



Subsidy regulations for group study trips

SOFv x SLIM

2023-2024

Cooperation between SOFv and SLIM

Article 1. Agreements

Student Life and International Mobility (SLIM), in consultation with the SamenwerkingsOverleg Faculteitsverenigingen (SOFv), has decided that (September 2023):

- 1.1. The SOFv receives an annual grant from SLIM with the aim of supporting the grant making process for member organisations of the SOFv¹ by subsidising voluntary group study trips.
- 1.2. The provision of these grants to member organisations of the SOFv is done according to the grant policy prepared by SOFv and approved by SLIM which is articulated in the grant regulations.
- 1.3. The SOFv's grant policy is adopted annually by SLIM when discussing the annual report.
- 1.4. The grant to the SOFv will be awarded as a 'lump sum' that will be paid semi-annually, after discussing the figures with SLIM.
- 1.5. Financial control is ensured through regular consultations between SLIM and the SOFv.
- 1.6. The board of the SOFv is responsible for implementing the grant policy and decisions thereon.

Article 2: Relationship between SLIM and SOFv

- 2.1. The SLIM department head authorises the SOFv board to make decisions on applications under these regulations.
- 2.2. No later than 2 months after the start of the financial year, the SOFv consults the grant budget with a staff member of SLIM. On this basis, the grant budget is determined.
- 2.3. No later than 2 months after the start of the financial year, the regulations in force up to that time are evaluated, adjusted where necessary and redefined in cooperation with SLIM.
- 2.4. The SOFv provides financial accountability via an interview with SLIM every six months.
- 2.5. No later than 2 months after the completion of the financial year, the financial accountability is discussed and the final grant determined.

Article 3: Starting point sustainability

Radboud University's ambition is for every student to gain international experience during their studies. At the same time, Radboud University stands for 'a healthy, free world with equal opportunities for all'. International travel, especially in the form of flying has a major impact on the environment. Through these grant regulations, Radboud University wants to encourage students to gain international experience in a sustainable way.

With the grant, we aim to help member organisations of the SOFv to choose a sustainable way of travelling more often by meeting their costs.

¹ By member organisations of the SOFv, we mean recognised study, and faculty associations and/or foundations whose primary focus is on students of their own study programme and/or faculty and who pay annual dues to the SOFv. For membership criteria, please see the SOFv statutes; Article 4 and Article 5.



Grant regulations for voluntary group study trips

These regulations have been approved by Student Life and International Mobility, part of Student Affairs, part of Radboud University, and are reviewed annually.

Article 1 Objective and means

The university encourages the organisation of - and participation in - group study trips. Organisations that additionally gain international experience in a sustainable way are particularly encouraged. These group study trips are organised by a member organisation of the SOFv. Member organisations of the SOFv can apply for a subsidy for the participation costs of a voluntary group study trip. The SOFv processes these subsidy applications.

- 1.1. The SOFv aims to promote the joint interests of members, coordinate with regard to activities to be organised by members, exchange knowledge and experience and promote the integration of members.
- 1.2. The SOFv aims to achieve the objective through:
 - Establishing an executive board;
 - Setting up task-oriented committees where necessary;
 - Seeking board members from as many different disciplines as possible within Radboud University Nijmegen;
 - Organising activities in which member associations can participate.
- 1.3. The SOFv supports activities and organisations that fit its objective. The support has a complementary character: this means that the SOFv provides financial and material support if other possibilities prove insufficient.
- 1.4. The financial support mentioned in paragraph 3 of this article may be provided in the form of a grant.

Article 2 Grant criteria group study trip participants

General eligibility criteria:

- 2.1. The student is enrolled at Radboud University;
- 2.2. Each student can apply for a grant to participate in a group study trip once during their studies;
- 2.3. Students who organise the group study trip and students who are members of the board of the member organisation are eligible for an additional group travel grant.

Article 3 Group study trip eligibility criteria

- 3.1. The trip is organised for Radboud University students;
- 3.2. The trip is organised by a member organisation of the SOFv; i.e. a recognised study, and faculty association and/or foundation that primarily targets students of its own study programme and/or faculty and pays annual dues to the SOFv ;

- 3.3. A board member of the respective member organisation is ultimately responsible for the trip;
- 3.4. Participants travel together to the destination. The SOFv does not accept individual bookings;
- 3.5. There is a contact person from the programme/faculty who guarantees the scientific nature of the trip (preferably this contact person or other scientific supervisor will participate in the group study trip);
 - 3.5.1. The scientific guarantee should meet the following requirements:
 - Explain why this trip adds value to the study addressing its formative nature;
 - Explain the learning objectives associated with the trip;
 - Explain which scientific components will be included in the programme;
 - Explain which cultural components will be included in the programme.

Article 4 Level of grant award

Amounts per eligible participating student:

- If travelling by plane, the participant will receive €50
- If either the outward or return journey is fully sustainable, the participant will receive €100
- If full sustainable (train/bus/boat) travel is undertaken, the participating student will receive €150

Article 5 Application procedure

The application should be submitted **at least 4 weeks** before the first day of travel using the application form. Entitlement to grant will expire once this deadline has passed. The following attachments should be submitted by e-mail:

- An itemised budget for the trip;
- Participant list with corresponding student numbers;
- An overview showing which participants are entitled to subsidies per student;
- Scientific warrant;
- Outline for the day's programme.

Changes to the programme will be notified to the SOFv as soon as possible.

After written approval of the application by the SOFv, the organisation should send the invoice within 2 weeks.

Article 6 Settlement

Settlement must be made within 6 weeks of the end of the trip. For the final award, the following documents should be submitted by e-mail:

- A realisation of the budget;



- A realised daily programme;
- A receipt showing the final number of participants with the final list of participants.
- Proof showing which means of transport was used to get to the destination.

Article 7 Decision-making

The decision is made on the basis of the guidelines as issued by the SOFv and SLIM. Any deviation from the guidelines or rejection is justified in the report.

Article 8 Objections

If the applicant disagrees with the decision taken, a written objection may be submitted to SOFv within four weeks of notification of the decision. SOFv will in turn consult with the relevant staff of SLIM.

Article 9 Grants

- 9.1. Grant awards are provisional and become final only after the applicant submits a financial statement of costs incurred.
- 9.2. Grants that are not requested and/or accounted for by the deadline specified in the guidelines will lapse.