

1. Introduction

Almost every student at Ghent University comes into direct or indirect contact with the Student Activities Department (DSA). However, few students know what DSA stands for and what it can do for them in their student life.

With this information brochure, we want to explain our services to students and associations. The board members of the recognized student associations can use this brochure as a reference for their daily operation in order to make the best possible use of the support that DSA offers. All this info can also be found online on our website: dsa.ugent.be. You are also always welcome to ask questions at Student House the Thermanal, where our office is located. You can usually find someone in our office during the day, or come by during our on-call hours just to be sure.

If you would like additional information about DSA, on-call hours or staff, please visit www.dsa.ugent.be/about. To keep up with the latest news, you can also always like our Facebook page: www.facebook.com/DienstStudentenActiviteiten.

2. Student associations

2.1. Konvents

The basis of the student work lies with the associations, which are all coordinated by a Konvent. That Konvent unites associations and looks after the interests of all those associations.

Most students first come into contact with the faculty associations at the start of their academic career. These associations are tied to certain faculties or fields of study. They organize various activities to get to know fellow students studying the same field. Also, course sales are often held by these faculty associations. Most of these associations are bundled in the Faculty Konvent, some belong to the Working Groups and Associations Konvent. The latter brings together, in addition to direction-specific working groups, associations that are committed to a social or scientific theme.

Students with political and philosophical interests come into their own at the Political and Philosophical Konvent. They bring together associations with a particular political preference or religion. If you are more interested in art and culture and want to use your talents to the fullest, you have come to the right place at the Kultureel Konvent. The associations around theater, painting, dance and music belong to them.

Of course, we don't forget the international student either. Both Erasmussians and students with a foreign background find their home at the associations under the International Konvent. Are you a Belgian student and looking for your regional peers? You can find them at the many regional clubs under the Seniors' Konvention. Besides regional clubs, there are also some café and college clubs under them.

Finally, there is the Home Konvent, whose clubs are open to anyone who rents a room at one of UGent's homes. Also, some homes of the Ghent Colleges also have an association under the HK.

DSA supports all these student initiatives financially and logistically by means of subsidies, an equipment lending service, cambio subscriptions, etc. Furthermore, our service centralizes all the information that is useful for organizing activities and governing an association.

2.2. Associations

2.2.1. Faculty Konvent

Chemica	Dentalia
Filologica	Gentse Biologische Kring
Gentse Farma Kring	Geografica
Geologica	Hermes
Hoger instituut voor lichamelijke opvoeding en kinesitherapie	Kring Moraal en Filosoof
Kunsthistorische Kring	Levenslange Inzet voor Leute en Ambiance
Lombrosiana	Moeder Lies
Oosterse Afrikaanse Kring	Politeia
Slavia	Veto Gent
Vlaamse Biomedische Kring	Vlaamse Diergeneeskundige Kring
Vlaamse Economische Kring	Vlaamse Geneeskundige Kring
Vlaamse Geschiedkundige Kring	Vlaamse Levenstechnische Kring
Vlaamse Logopedische en Audiologische Kring	Vlaamse Psychologische en Pedagogische Kring
Vlaamse Technische Kring	Vlaams Rechtsgenootschap
WINA	

2.2.2. Working groups and Associations Konvent

180 degrees consulting	Archeologische Werkgroep
BEAM	BeMSA
Capitant Gent	CenEka
Chimes	De Loeiende Koe
Enactus	Enage
Flanders Youth Society for Entrepreneurship	FLUX
Groene Kring	Kajira
Klassieke Kring	MaCht
Militaire Kring UGent	Moeder Theepot
PKarus	Poutrix
Prime	Rethinking Economics Ghent
Vereniging voor Natuurkunde	Zeus WerkgroeP Informatica

2.2.3. Political and Philosophical Konvent

Actief Linkse Studenten	Christen Democratische Studenten
Comac	Jong Groen StuGent
Jong N-VA UGent	Jongsocialisten StuGent
Katholiek Vlaams Hoogstudenten Verbond	Liberaal Vlaams Studentenverbond
Minos Gent	Nationalistische Studentenvereniging
't Zal Wel Gaan	Vereniging voor de Verenigde Naties Youth
Zaytouna	

2.2.4. Kultureel Konvent

Atelier Modelstudies	Auw La
Gentse Universitaire Dansclub	Gents Universitair Harmonie Orkest
Gents Universitair Koor	Gents Universitair Symfonisch Orkest
Matrak	Prometheus
Studentenfanfare	Ylusiona

2.2.5. International Konvent

AIESEC	Chinese Students Organisation
Erasmus Student Network	European Law Students' Association Gent
Indonesian Students Association Ghent	International Association of students in Agricultural or related Sciences
International Forestry Students' Association Ghent	Tomo No Kai
Umoja Gent	VinaSAG

2.2.6. Senior's Konvent

Antwerpen Boven	Brugse Universitaire Kring
Deliria	Dionysus
Geeraard	HSC De Dijebrassers
Internia	Laetitia
Limburgia	Moeder Domper
Moeder Egmont	Moeder Meetjesland

Moeder Oilsjterse	Rodenbach
Scaldis	Sd'A Gent
't Stropke	't Wielke
Wase Club	Westlandia

2.2.7. Home Konvent

Home Astrid	Home Bertha de Vriese
Home Boudewijn	Home Fabiola
Home Vermeyleen	

2.2.8. Press and project associations

DSA is not only there for the seven Konvents and their associations, but also for the two project associations and two press associations. The project associations each organize one major activity bringing the associations together across conventions. The project associations are 12urenloop and Massacantus. The press associations are Schamper and Urgent.fm, which provide written and spoken media for and by students, respectively.

2.3. Assembly of Konvents Presidents (VKV)

This assembly consists of the presidents of the seven Konvents, Schamper, Urgent.fm, the projects and the Ghent Student Council. It advises the student administrator of DSA regarding the services provided by DSA and also advises the Social Council regarding the distribution of subsidies allocated to student work. Furthermore, important student-related topics are discussed, such as the consultation between the city council and students, etc. The reports can be requested via dsa@ugent.be.

3. Services for acknowledged associations

3.1. Subsidies

DSA is responsible for subsidizing recognized student associations. Every year an amount is allocated to DSA which is divided among the Konvents. These in turn distribute their allocated amount among their associations. This is done at their General Assembly in accordance with their statutes and the Rules of the Student Associations.

3.2. Room rental student house

In the student residence De Thermanal there are several rooms that can be used for multiple purposes (e.g. meetings, game nights, ...). The use of these rooms is free of charge for recognized associations. Other organizations may also make reservations, but must pay for them in accordance with the house rules.

Rooms can be reserved via the control panel. Confirmation is sent by e-mail. Only exceptionally are these rejected, this is always done with a written motivation. Access to the rooms is via a tag that each association has in its possession. It is important that the association tag is used and not personal tags of students.

If an association needs to access the Thermanal by car, gate access can be placed on the association tag. This should be requested via email in a timely manner, preferably 7 days in advance.

Users of the rooms should read and know the house rules before the activity begins. These can be found on our website.

3.3. Room rental UGent patrimony

Recognized associations can also use a large part of UGent's patrimony free of charge. After 10:30 p.m., overtime of janitorial services must be paid for. These are billed to the association by UGent. Damages are also billed.

The reservation of rooms outside the Thermanal is done online, via <https://cloud.timeedit.net/ugent/web/student> and is done at least three weeks in advance. Please note: certain meaningful rooms, such as the Leon de Meyer Auditorium (UFO), do charge a rental fee for student associations. The VKV, however, gets 5 activities in the UFO that can take place for free. If your association wants to make use of this, you have to submit a justified request to the VKV. The distribution of the 5 activities is done in the summer before the academic year. So be there in time!

3.4. Material lending service

DSA has a loan service for materials that can be used during activities. This loan service includes speakers, microphones, walkie-talkies, beamers, etc. A complete list can be consulted on the DSA website. These can also be reserved through that site by the board members of each recognized association. Please note that some items can only be used in the Thermanal, these are marked with a house symbol. The other items may also be used outdoors.

Reserved material can be picked up and returned during permanence hours. You can find these hours on the DSA website.

3.5. Other lending services

Can't find what you need on our website? UGent also has an extensive arsenal of loanable items. For this you can contact the exhibition service of UGent. Among other things, they have chairs, tables, reception tables, refrigerators, lighting, ... The use of this is free, but if they have to deliver on location, it will be charged. Requests for this equipment are made at dsa@ugent.be or can be made during the permanences.

You can also borrow material from the City of Ghent and the Province of East Flanders for a modest price. You can consult their catalogs online. It is advisable to be very early, because it sometimes takes several weeks to process requests. Moreover, you have the entire city/province as your competitor, so the sooner you make your request, the better your chances of success.

3.6. Cambio

DSA has 25 subscriptions with Cambio, which allows the associations to rent carts. They only pay for the use of the cart, not the subscription fee. Reservations are made by mail and include the following information:

- Location of the car
- Date and hours of the reservation
- Type/size of the car

Do this in time, as especially larger cars have limited availability in the city. We recommend emailing for this at least one week in advance. You must pick up a cambio pool card from DSA before using the trolley. This must be done during on-call hours.

3.7. Insurances

UGent took out multiple policies for each student. This insurance only applies to university associations. If you want to use this as an association, you need to announce your activities on our website. This must be done 72 hours in advance. Moreover, the insurance also applies on the way to and from the activities. Material damage (clothing, equipment, etc.) is not insured, except for glasses. Glasses are considered as body prostheses and are therefore compensated within the framework of personal physical accidents.

3.8. City of Ghent

Any association recognized at UGent is automatically also recognized at the City of Ghent. This offers the following advantages:

- Free use of the lending services
- Exemption from tax for private use of the public road
- Discount when renting a room
- When organizing a non-commercial event, free use of the fire department for advice, inspection visits, fire watch and fire monitoring
- Borrow challenge cups and sweeping equipment from IVAGO
- Be eligible for grants when organizing certain activities provided they meet the necessary conditions.

3.9. Provision of information

DSA is available to help associations with questions about organizing events or running an association. These can always be asked via email or phone. You are also always welcome during our permanence hours. These are posted on the website. Are these hours not convenient? You can always make an appointment via e-mail to come to our office in the Therminal.

The university also has an extensive student archive: newspaper clippings, photos, posters, etc. From the student archive, the associations are asked to donate reports, posters or other fun/interesting material so that it can be inventoried and made accessible.

4. Subsidies

Ghent University provides an annual budget for the socio-cultural development of its students. Part of that budget goes through DSA to the recognized student associations. The VKV divides this budget among its members. The associations then divide their share among their associations based on its statutes. The associations notify DSA of the budget to which each association is entitled.

DSA ensures that the subsidy budget reaches the association. This is done in two installments that are transferred to the association in May and November, respectively. However, this is done on condition that the association sufficiently proves that they are financially strong and organize activities that are in line with their objective and that of their umbrella association. They do this by means of the annual report (cf. Chapter 5).

If the annual report is insufficient, DSA gives a negative advice to the Konvent. In consultation with them, they examine how the association can be helped or sanctioned. It is possible that one of the two subsidy tranches will not be paid out if it appears that the subsidy is not used adequately or inappropriately.

5. Annual reports

Each calendar year, a recognized student organization must submit an annual report. This is done by March 5 the following year. For example, for the year 2022, the report must be submitted by March 5, 2023. Please note that annual reports run per calendar year and not per academic year.

Consequently, an annual report overlaps over two boards of an association. Keep this in mind when preparing it!

In accordance with the Student Association Regulations, the report contains at least:

Mention of at least 10 public student activities organized in that year. Evidence of these activities is uploaded, such as Facebook events, poster, photos, ... with at least the date and subject of the activity. There should also be evidence that this activity was indicated on the control panel. At least 5 of the activities must fall within the objective of the association and the event. In addition, a financial report of these 10 activities should be provided in which the costs incurred and revenues booked are listed, and whether a profit or loss was made.

Besides the 10 activities described in detail, we also request a chronological overview of all activities organized during the calendar year. This can be generated automatically through the control panel. This overview includes both public and non-public activities.

An overview of the directors (both current and those who resigned at the turn of the academic year).

A statement of purchases of durable goods (e.g., coffee maker, camera, reusable decorations for activities, etc.).

A financial report indicating the total profit or loss for the past calendar year.

A template of both the annual report and the financial report can be found online to follow.

6. Other administrative obligations

6.1. Information and bank form – by October 15

The information form contains the names and contact details of four board members: president, vice-president, treasurer and webmaster. These four students must be studying at UGent. The information form can be generated online through the DSA control panel. This should be re-uploaded signed by chairman and webmaster by October 15. DSA checks these forms for correctness. If the deadline is not met, the association will be suspended until it is in order.

The bank form contains the names of the proxy holders of the association's bank account. This is required to receive grants and must be signed by the bank. Keep in mind to make an appointment with the bank in time for this! Especially for non-profit organizations, the transfer of proxy holders can take long, so start this in time after a board change. The bank form should also be submitted before October 15. If this is not done in time, the association will be suspended until it is in order.

6.2. Bylaws – by 15 oktober

Each association's bylaws must be uploaded to the DSA website by October 15. Associations that fail to do so in time will be suspended until it is in order. The content of the bylaws must conform to the Rules of Student Associations.

7. Final words

Hopefully this brochure has made you a lot wiser. DSA is always willing to help you with any questions you may have regarding the brochure and the Rules of Student Associations. Do you have any comments or feedback? We would love to hear it!

We are here for you, but in return we would like to point out that we are (have to be) strict about rules and deadlines that are imposed. After all, they are there for a reason. Sometimes they seem rigid or unimportant, but we are constantly checking their relevance. If everything is done correctly and on time, everything runs like a well-oiled machine for DSA and consequently for you. After all, you should not lose sight of the fact that DSA offers the same service to more than 120 associations!

With the entire team, we hope to have put you on the right track for organizing your activities and we wish you every success with organizing activities!