere ondersteuning aan studieverenigingen middels subsidies, trainingen en advies.



## **Appendix 1: Mutual agreements between study association and study programme**

At the beginning of the academic year, the programme director plans an introductory meeting with (part of) the board of the study association. There, they share mutual expectations and plans and lay down additional agreements. Here they discuss at least:

1. Who is the faculty contact person for study associations;
2. The details of the study association's involvement in the study programme committee. Consider: serving as OC member, giving input, recruiting OC members;
3. The role of the study association and the board during programme induction and recruitment activities. Suggestion: setting up a working group including both a student board member and staff from the programme or faculty;
4. The commitment and compensation of volunteers and student board members during programme induction and recruitment activities. Consider: no imbalance between compensation for student assistants and student administrators who support;
5. The coordination on career orientation activities;
6. The partnerships and possible sponsorship agreements of student associations and whether these fit the image the programme wants to project;
7. Agreements on the desired manners within the study association, in conformity with the Guidelines to good behaviour by student organisations/code of conduct.