

BASIC INFORMATION

FOR INTERNATIONAL STUDENT ORGANISATIONS

Dienst StudentenActiviteiten (DSA)

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1 Administrative forms and deadlines

BEFORE 15 OCTOBER 2015

1. INFORMATION and BANK FORM

The information and bank form can be found on our website www.student.ugent.be. We ask you to please fill out these forms online, print them and hand them in at the front desk of the student house “the Thermanal”. If your student organization has its own server, you will also have to hand in a server form. This form cannot be found on our website but can be requested at the front desk.

2. STATUTES

Your student organisation’s statutes must also be handed in at the front desk before 15 October. **Attention!** Only when these forms and statutes are in order and handed in you will be able to request subsidised compensation from the DSA. If the deadline is not met or the forms are not filled out correctly, the organisation will be temporarily suspended until all administration is in order.

BEFORE 1 DECEMBER 2015

All requests for subsidised compensation must be handed in before 1 December. Invoices after an order that has been made via the DSA must also have arrived before this date.

BEFORE 10 FEBRUARY 2016

1. ANNUAL REPORT

By this date every organisation must hand in an annual report of the past calendar year. The annual report must include at least 10 public activities (and all of the subsidised activities) accompanied by sufficient evidence (such as flyers, posters, pamphlets, magazines,...).

All the subsidised activities must be accompanied by an explanation as to how they fit into the goals of the student organisation, umbrella organisation and the DSA. Board meetings and elections are not subsidised activities. The annual report needs to be handed in electronically (word-document; send to secretariaat@student.ugent.be). Evidence (posters, flyers,...) needs to be handed in at the front desk in De Thermanal. The annual reports and evidence will be stored in the university’s archive (rectoraat, St.-Pietersnieuwstraat 25, 09/264.30.81). Organisations that hand in their annual report too late will be suspended and are at risk of losing their recognition.

BEFORE 10 MAY 2016

Before 10 May you are obliged to hand in some of your requests for subsidized compensation. Ideally the board of that year would hand in all of the requests for activities organized in the second semester. That way any changes in the formation of the board would no longer lead to any confusion and the transition to a new board would run more smoothly.

Asking for an exception on this rule is possible if the student organization promises to hand in one big invoice and proof of payment at the end of the year. This exception should be requested via e-mail (dsa@student.ugent.be).

The forms can only be handed in by one of the board members of the organisation.

2 Subsidised compensation

Ghent University provides a certain amount of money for subsidised compensation of activities organized by recognised student organisations. The VKV (meeting of all the umbrella organisations' presidents and Schamper) advises the executive council in relation to the distribution of that amount.

Every umbrella organisation receives a budget, the Algemene Vergadering (the umbrella organisation's board of representatives) distributes this amongst their organisations. The allocation of this budget is written down in the umbrella organisation's statutes. The umbrella organisations' presidents inform the DSA's coordinator of the distribution, he/she supervises the budgets and sees to it that no organisation exceeds their budget.

The umbrella organisation's Algemene Vergadering can allow an organisation to exceed their budget but only when this happens within the umbrella organisation's total budget. In other words, one organisation exceeding their budget means that another organisation's budget will be reduced. The coordinator is informed of this redistribution.

2.1 Which activities qualify for subsidised compensation?

An activity has to satisfy certain conditions:

- The activity has to be public
- The activity has to be organised by a recognised student organisation and aimed at UGent students
- The student organisation organising the activity must have had at least 10 public activities in the previous calendar year.
- The activity must fit within the goals of the organisation and the DSA.
- The activity cannot be profitable.
- The activity must be announced in advance on the DSA website (www.student.ugent.be)

All these conditions need to be demonstrated by the student organisation.

The list below gives several examples of activities which could qualify for subsidised compensation:

- Visits, excursions
- Film (which the organisation is the organiser of)
- Theatre, concert, exhibition
- Lecture, debate, performance
- Publicising magazines
- Lending services
- Parties, formal balls
- Sport activities

2.2 What exactly can be subsidised?

Everything in function of realising these activities qualifies for subsidised compensation.

For example:

- Secretarial costs, rent, gear
- Transportation costs
- Transportation costs for members: only public transport or busses
- Speakers (evidence is necessary)
- Publicity material

The following elements do NOT qualify for subsidised compensation:

- Purchases with a personal destination
- Personal decorations (sweaters, ribbons,...)
- Food and beverages
- The elements mentioned in the paragraph above do not qualify for subsidised compensation when the activity is profitable or when other financing is provided (unless this is not sufficient).

The coordinator has the right to check on the finances and the organisation before, during and after the activity. The subsidised compensation that was requested beforehand ('bestelbons', see below) can be recovered by the DSA if the activity turns out to be profitable.

Annually the coordinator announces a list with activities and expenses that qualify for subsidised compensation. This list is an attempt to give an overview of the expenses which are regarded to be justified to receive compensation. The most recent list was approved 3rd March 2000 by the university's Executive Council and adapted 22nd April 2008.

The list below can be adapted at the request of the VKV.

2.3 Expenses that never qualify for subsidised compensation

Regardless of articles 3 and 4 of the 'Regulations with regard to the subsidised compensation of student activities', the following expenses do not qualify for subsidised compensation under any circumstance.

- Stickers
- Torches
- Board games
- Musical instruments
- Personal transport with exception of busses and public transport
- National publications and/or distributed magazines, pamphlets, leaflets, posters
- Durable purchases that do not serve the target audience of the organisation directly. (e.g. coffee machine, refrigerator, radio, ... purchased to make the organisation's secretariat more comfortable). (Durable goods that do serve the target audience directly can partly qualify for subsidised compensation, with exception of IT-appliances which always qualify for compensation.

2.4 Expenses that can partly qualify for subsidised compensation

Regardless of articles 3 and 4 of the 'Regulations with regard to the subsidised compensation of student activities', the following expenses can qualify partly for subsidised compensation.

2.4.1 Pamphlets, leaflets, ...

Regarded as pamphlets and leaflets are: a copied or printed separate sheet of paper, recto or recto-verso; several sheets of paper combined; press-work folded into two or more parts (leaflet). This has to be distributed free and be publicised and distributed by the organisation itself (no national publications). To determine the maximum price per copy we calculate the price of an A4 copy: the maximum price for a recto and recto-verso print is respectively 3 eurocents and 6 eurocents.

2.4.2 Booklets and magazines

Regarded as booklets and magazines are: all copied and printed publications of an organisation that do not fit under article 2.1. The publication must be publicised under a fixed name and year and volume must be mentioned. The booklet or magazine must contain at least four A4 sized pages with

text. Maximum one booklet or magazine per month and one per organisation can qualify for subsidised compensation. The booklet or magazine must be publicised and distributed by the organisation itself (no national publications). The maximum price per recto and recto-verso is respectively 3 eurocents and 5 eurocents, raised with 5 eurocents per booklet or magazine for folding and stapling and 3 eurocents per booklet for the cover (thicker or coloured paper).

2.4.3 Posters

Regarded as posters are: every announcement which has as a goal to reach the organisation's target audience through placards. For A4-posters the maximum price is set at 5 eurocents per sheet. For A3-posters the maximum price is set at 12 eurocents per sheet. For posters larger than A3 the maximum amount is set at 25 eurocents per sheet for copies and 50 eurocents per sheet for print. A maximum of 500 posters of one and the same poster can qualify for subsidised compensation.

2.4.4 Rooms and halls

The maximum amount of subsidised compensation per hall is set at 250 euros or 50 eurocents per m². These criteria are applied to the request at the benefit of the organisation.

2.4.5 Lecturers

The maximum price for all speakers together, transportation costs included, is set at 112,5 EUR a month in total. This maximum price is transmissible to following months, also during the same academic year.

2.4.6 Media

Regarded as media are all usual rented audiovisual media that are used for an activity (e.g. video projector, sound installation, ...). The maximum amount that qualifies for subsidised compensation is set at 125 EUR per activity (all components + operator if needed). When a radio vehicle is used only the rent for the sound installation qualifies for subsidised compensation.

2.4.7 Subscriptions and membership fees

Every recognised student organisation can apply for subsidised compensation for a maximum of five magazine prescriptions per year that are relevant to the organisation's goal or cause. Membership fees for any umbrella organisation specifically relevant to the student organisation can also qualify for subsidised compensation.

Every subscription or membership fee can be subsidised for a maximum of half of the price and a maximum of 75 EUR per subscription or membership fee. The subscription must have the secretariat address as receiving address.

2.4.8 Busses and public transport

Expenses for busses and public transport are subsidised for a maximum of 40% of the total participation fee or for maximum 3 eurocents per kilometer and per participant. This criterion is applied at the benefit of the student organisation.

2.4.9 Durable goods

- Durable goods that do not directly benefit the student organisation's target audience (e.g. coffee machine, refrigerator, radio, ... for the comfort of the organisation's secretariat) do not qualify for subsidised compensation.
- Durable goods that do directly benefit the organisation's target audience can qualify for subsidised compensation under the following conditions:
 - Durable goods with a value below 125 EUR always qualify for subsidised compensation.

- Durable goods with a value of at least 125 EUR only qualify for subsidised compensation if they are purchased under the name of the DSA. These goods remain property of the DSA. The DSA maintains a list with an itemisation of these durable goods. As long as the organisation is recognised by the university, they receive exclusive use of the item. When the student organisation ceases to exist or when it is suspended by the university, the item must be returned to the DSA.
- IT equipment, with a value of at least 125 EUR, always qualifies for subsidised compensation on the condition that it is purchased under the DSA's name. This equipment remains DSA property and are entered in the list mentioned above. As long as the organisation is recognised by the university, they receive exclusive use of the item. When the student organisation ceases to exist or when it is suspended by the university, the item must be returned to the DSA.
- Durable goods that are no longer used by the organisation, are sold by the DSA at the benefit of the student organisation, unless in case of shutdown or exclusion of the organisation in which case the goods must be returned to the DSA according to art. 9, 2.

2.4.10 Sporting equipment

Sporting equipment can qualify for subsidised compensation for a maximum of 75 EUR per year. This amount is transmissible to following years, so that larger purchases can also qualify for subsidised compensation (e.g.. a ping pong table per 3 or 4 years).

2.4.11 Tents

Renting tents can qualify for subsidised compensation for 40% of the price.

2.5 Procedure to obtain subsidised compensation

Prior to every activity that an organisation wants to have subsidised, the student organisation must hand in sufficient evidence (poster, pamphlet, announcement,...). Recognised organisations must announce their activity online (www.student.ugent.be). After the activity a short financial report must be handed in as well.

Attention: if an activity is **not announced priorly**, this activity **no longer qualifies for subsidised compensation!**

Obtaining subsidised compensation is possible through several procedures:

2.5.1 Order forms

A student organisation can (in exceptional cases only) request from the DSA to have expenses associated with the organisation of an activity (partly) financed upfront.

To request this advance the organisation must contact the DSA's coordinator during his/her contact hours at De Therminal. The coordinator enquires whether:

- The planned activity fulfils the conditions as stated above
- If the student organisation still has sufficient funds at its disposal

If both conditions are fulfilled, the coordinator draws up an order form, directed at the firm where the service or goods will be purchased. The firm sends an invoice to the coordinator on which the references of the order form are mentioned. The coordinator makes sure that the invoice is settled and decreases the organisation's budget with the amount mentioned on the invoice.

2.5.2 Costs notes for recognised student organisations (the "blue forms")

In this case the organisation first pays the expenses of the organisation of an activity and afterwards requests the refund of these advanced expenses by means of the appropriate form (per activity). On this form a financial report needs to be filled out stating all the earnings and expenses. A refund is only possible if the student organisation has announced the activity beforehand (see above).

If the student organisation wants to pay an honorarium or wants to reimburse a speaker, then the speaker fills out a speaker form, the organisation hands in the form at the secretariat of the DSA and the speaker will be compensated (see below for extra explanation).

When it is not possible to check whether a bill has been paid, the financial report has not been filled out or the motivation is not included, when a signature of the penning and/or president is missing, the coordinator can NOT validate the request for subsidised compensation.

The coordinator takes the precautionary steps to deposit the advanced expenses on the organisation's account. The details of the checking account have been communicated at the beginning of the academic year on the bank form, which needs to be handed in with the DSA (as mentioned above). Abuse can give rise to possible legal consequences.

2.5.3 Busses

The student organisation can order busses via the secretariat of the DSA with a specific form. The DSA is tied to a sales quote issued by Sylvae Tours. After the activity the invoice is forwarded to the student organisation which is responsible for the payment. The student organisation can apply to have the advanced expenses reimbursed by the DSA. Busses that have been ordered with a different firm can also be reimbursed through this procedure. Optionally a request can be handed in via the DSA, but this is not obligatory.

2.5.4 Speakers

Reimbursement for an honorarium or transportation costs for a speaker has to be requested with a speaker form. This form has to be filled out on both sides. The speaker himself fills out his/her checking account number and contact details. The person responsible from the student organisation fills out the amount.

After the activity the person responsible from the organisation hands in the form at the DSA's secretariat. The coordinator will deduct the amount mentioned on the form from the organisation's balance and will deposit the money on the speaker's checking account. Keep in mind that this can take several weeks and that student organisations can only spend 112.5 EUR on speaker fees (this amount is transmissible to following months though).

3 Services for the acknowledged student organisations

3.1 SUBSIDIES

As mentioned above, the DSA is responsible for the subsidisation of the activities organised by the student organisations. Every year the DSA is given a sum that is distributed between the umbrella organisations determined by the VKV. The umbrella organisations can distribute their sum on the General Board as long as they apply their own statutes.

3.2 LOGISTICS

At the student house “De Thermanal”, where the DSA is accommodated, there are a lot of multifunctional rooms and meeting rooms that are available for organisations.

Besides that you can use other things:

- Beamers (3)
- Scanner, printer, copy machine
- Laptops (4)
- Microphones
- Conference system (1)
- Walkie talkies (6)
- Hot plates(3)

It suffices if a board member of an acknowledged organisation reserves a room or this other equipment in advance at the front desk. We do expect the organisation to leave the rooms in a clean state or bring back the equipment in its former state at the front desk. The rooms cannot be used for organising parties. **Dinners and receptions** are allowed on the condition that the rooms are cleaned thoroughly afterwards and that it was **announced in advance**. The computer room can also be used when working for the organisation (reports, invitations, etc.)

3.3 INFORMATIVE

All practical information for organising whatever you want (from parties to press conferences) is available at the front desk. The front desk of the DSA centralises as much information as possible and is accessible during the week during business hours (on Monday till Thursday from 09h30 till 12h and from 13h till 19h, on Friday from 10h30 till 14h15). With this system we can provide all sorts of information concerning rooms that can be used for different student activities, lending services, etc.

The University of Ghent also has an extensive student archive: newspaper clippings concerning students and student activities; pictures, magazines, posters, etc. It is always encouraged to donate reports, posters, a selection of (digital) pictures and other fun or interesting material to the Student Archive (<http://www.UGent.be/nl/voorzieningen/archief/studenten>) so it can be inventoried and classified.

3.4 LENDING SERVICE of the DSA – STEDELIJKE JEUGDDIENST

The DSA has a partnership with the Stedelijke Jeugddienst. The Jeugddienst makes material available for free for organisations such as the acknowledged student organisations in Ghent. The partnership makes it possible for acknowledged organisations to lend materials via the DSA.

3.4.1 The application

Only board members with responsibility over the organisation's banking account (as noted on the bank form) can apply to lend materials. The application should be done at the front desk of the DSA and **only during business hours**. The secretary of the DSA must sign the document. The DSA's secretary can, if it is necessary, fax the application to the Stedelijke Jeugdendienst. The application is classified by the DSA's secretary. The Stedelijke Jeugdendienst sends a mail to the DSA and the organisation with their response to the application and to let them know what can be lent by the organisation. The organisations can apply three months in advance at the earliest and **14 days** in advance at last.

3.4.2 Damage

When returning the lent items a person in charge at the Jeugdendienst will ascertain any damage on a damage form. After the repair or replacement the organisation responsible for the damage will receive a damage bill for the costs.

3.5 ROOMS DSA + ROOMS STAD GENT

This is the procedure when applying for **rooms at the Student House**: fill in an application form during the business hours at the front desk. On the day of the activity a board member should come and get **the key of the room** at the front desk **during the business hours**. Board members can book rooms themselves by using the control panel of the DSA (<http://student.ugent.be/cpanel2/>). When a student organisation organises a big activity or meeting, a board member should drop by the front desk of the DSA to reserve the necessary material at once.

To support the operation of acknowledged organisations in a better way it is possible to use three rooms of Stad Gent apart from the rooms at Student House De Thermanal.

The procedure for applying for **rooms of Stad Gent** is: fill in an application form **at least 14 days in advance** during the business hours at the front desk. Stad Gent will let the DSA's secretary know of the application is approved. The DSA's secretary will notify the student organisation by mail.

3.6 ROOMS at the UGENT (AUDITORIUMS)

When applying for the use university rooms not situated in "De Thermanal" the acknowledged student organisation should apply at the Directie Gebouwen en Facilitair Beheer's website <https://cab2.ugent.be/verhuur/studenten/andere/start.do>.

Rent for using the rooms won't be charged except if the room is used after 10 pm to pay for the overtime of the caretaker. In case of damage, repair costs will be charged. Overtime and costs will be billed to the address that was filled in on the application form.

3.7 USE OF EXHIBITION MATERIAL UGENT

Acknowledged student organisations can rent exhibition material (150 bucket seats, 200 folding chairs, tables, lights, extension cables, tribunes, ...) at the DGFB of the University Ghent. You could do this by going to the front desk of the DSA. **Pay attention**: reserving in time is a must.

3.8 INSURANCE PERSONAL PHYSICAL ACCIDENTS STUDENTS.

3.8.1 General

The University of Ghent took out an insurance for students participating in student activities organised by acknowledged student organisations. This concerns the insurance “physical accidents”. The premium for this insurance is paid by the University of Ghent. This insurance can only be used for personal physical injuries incurred during an accident in university environment (while attending a correctly announced activity organised by an acknowledged organisation). Trainee activities are not considered as university activities. Material damage (clothing, equipment, etc.) isn't covered by insurance. Glasses are considered as body prosthesis and are reimbursed in the context of the policy concerning personal physical accidents.

The students are insured during transportation toward and from activities and on the activities as well.

3.8.2 What is insured?

Normally costs that are covered - limited to certain amounts - during an accident in university environment (while attending a correctly announced activity organised by an acknowledged organisation) are:

- costs of a medical treatment;
- income supplement when temporary or permanent incapability is the result of an accident
- funeral costs
- For more details, it is advised to consult the policy that is available at the Juridische Dienst, or you could contact the Juridische Dienst. A copy of the policy is also available at the DSA's front desk.

3.8.3 Who is insured?

All students who are enrolled at the University of Ghent.

Pay attention: If you have a (post)doctoral scholarship, you are not covered by the policy concerning personal physical accidents for students, but you are covered by the specific legal work accident insurance. You can use the policy concerning general civil liability and travel support.

3.8.4 How to report an accident?

You can report an accident by following the next three steps:

1. You report in the accident by handing in an accident declaration at insurance broker Marsh NV within 8 days after the accident. You can get this form at the DSA or you can download it at <http://www.ugent.be/nl/onderwijs/administratie/verzekering>. You send this form to Marsh NV ter attentie van mevr. Annie Depris, Vorstenlaan 2, 1170 Brussel.
2. You also add the doctor's testimonial to the accident declaration and deliver it to the insurer. If this is not possible, you can also forward the testimonial.
3. You have to pay the fee notes and such yourself, afterwards you should go to the health insurance so they can pay a part of the costs. Finally you hand in the original proof of payment of the health insurance at Marsh.

3.9 INSURANCE TECHNICAL EQUIPMENT

Equipment such as computer equipment that is bought by an acknowledged organisation with subsidies, will be insured by the DSA. The DSA has a collective policy “**All Risks**” at the Juridische Dienst. Damage should be reported at the student governor of the DSA. The premium for this insurance is paid for by the DSA.

3.10 DSA-WEBSITE: www.student.UGent.be

You can find all sorts of information concerning the DSA and student organisations at the **DSA-website**. We often advice acknowledged student organisations to keep an eye on our website. You can find all the meeting dates and activities and all sorts of document that are required to use your subsidies.

There are also documents on the website that have to be handed in if you want to organise a manifestation on the public road (it is advised to hand these in as soon as possible, which manifestations are allowed for the first half of the academic year are already decided before the 15th of October, the manifestations for the second half of the academic year are decided before the 15th of January). You can always ask the student governor for more information concerning manifestations.

You can also find the agenda on the website. All activities by acknowledged student organisations should be announced before the start of the activity at the DSA-website. (www.student.ugent.be).

Pay attention: Without this announcement the participating members of this activity aren't insured by the University of Ghent..

Together with Stad Gent, we also set up **rules of conduct for hazing**: Always follow these rules to make sure that student organisations and hazing aren't an annoyance for other people and don't get a bad reputation.

If you have remarks, suggestions or complaints about the DSA or student organisations; please post the on the forum of the website.