# Support that counts

# Regulations
# Student Support Fund

2026/2027

Groningen, September 2026

SSA

**SOF Regulations 2026-2027**

Rules of Procedure

Groningen, 2026

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# 1. Introduction

The Student Support Fund (SOF) is a fund established by Hanze for students who serve on a board. The Foundation for Student Organisations Support and Advice (SSA) draws up annual procedural rules for recognition and applications. This document sets out these rules for students who have completed a year on a board at Hanze. It applies to the 2026-2027 academic year. Chapter two provides general information about the SOF and explains how to apply. Chapter three sets out the general conditions and explains the requirements for notarised articles of association. Chapters four and five specify the special conditions and scoring for activities organised by study associations and other organisations respectively. Chapter six explains which documents must be provided at the first submission stage. Chapter seven describes the documents required at the second submission stage. For reference, the appendices contain information on SOF Appendix 2A of the 2026-2027 Student Charter and the SOF procedure.

# 2. General information

This chapter explains what the SOF is and how to submit an SOF application.

## 2.1 Student Support Fund

The SOF is a fund established by Hanze for students who serve on a board. Its purpose is to compensate board members financially for any study delay incurred during their year in office. To qualify for financial support from the SOF, the student organisation must be recognised. Recognition is granted if the organisation meets the general conditions. These conditions can be found in Appendix 1 of this document: Student Charter 2A SOF.

## 2.2 Application

Applications are submitted as an SOF portfolio through SharePoint. SharePoint contains a designated folder structure and supporting folders. All documents must be submitted in PDF format. The application procedure is set out in Appendix 2: Procedure.

### 2.2.1 Deadlines

The deadlines for submitting documents are as follows:

**September boards 2025-2026**

| What | When |
|---|---|
| Second submission | 14 November 2026 |
| SSA sample selection announced | 17 November 2026 |
| Sample evidence submission | 17 December 2026 |

**February boards 2025-2026**

| What | When |
|---|---|
| Second submission | 14 April 2027 |
| SSA sample selection announced | 15 April 2027 |
| Sample evidence submission | 15 May 2027 |

**September boards 2026-2027**

| What | When |
|---|---|
| SSA funding workshop | 22 September 2026 |
| General conditions* | 14 November 2026 |
| First submission | 14 November 2026 |
| Second submission | 14 November 2027 |
| SSA sample selection announced | 17 November 2027 |
| Sample evidence submission | 17 December 2027 |

**February boards 2026-2027**

| What | When |
|---|---|
| SSA funding workshop | 17 February 2027 |
| General conditions* | 14 April 2027 |
| First submission | 14 April 2027 |
| Second submission | 14 April 2028 |
| SSA sample selection announced | 15 April 2028 |
| Sample evidence submission | 15 May 2028 |

*Documents demonstrating compliance with the general conditions must be submitted once every three years. See chapter three for more information.

### 2.2.2 Recognition and grant months

After the first submission, the SSA prepares an advisory report and sends it to the SOF Committee within one month. The report indicates how many points a Hanze student organisation may earn based on the activities described in its annual plan and annual schedule. The SOF Committee also confirms whether the organisation is recognised under the general conditions. Once the first submission and the general conditions have been approved, the SOF Committee sends a letter stating how many grant months the board is awarded. After the second submission, the SSA prepares an advisory report and sends it to the SOF Committee within two months. This report recommends the number of grant months to be awarded to Hanze student organisations. The SOF Committee decides whether to adopt the recommendation and informs the organisations of the number of grant months awarded.

### 2.2.3 Payment

By default, board members receive a single payment after the second submission. A board member of a Hanze student organisation who chooses to receive their grant months in two instalments may submit a payment request to the SOF Committee once recognition and approval of the first submission have been obtained. Please note: the SOF Committee meets once a month. The grant is paid in the following calendar month, so it may take more than a month before payment is actually processed.

### 2.2.4 Annual report review or sample evidence check

Points are checked in one of the following two ways:

1. Based on the annual schedule in the annual report

Or, for organisations selected for the sample:

2. By reviewing the supporting evidence.

The sample is selected using a random selection generator. A Hanze student organisation included in the sample always meets the general conditions.

### 2.2.5 SOF overview

See Appendix 3: SOF overview for a more detailed overview.

| | **Student organisations 2025-2026** | **Student organisations 2026-2027** | **SSA** |
|---|---|---|---|
| September 2026 | | | Funding workshop |
| October 2026 | | Action: membership records review and articles checklist | ➔ Email reminder: first and second submissions in November<br>➔ Email: review selection 26-27 |
| November 2026 | Second submission deadline for September boards | First submission deadline for September boards | Email: sample selection for September boards 25-26 |
| December 2026 | Sample evidence deadline for September boards | | |
| January 2027 | Deadline for addressing sample review feedback | | Email evidence feedback to sampled September boards 25-26 |
| February 2027 | | | ➔ Email second submission advisory report outcome to September boards 25-26<br>➔ Funding workshop for February boards |
| March 2027 | | | ➔ Email reminder: first and second submissions in April<br>➔ Email: review selection for February boards 26-27 |

| | | | |
|---|---|---|---|
| April 2027 | Second submission deadline for February boards | First submission deadline for February boards | Email: sample selection for February boards 25-26 |
| May 2027 | Sample evidence deadline for February boards | | |
| June 2027 | Deadline for addressing sample review feedback | | Email evidence feedback to sampled February boards 25-26 |
| July 2027 | | | Email second submission advisory report outcome to February boards 25-26 |
| August 2027 | | | |

# 3 General conditions

A Hanze student organisation must meet the general conditions to be included as a recognised student organisation under the SOF Regulations and qualify for grant months. Documents demonstrating compliance must be submitted once every three years. In November and April, an email will specify which Hanze student organisations must submit these documents (general conditions). The deadlines are listed in section 2.2.1 of this document.
The general conditions cover the following:

- The notarised articles of association;
- The accompanying checklist;
- The digital membership records.

All documents must be submitted in PDF format.

## 3.1 Notarised articles of association

The Hanze student organisation must provide a copy of every page of the original articles of association, bearing the notary's signature and stamp. The following checklist must also be completed in full.

### 3.1.1 Checklist

The articles of association must include the following:

- The objectives of the Hanze student organisation;
- The activities of the Hanze student organisation;
- The organisational structure;
- Who may become a board member;
- How the board is elected or appointed;
- The board's term of office;
- For an association, who may become a member;
- The organisation serves the student community, a degree programme or a school at Hanze;
- The organisation's executive board consists of students;
- The organisation is open to every student enrolled at Hanze, or to students of a specific degree programme or school at Hanze.

The following also applies:

- The Hanze student organisation contributes to a positive image of Hanze;
- The Hanze student organisation has signed the code of conduct for introduction periods of student associations and organisations at Hanze and the University of Groningen;

- The Hanze student organisation prepares an annual plan, including a budget, each year;
- The Hanze student organisation prepares an annual report each year;
- The Hanze student organisation prepares an income statement each year.

Numbers:
- Total number of full, fee-paying members;
- Number of students at the institute;
- Number of students on the degree programme.

## 3.2 Digital membership records

Criteria:
- The records must be an Excel file. A template is available in the SharePoint folder structure;
- Every member listed must have a first name, surname and student number;
- Only these students will count towards the total membership;
- The membership list must be current at the time of submission. For a September board, this means between 1 November and 1 December of the current association year; for a February board, between 1 April and 1 May of the current association year;
- Only students enrolled at Hanze during the relevant association year count towards the Hanze student organisation's membership.

# 4 Special conditions and activity scoring for study associations

The points that may be awarded for study-related and other activities are listed below. Points are only awarded for activities organised for the Hanze student organisation's own members, lecturers and/or partners. Organisations may use this list when preparing their annual plans. A maximum of eleven points in total may be awarded for the programme of activities. The list is not exhaustive. If an organisation holds an activity not listed below, it may contact the SSA to have it assessed. If a study association organises an activity with one or more other Hanze student organisations, the following allocation applies to each activity.

| | |
|---|---|
| 2 organisations | 60% of the points |
| 3 organisations | 50% of the points |
| 4 or more organisations | 40% of the points |

## 4.1 Study-related activities, no maximum

### 4.1.1 Small events

| | |
|---|---|
| Lectures and workshops | 0.4 pt |
| Office and workplace visits | 0.4 pt |
| Internship fair | |
| At least 3 speakers | 0.6 pt |
| At least 5 speakers | 0.8 pt |
| Tutoring sessions | |
| *Provided by a professional or senior student. Points apply to the full programme* | |
| At least 2-4 tutoring sessions | 0.3 pt |
| At least 5-8 tutoring sessions | 0.5 pt |
| At least 9 tutoring sessions | 0.8 pt |
| Coaching/buddy programme | |
| *One-to-one support over one teaching block/period. Points apply to the full programme* | |
| At least 2-3 people | 0.3 pt |
| At least 4-5 people | 0.5 pt |
| At least 6 people | 0.7 pt |
| Domestic trip<br>*At least two study-related activities during the trip. On a multi-day trip, there must be a study-related activity every day, excluding travel days.* | 0.4 pt/day |

### 4.1.2 Large activities

| | |
|---|---|
| Introduction camp | |
| Without introduction day(s) | 1 pt |
| Combined with introduction day(s) | 1.5 pt |
| Introduction days | |
| *Points apply to the full programme* | |
| At least 1 day | 0.3 pt |
| At least 2-3 days | 0.5 pt |
| At least 4 days | 0.7 pt |
| Symposium | |
| At least 3 speakers | 1.2 pt |
| At least 6 speakers | 2.2 pt |
| At least 10 speakers | 3 pt |
| | 0.4 pt/day |
| Trips abroad | |
| *A half-day study-related activity every day* | |

## 4.2 Other activities, maximum three points

| | |
|---|---|
| Committee competition | 0.3 pt |
| *A unique competition throughout the association year with social and study-related elements* | |
| A subject-focused newsletter or digital equivalent | |
| At least 1-2 issue(s) | 0.2 pt |
| At least 3-5 issues | 0.4 pt |
| At least 6-8 issues | 0.6 pt |
| At least 9-10 issues | 0.8 pt |
| At least 11 issues | 1 pt |
| *Content must relate to the subject area and/or the relevant degree programme(s).* | |
| *Points apply to the full programme* | |
| Subject-focused podcast | |
| At least 1-2 podcast(s) | 0.2 pt |
| At least 3-5 podcasts | 0.4 pt |
| At least 6-8 podcasts | 0.6 pt |
| At least 9-11 podcasts | 0.8 pt |
| At least 12-14 podcasts | 1 pt |
| At least 15 podcasts | 1.2 pt |
| *A unique podcast with study-related elements* | |
| *Points apply to the full programme* | |
| Yearbook | 0.5 pt |

# 5 Activity scoring for other organisations

The points per activity are listed below, covering general activities, organisations engaged in advocacy and opinion formation, organisations focused on the labour market, and organisations undertaking annual projects. Points are only awarded for activities organised for the Hanze student organisation's own members, alumni, lecturers and/or partners. Organisations may use this list when preparing their annual plans. A maximum of eleven points in total may be awarded.
The list of activities is not exhaustive. If a Hanze student organisation holds a study-related activity not listed below, it may contact the SSA to have it assessed. If an organisation arranges an activity with one or more other Hanze student organisations, the following allocation applies to each activity:

| | |
|---|---|
| 2 organisations | 60% of the points |
| 3 organisations | 50% of the points |
| 4 or more organisations | 40% of the points |

## 5.1 Organisations engaged in advocacy and opinion formation

### 5.1.1 Small events, no maximum

| | |
|---|---|
| Individual advocacy | 0.1 pt |
| Debates | 0.4 pt |
| Domestic trip outside Groningen<br>*At least two study-related activities during the trip. On a multi-day trip, there must be a study-related activity every day, excluding travel days.* | 0.4 pt/day |

### 5.1.2 Large events, no maximum

| | |
|---|---|
| Election week<br>*Per seat won for the following year* | 0.7 pt |
| Symposium<br>At least 3 speakers<br>At least 6 speakers<br>At least 10 speakers | <br>1.2 pt<br>2.2 pt<br>3 pt |
| Trips abroad<br>*An informative, socially relevant activity every day* | 0.4 pt/day |

### 5.1.3 Other activities, maximum three points

| | |
|---|---|
| Membership and participation in national and/or international networks | 1 pt |
| Publication of an opinion magazine or series<br>At least 1 issue<br>At least 2 issues<br>At least 3 issues<br>*Points apply to the full programme* | <br>0.5 pt<br>0.7 pt<br>1 pt |
| Satisfaction surveys<br>*At least five surveys* | 1 pt |
| Committee competition<br>*A unique competition throughout the association year with social and study-related elements* | 0.3 pt |
| Yearbook | 0.5 pt |

## 5.2 Organisations focused on education and the labour market

### 5.2.1 Small events

| | |
|---|---|
| Guest lecture | 0.4 pt |
| Workshops/masterclass | 0.4 pt |
| Office and workplace visits | 0.4 pt |
| Domestic trips outside Groningen<br>*At least two study-related activities during the trip. On a multi-day trip, there must be a study-related activity every day, excluding travel days.* | 0.4 pt/day |

### 5.2.2 Competition rounds/fair days

| | |
|---|---|
| At minor/class level, with at least two different competition rounds per event | 1 pt |
| At institute level, with at least two competition rounds per event | 2 pt |
| Hanze-wide, with at least two competition rounds per event | 3 pt |

### 5.2.3 Large events

| | |
|---|---|
| Trips abroad<br>*A half-day study-related activity every day.* | 0.4 pt/day |
| Symposium<br>*At least three different speakers per day* | |
| 1-day symposium | 1.2 pt |
| 2-day symposium | 2.2 pt |
| 3-day symposium | 3 pt |

## 5.3 Organisations undertaking annual projects

### 5.3.1 Design phase, maximum four points

| | |
|---|---|
| Design process | 2 pt |
| Design | 2 pt |

### 5.3.2 Production process, maximum 4 points

| | |
|---|---|
| Chassis & Dynamics | 1 pt |
| Power train | 1 pt |
| Drive train | 1 pt |
| Electrical | 1 pt |

### 5.3.3 Goal achieved, maximum seven points

| | |
|---|---|
| Attendance, provided the product is entered | 2 pt |
| Testing | 2 pt |
| Race | 3 pt |

## 5.4 Other activities

Committee competition 0.3 pt
*A unique competition throughout the association year with social and study-related elements*

A subject-focused newsletter or digital equivalent
At least 1-2 issue(s) 0.2 pt
At least 3-5 issues 0.4 pt
At least 6-8 issues 0.6 pt
At least 9-10 issues 0.8 pt
At least 11 issues 1 pt
*Content must relate to the subject area and/or the relevant degree programme(s).*
*Points apply to the full programme*

Subject-focused podcast
At least 1-2 podcast(s) 0.2 pt
At least 3-5 podcasts 0.4 pt
At least 6-8 podcasts 0.6 pt
At least 9-11 podcasts 0.8 pt
At least 12-14 podcasts 1 pt
At least 15 podcasts 1.2 pt
*A unique podcast with study-related elements*
*Points apply to the full programme*

Yearbook 0.5 pt

# 6 First submission

The first submission is mandatory. The deadlines are listed in section 2.2.1 of this document. Seven documents must be provided at the first submission:
1. contact details,
2. the annual plan,
3. the budget,
4. approval by the General Members' Meeting (of the annual plan and budget),
5. approval by the Director or another authorised contact person (of the annual plan and budget) at the institute to which the Hanze student organisation is affiliated,
6. an extract from the Chamber of Commerce register,
7. the code of conduct of the Advisory Committee on Introduction Periods and Incidents.

All documents must be submitted in PDF format.

At the first submission, points are awarded based on the Hanze student organisation's planned programme of activities.
After the first submission, the SSA prepares an advisory report and sends it to the SOF Committee within one month. The SOF Committee informs Hanze student organisations in writing whether they are recognised under the general conditions. Once the first submission and the general conditions have been approved, the SOF Committee sends a letter stating how many grant months the board is awarded.

## 6.1 Contact details

The application must include a form containing the Hanze student organisation's contact details and those of two contact persons. This form is sent to organisations in September and February. The contact persons receive access to SharePoint, which has a designated folder structure and supporting folders. Additional board members may be given access by emailing the SSA treasurer.

## 6.2 Annual plan

An annual plan must be provided at the first submission. It must cover all activities relevant to the SOF for the entire association year during which the board is in office. It must be possible to compare the plan with the checklist so that the SSA can determine how many points may be earned and whether additional activities could earn more points. The plan must include a brief description and date for each activity. A policy plan may also serve as the annual plan if it meets the same conditions. The annual plan must be approved by the General Members' Meeting and submitted for approval to the Director or another authorised Hanze contact person.

## 6.3 Budget

A budget with explanatory notes must be submitted. It must be approved by the General Members' Meeting; see section 6.4. It must also be approved by the Director or another authorised contact person; see section 6.5.

## 6.4 Approval by the General Members' Meeting

The annual plan and budget must be approved by the General Members' Meeting. A policy plan approved subject to amendments may also be submitted, provided these amendments do not affect the programme of activities. The Hanze student organisation must provide the minutes of the relevant meeting.

## 6.5 Director's review

A form must also be submitted bearing the signatures of a contact person from the Hanze student organisation and the Director or another authorised Hanze contact person. If the organisation is not affiliated with an institute, the Hanze signature must be from an authorised contact person within Hanze, such as Student Affairs. This signature confirms that the annual plan and budget have been submitted for approval. A form is available in the folder structure.

## 6.6 Certified Chamber of Commerce extract

Finally, a certified extract from the Chamber of Commerce (KvK) register listing all current board members must be submitted. This can be requested online from the KvK.

## 6.7 Code of conduct of the Advisory Committee on Introduction Periods and Incidents (ACII)

The ACII code of conduct must be signed by the Hanze student organisation and submitted as a PDF. The signed code must also be sent to the ACII before the deadline: acii@rug.nl.
The code of conduct is available at: https://www.rug.nl/about-ug/organization/administrative-organization/advisory-committees/aci/code-of-conduct-for-student-associations-and-organizations

# 7 Second submission

The second submission is mandatory. Documents may be submitted up to the second submission deadline. Three documents must be provided:
1. the annual report, including the income statement and annual schedule,
2. approval by the General Members' Meeting (of the annual report and annual accounts),
3. approval by the Director or another authorised contact person (of the annual report and income statement) at the institute to which the Hanze student organisation is affiliated.

All documents must be submitted in PDF format.

At the second submission, points are awarded based on the activities carried out, using the attached annual schedule and the scoring in chapters 4 and 5. Each year, activities at randomly selected Hanze student organisations will be checked. Organisations must therefore keep supporting evidence of their activities internally. Section 8.4 provides further explanation.

After the second submission, the SSA prepares an advisory report and sends it to the SOF Committee within two months. It recommends the total number of grant months to be awarded to Hanze student organisations. The SOF Committee decides whether to adopt the recommendation and informs the organisations of the number of grant months awarded.

## 7.1 Annual report, including annual schedule and income statement

The Hanze student organisation must submit the annual report and annual accounts (or financial annual report) for the relevant financial year, approved by the Director or another authorised contact person. The annual report must include an annual schedule showing the SSA how many activities were organised during the financial year and what types of activities they were. See Appendix 4: Sample annual schedule template.

## 7.2 Approval by the General Members' Meeting

The annual report and annual accounts must be approved by the General Members' Meeting. A Hanze student organisation can demonstrate this by providing the minutes of the relevant meeting.

## 7.3 Director's review

A form must be submitted bearing the signatures of a contact person from the Hanze student organisation and the Director or another authorised Hanze contact person. If the organisation is not affiliated with an institute, the Hanze signature must be from an authorised contact person within Hanze, such as Student Affairs. This signature confirms that the annual report and income statement have been submitted for approval. A form is available in the folder structure.

## 7.4 Supporting evidence

Each year, activities carried out by randomly selected Hanze student organisations are checked. The organisation then has a maximum of two weeks to submit supporting evidence for its activities. Evidence is divided into study-related and other activities.

All documents must be submitted in PDF format.

A description of each activity must also be submitted. A description form is available in the folder structure. The SSA may decline to award points for an activity if it is considered insufficiently suitable or study-related. The SSA will carry out random checks on activities. If fraud is suspected or identified, the SOF Committee will be informed, which may result in the withdrawal of recognition of the Hanze student organisation concerned.

### 7.4.1 Study-related activities

For each study-related activity involving costs, an appropriate, adequate invoice or receipt must be submitted. Please note that a card payment slip or expense claim form is not sufficient. The invoice or receipt must show that the expense was study-related.

Where no receipt or invoice is available for an external party, a confirmation email sent by that party after the activity must be provided. This applies to venues, companies and/or speakers. The evidence must meet the conditions in chapter four or five.

If no external party was involved and no costs were incurred, adequate supporting evidence must still be provided.

### 7.4.2 Other activities

Adequate supporting evidence must be provided for other activities. For a subject-focused podcast, for example, provide a link to the podcast and the recording.

## 7.5 Feedback

If a sample check reveals incorrect or incomplete evidence, the SSA will notify the Hanze student organisation's two contact persons of the improvements required. The organisation will then have a further two weeks to supplement its evidence.

# Appendix 1: Student Charter

Relevant to SOF: Appendix 2A
https://www.hanze.nl/binaries/_cb_1726749992489/content/assets/hanze/nl/studeren/studentenstatuut-2425-nl.pdf

# Appendix 2: Procedure

| | |
|---|---|
| **Step 1** | Consultation hours<br>Hanze student organisations and other organisations can make an appointment with the SSA to discuss questions about the SOF. |
| **Step 2** | First submission<br>The first mandatory submission for Hanze student organisations. The 'first submission application form' and documents demonstrating compliance with the general conditions must be provided. |
| **Step 3** | SSA review<br>The SSA reviews the application, prepares an advisory report within one month, and sends it to the SOF Committee and the Hanze student organisations. |
| **Step 4** | Optional: applying for grant months<br>Board members who wish to receive two instalments may request payment of the first five grant months from the SOF Committee on the basis of recognition. |
| **Step 5** | Second submission<br>The second mandatory and final submission for Hanze student organisations. The 'second submission application form' must be provided. |
| **Step 6** | Second SSA review<br>The SSA reviews the application for the final time and prepares a second advisory report for the SOF Committee within two months of submission. |
| **Step 7** | SOF Committee approval of the advisory report<br>The advisory report is submitted to the SOF Committee for approval. |
| **Step 8** | Allocation of grant months<br>The Hanze student organisation's contact persons receive an email with a form for allocating the grant months. This must be completed and returned. |
| **Step 9** | Payment<br>The SOF Committee pays Hanze student organisations and other organisations approximately one month after the form is submitted. |

The SOF Committee accepts appeals and objections. Anyone wishing to lodge an objection is advised to contact the SSA first to discuss the situation.

**SOF Committee contact details**

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# Appendix 3: Overview of the Student Financial Support Fund

| | **Student organisations 2025-2026** | **Student organisations 2026-2027** | **SSA** |
|---|---|---|---|
| September 2026 | | | Funding workshop |
| October 2026 | | Action: membership records review and articles checklist | ➔ Email reminder: first and second submissions in November<br>➔ Email: review selection 26-27 |
| November 2026 | Second submission deadline for September boards | First submission deadline for September boards | Email: sample selection for September boards 25-26 |
| December 2026 | Sample evidence deadline for September boards | | |
| January 2027 | Deadline for addressing sample review feedback | | Email evidence feedback to sampled September boards 25-26 |
| February 2027 | | | ➔ Email second submission advisory report outcome to September boards 25-26<br>➔ Funding workshop for February boards |
| March 2027 | | | ➔ Email reminder: first and second submissions in April<br>➔ Email: review selection for February boards |

| | | | |
|---|---|---|---|
| | | | 26-27 |
| April 2027 | Second submission deadline for February boards | First submission deadline for February boards | Email: sample selection for February boards 25-26 |
| May 2027 | Sample evidence deadline for February boards | | |
| June 2027 | Deadline for addressing sample review feedback | | Email evidence feedback to sampled February boards 25-26 |
| July 2027 | | | Email second submission advisory report outcome to February boards 25-26 |
| August 2027 | | | |

# Appendix 4: Sample annual schedule template

| Activity | Type | Description | Date(s) |
|---|---|---|---|
| Study-related | | | |
| *Small events* | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| *Large activities* | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Other activities | | | |
| | | | |
| | | | |
| | | | |
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| | | | |