



Subsidy regulations for group study trips

SOFv x SLIM

2024-2025

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 2024):

- 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 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 as a fulltime student, also during the trip;
- 2.2. Each student can apply for a grant to participate in a group study trip once during their studies;
- 2.3. Are you organising the group trip as a committee member or committee head, or are you a board member of the member organisation? Then you are eligible for an additional one-time grant. This means, therefore, that in addition to the one-off grant as a regular member, you can receive an additional grant as an organiser or board member*. *For further explanation, see Annex 1.*

Article 3 Group study trip eligibility criteria

- 3.1. The trip is organised for students of the Radboud University and by a member organisation of the SOFv; i.e. a recognised study, and faculty association and/or foundation which primarily focuses on students of its own study programme and/or faculty and which pays an annual membership fee to the SOFv and adheres to the rights and obligations of this membership;
- 3.2. The trip lasts at least three days, including travel days;

- 3.3. Member organisations are eligible for subsidy on one organised group study trip per academic year;
- 3.4. A board member of the respective member organisation is ultimately responsible for the trip;
- 3.5. The board shall submit the final application for the grant to the SOFv treasurer;
- 3.6. Participants travel together to the destination. The SOFv does not accept individual bookings and will not subsidise this. If for acute or unforeseen circumstances there is a reason to deviate from this, please contact the SOFv;
- 3.7. There is a contact person from the programme/faculty who guarantees the scientific nature of the trip and who writes and signs the scientific guarantee;
- 3.8. 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.
- 3.9 At least one supervisor will accompany on the trip. Preferably, this will also be the person who signs the scientific guarantee, but this is not compulsory. This supervisor is an employee of the faculty/programme who can guarantee the scientific nature of the trip*. *For further explanation, see Appendix 1.*

Article 4 Level of grant award

Amounts per eligible participating student:

- If travelling by plane, the participant will receive €25
- If either the outward or return journey is fully sustainable, the participant will receive €75
- If fully sustainable (train/bus/boat) travel is undertaken, the participating student will receive €125

Article 5 Application procedure

The final application must be submitted **no later than 4 weeks** before the first day of travel using the application form. This means that the application must be complete and correct at the final submission time. If the application is incomplete and incorrect at the expiry of the deadline, the right to grant will be forfeited. SLIM and SOFv advise associations to coordinate with the SOFv well in advance to ensure that the documents are complete and correct before final submission. The following attachments should be submitted by e-mail:

- An itemised budget of the trip, showing all income and expenses. This therefore includes the grant(s) from the faculty and the group travel grant from SLIM;
- A list of participants with corresponding student numbers;
- An overview indicating per student which participants are entitled to subsidy. The

SOFv checks this data and the board of the member organisation is expected to check it strictly as well;

- A signed scientific guarantee statement explaining by the signatory how the programme of the trip fits in with the content of the programme;
- A travel programme explaining for each day what components are planned.

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 will be justified in the report.

If an application is submitted late and/or incomplete, an appropriate consequence will be addressed to the applicant responsible party, i.e., the board of the member organisation.

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, in turn, will consult with the relevant staff of SLIM. The board of the member organisation files the objection, not the travel committee.

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.



Annex 1

Explanation Article 2, paragraph 3.

A student can claim the group travel grant a maximum of **twice** during their studies. Once in office (board or travel committee) and once as a regular member. If a student is a board member one year and part of the travel committee the next year, the maximum of twice applies to that too. Below are the possible scenarios applicable when applying for the grant:

1. Student joins as a member and another year as a board (and vice versa);
2. Student joins as a member and another year as a travel committee (and vice versa);
3. Student joins as board and another year as travel committee (and vice versa).

Explanation Article 3, paragraph 9

Study associations using the group study grant are expected to bring (scientific) guidance on their journey. This scientific accompaniment/supervisor;

- Is an employee of the faculty where the study association is affiliated;
- Is preferably the writer and signatory of the scientific guarantee;
- May consist of more than one person;
- Does not have to join all activities 24/7;
- Does oversee the academic nature and general safety of the trip.