Support that counts

Facilities Policy - Student organizations

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Version 4.0, March 2026

SSA

Introduction

Student organisations have been an indispensable pillar of the educational and community culture at Hanze Groningen for decades. Study associations, student interest groups and student foundations strengthen the connection between students, programmes and the professional field and contribute greatly to student well-being, social cohesion, professional development and introduction and event programmes.

Against the backdrop of Hanze's restructuring plans, it is crucial that the continuity, legal certainty and equal treatment of student organisations are properly safeguarded. Uncertainty about accommodations, digital infrastructure, financial support and organisational position poses a risk for both student organisations and the broader student engagement that makes Hanze so valuable.

The starting point at the Support and Advice Foundation for Student Organisations (SSA) is always:

'Just studying does not make one a student.'

This document translates that idea into concrete, realistic and necessary provisions. The purpose of this policy is threefold:

1. creating clarity and legal equality for all Hanze student organisations;
2. ensuring continuity during the restructuring of the clusters;
3. strengthening student participation, in line with Hanze's vision of an active student.

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1. Accommodation and additional facilities

This chapter discusses one of the most important preconditions for the functioning of a Hanze student organisation: its own office. This office forms not only the physical foundation for the administration, but also a central meeting place for students, partners and education. A permanent space strengthens the continuity of the board, provides security for confidential information and creates a recognisable place where students can easily come with questions or for support.

In addition to describing the basic requirements for office facilities, this chapter also outlines the additional facilities needed to support Hanze student organisations.

1.1 Accommodations for Hanze student organisations

Having your own office space is not a luxury, but a critical prerequisite for student organisations to function effectively, professionally and sustainably. In addition, an office supports the creation of a close-knit and accessible student community. Moreover, the office provides a secure, private environment for confidential conversations, uninterrupted meetings and responsible storage of privacy-sensitive data.

Hanze student organisations therefore have their own or shared lockable office spaces of at least 20 m^2. To ensure effectiveness and confidentiality, spaces are shared by a maximum of two student organisations.

The office space must provide sufficient space for five workstations per board. In addition, the office must be equipped with windows that can be opened or a mechanical ventilation system to ensure a healthy workspace.

Every Hanze student organisation must have access to:

- a private or shared lockable office space of at least 20 m^2 (shared spaces must be at least 30 m^2);
    - a maximum of two student organisations per room;
    - space for five workstations per board;
- openable windows or a certified mechanical ventilation system.

1.2 Formal Space Allocation for Student Organisations

In order to guarantee that Hanze student organisations actually have the required amount of floor space, this space requirement (20 m^2) is included in the formal space allocation of the relevant cluster. In this way, it is clearly established that a physical space must be available for the organisation, which contributes to continuity and stability for the activities of the Hanze student organisations.

Where possible, this space should be located close to the relevant study programme to strengthen collaboration, visibility and accessibility for students and education.

Organisations that are not tied to degree programmes, such as Lijst Student Erkend (STERK), Hanze Studentenbelangen Vereniging (HSV) and the SSA, are also entitled to their own space to organise their affairs professionally, with the same conditions as Hanze study associations.

The spatial requirements are as follows:

- The necessary square metres (20 m^2) are included in the cluster's formal space allocation.
- Organisations that are not tied to degree programmes (such as STERK, HSV and the SSA) are also entitled to their own space.
- The space will be located close to the relevant degree programme, unless otherwise agreed.

1.3 Key and entry regulations

Having your own office space requires clear and careful key management, so that board members can work safely and efficiently. Key management is an important part of the accessibility of the office.

The chair will receive their own key, so that the daily accessibility of the Hanze student organisation is guaranteed. Other board members can pick up a temporary key with a key card.

The entry regulations are as follows:

- At minimum, the chair will receive their own key to the office.
- Other board members can collect a key at the Service Point of their building using a key card.

*Owners of office keys are legally responsible for complying with the GDPR legislation.

1.4 Basic facilities for each office space

Each office space is equipped with the basic facilities necessary to enable Hanze student organisations to carry out their work effectively and professionally. This is also important to ensure a safe work environment and to safeguard privacy-sensitive information.

Rooms must have at least one lockable cabinet for secure storage, a whiteboard for planning and consultation, and appropriate furniture such as desks, chairs and a meeting table. In addition, each Hanze student organisation must have a fixed or mobile phone connection so that they are accessible to cluster directors, programme managers, partners and members.

Hanze student organisations can decide each year whether they want to use workplaces with fixed connections or prefer flexible workplaces. By flexible workstations, we mean adjustable desks with a monitor. This choice may vary from one board year to the next and will be tailored to the needs and working methods of the board in office at the time.

Finally, for good accessibility, it is important that associations can receive mail in the relevant building, so that official correspondence arrives safely and in good time.

Each office space should contain at least the following:

- one lockable tall cabinet;
- one whiteboard (or digital alternative if appropriate);
- basic furniture for at least five workstations (desks, chairs and meeting table), with a choice of fixed computers or flexible workstations;
- access to a mailbox in the relevant building.

*Basic facilities can be requested via the standard facilities procedure, via programme managers or via the Service Point in the relevant building.

1.5 Information and communication technology (ICT)

In order to function effectively, Hanze student organisations need essential ICT facilities. Digital resources play a crucial role in their communication, administration and secure storage of data.

Hanze student organisations must have Wi-Fi and power supplies in the office to be able to connect laptops, phones and other electronics, for example. Hanze student organisations must also be able to work effectively thanks to a good Wi-Fi connection. Hanze student organisations can apply to ICT or the Facilities Unit of their building. Replacement of equipment provided by Hanze is possible when a device is demonstrably defective or obsolete.

It is important that Hanze student organisations have their own SharePoint environment or shared drive within Hanze. This allows documents to be stored and shared securely, centrally and in compliance with the GDPR. Extra storage space is necessary due to the amount of files such as photos, promotional material, financial documents and meeting

minutes that Hanze student organisations collect annually. A central digital workspace supports continuity between board years and makes collaboration more efficient and professional.

Each office must have:

- the possibility to apply for up to five flexible workspaces;
- a strong Wi-Fi connection;
- a mobile connection via Teams or a similar programme with a device provided by Hanze;
- a shared drive/SharePoint environment with extra storage space.

1.6 Personal devices brought to the office

Board members regularly spend long days in the office, for example during intensive preparations for events, introductions or meeting periods. Access to basic food and drink facilities contributes to their well-being, concentration and productivity. Having devices inspected ensures a safe workspace for both board members and employees in the surrounding rooms.

Hanze student organisations are allowed to use small electrical appliances, such as kettles, toasters or refrigerators, in their offices, provided that these appliances are inspected annually by Hanze in the context of safety and occupational health and safety guidelines. The use of such equipment is permitted as long as it complies with fire safety regulations and does not cause any nuisance or risk to the environment.

Every Hanze student organisation is entitled to:

- the option to have small devices in the office, provided they comply with the occupational health and safety guidelines regarding safety or meet the requirements of a NEN 3140 inspection.

*New devices must be registered via the facilities process.

2. Mandatory structural contribution

Each Hanze student organisation receives a fixed structural basic contribution each year. This contribution is determined based on the number of members who are affiliated as paying members (see Table 1.1).

The financial contribution is intended for the following, among other things:

- printing costs;
- office costs;
- insurances;
- events and substantive activities;
- promotional materials;
- board development.

2.1 Composition of the contribution

The amounts in the table are based on the structural costs and operational size of associations. Small associations have less income, but the same basic expenses, which is why a minimum contribution of €2,700 is necessary to ensure equal opportunities. As associations grow larger, the logistical, organisational and financial burdens increase, with larger and more events, more committees and higher administrative costs. The increasing contribution (€4,000, €4,700 and €5,000) follows this scale increase in a proportional and manageable manner.

2.2 Revision process

The amount per association is determined based on the current number of members of the association in question and is revised during the triennial evaluation of the SSA. During this revision, the number of members is reassessed and, if necessary, the amount of the financial contribution is adjusted. This cycle ensures stability in the budget, prevents annual administrative burden and ensures that the contribution remains in line with the growth or decline of the Hanze student organisation.

2.3 Overview of financial support for Hanze student organisations.

Number of members	Amount for the student organisation
1–100	€2,700
101–400	€4,000
401–1,000	€4,700
1,001+	€5,000

*Table 1.1 Financial support from Hanze in relation to the number of members.**

Student foundations receive a fixed amount of €5,500 annually, because their work is not linked to the number of members, but to Hanze-wide responsibilities such as introductions, events, coordination, support and cooperation with multiple institutes. This fixed contribution ensures continuity, professionalism and accessibility of their activities and prevents dependence on irregular income or arbitrariness between institutions.

**Student interest groups with a seat on the Hanze Representation Council do not follow the above procedure but are facilitated under the Facilities Regulation for Representation.*

**The SSA does not operate according to the above, but receives an annual contribution from the Student Services budget.*

**Effective date 1 January 2026, no retroactive effect for previous years.*

**The table can be expanded to include inflation indexing at the request of the SSA, if there is reason to do so, so that the contribution grows with rising costs and the financial position of the Hanze student organisations does not deteriorate due to economic circumstances.*

**The SSA ensures that the number of student organisations supported by Hanze remains limited to a maximum of 40, in order to guarantee the quality, continuity and manageability of support.*

3. Visibility of organisations

Visibility is essential for the functioning and continuity of Hanze student organisations. In order to fulfil their role within the Hanze community effectively, they must be easily accessible to students, staff and visitors, both online and in person. This chapter describes how Hanze ensures this visibility: through a clear place on the Hanze website, recognisable signage in the buildings and events such as the kick-off week and Open

Days. These measures will improve accessibility, recruitment of members and visibility of Hanze student organisations.

3.1 Hanze website

In order to optimally support Hanze student organisations in their reach, accessibility and member recruitment, good visibility within and outside Hanze is essential.

Hanze student organisations are therefore entitled to a clear, findable place on the official Hanze website, preferably linked to the pages of the programmes for which they are active. This makes it easier for current and prospective students to find relevant information.

Every Hanze student organisation is entitled to:

- a clear and easily accessible location on the official Hanze website, preferably linked to the relevant programmes or programmes.

3.2 Signage

In addition, the buildings where the Hanze student organisations are accommodated will feature signage that makes them visible, for example through maps, information boards or signs near their office spaces. This increases the findability for students, staff and external visitors and serves to acknowledge the Hanze student organisations as part of the Hanze community.

Hanze will provide:

- clear signage in all relevant buildings, including maps and information boards, to make Hanze student organisations visible and easy to find.

3.3 Support during the Kick-off Period

For many Hanze student organisations, the kick-off week is the most important time of the year to reach new members. The vast majority of registrations take place during this period. That is why it is essential that Hanze student organisations are given the opportunity to inform first-year students about what they have to offer, their activities and their role within the degree programme during official introduction activities.

In addition, it is important that a meeting takes place in the second semester between the Hanze student organisations and the cluster director or the programme manager. In this meeting, the mutual expectations regarding the introduction period and any introduction camp are discussed. For example, agreements can be made about financial compensation and support can be offered in drawing up the safety plan.

Every Hanze student organisation is entitled to:

- an opportunity during the introduction week to inform new students about the Hanze student organisation;
- a conversation in the second semester between the Hanze student organisation and the cluster director or the programme manager to align mutual expectations;
- the objective of equal treatment, adequate facilitation and equal opportunities for Hanze student organisations within the same cluster and/or similar degree programmes with regard to introduction periods.

3.4 Open Days

All Hanze student organisations affiliated with a programme are invited by the relevant clusters or programmes to attend open days. This gives prospective students a realistic and complete picture of the programme, student life and the opportunities for personal development outside the curriculum. The presence of Hanze student organisations contributes to the attractiveness of the programme. It is up to the students involved in the Hanze student organisations to decide whether or not to attend.

During Open Days, board members or members of Hanze student organisations are regularly asked to assist with information sessions, tours or presentations. Student volunteers from the Hanze student organisations receive the same compensation as regular student assistants deployed at Open Days. This ensures equal treatment between students.

Hanze student organisations must:

- be given the opportunity to be visible at Open Days;
- be treated equally as student employees who assist at the Open Day, in terms of both compensation and facilities.

3.5 Becoming active alongside one's studies – a shared responsibility.

Study associations are an indispensable part of the university of applied sciences community; they contribute to knowledge sharing, student well-being and bonding and provide a safe foundation from which students can explore the world.

Every Hanze student organisation:

- meets with the programme managers or cluster MT at least once a year to discuss mutual expectations and explore how the study association can be more firmly established for first-year students, beyond the regular activities such as the introduction and Open Days;
- is given the opportunity to visit lectures for all classes at the beginning of both semesters to briefly talk about the study association and actively recruit for activities, as well as for committees and the board.

4. Chapter 4: Facilities

4.1 Coffee and tea

Board members, audit committee members and members of the Advisory Board or Supervisory Board of Hanze student organisations volunteer intensively to support the functioning and continuity of their Hanze student organisation. In order to be able to carry out their work properly, it is important that they have access to the following basic facilities that are normally available to Hanze employees.

Hanze student organisations will therefore have access to all the coffee and tea facilities available to staff within the buildings. Board members may also use the appliances and facilities in kitchens and pantries. This ensures that board members can function practically and accessibly throughout the day, without relying on commercial catering or external services.

Board members may use the following free of charge:

- the coffee and tea facilities available to employees;
- the appliances and facilities in kitchens or pantries.

**Board members should preferably use the facilities closest to their office.*

4.2 Event organisation

Hanze student organisations regularly hold events at Hanze, such as lectures, workshops or other activities. For such meetings, they can use the facilities available within Hanze, including lecture halls, meeting rooms or an auditorium. These rooms can be reserved through the timetable office, subject to availability. Each student organisation can direct practical queries about facilities to their building's Service Point.

Hanze student organisations may use the services of the Hanze Event Office. Any costs will be transparently and clearly communicated in advance. The use of audiovisual equipment can also be requested and arranged through the Event Office or the ICT Desk.

Hanze student organisations can, depending on availability:

- Book rooms such as lecture halls, meeting rooms or auditoriums via the timetable office.

4.3 Access to the Hanze Legal Advice Centre for Students

Hanze student organisations regularly deal with legal issues, for example regarding contracts with external partners, privacy and the GDPR. To ensure that they can handle these issues in a proper and safe manner, Hanze student organisations have access to the Hanze Legal Advice Centre for Students for low-threshold legal advice.

The Hanze Legal Advice Centre for Students can provide support in reviewing contracts, drafting or checking policy texts or answering questions about insurance and liability.

Making the expertise of the Hanze Legal Advice Centre for Students available reduces risks, clarifies procedures and strengthens the professionalism of Hanze student organisations. This enables them to carry out their activities with confidence and certainty within the framework of laws and regulations.

Hanze student organisations are entitled to:

- free support through the Hanze Legal Advice Centre for Students;
- help with practical legal questions, concerning matters such as reviewing contracts, the GDPR, liability and insurance;
- timely and accessible advice so that decision-making within the organisation can take place carefully and in accordance with the law.



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