Support that counts

Specifying burden of proof Student Support Funds (SOF)

2026/2027

Groningen, September 2026

SSA

During the second submission moment, a select group is checked more thoroughly than the others. This selection is made by means of a random sample. The organisation in the sample must provide proof of the activities they have organized. In order to provide as
much clarity as possible, a list of possible forms of proof to be submitted in the SharePoint has been prepared in this document.

Make sure that the activity is proven as well and clearly as possible, below is a distinction between good and clear burden of proof Redundant burden of proof only creates confusion. This includes duplicate or nearly identical evidence or invalid evidence. All evidence should include a date.
Each activity should have a description including the name of the activity, date, number of participants, a description of the activity and any contact information for the outside party. Without a description, the evidence will not be reviewed further, and no points will be awarded.

Note! All evidence must be provided in the SharePoint in pdf format.

Study-related activities

For study-related activities, the following forms of proof are valid:

- Invoices (venue, speaker, catering, etc.);
- Receipts for expenses incurred for the activity;
- Confirmation of a speaker, organization, location and/or contact person from Hanze University. a confirmation should be after the activity, make sure this is in the form of a email, WhatsApp messages are not allowed;
- Proof of payment from participants;
- A final approval for disbursement from the Hanze Activities Fonds

Note! The burden of proof must be complete. This means that all receipts and invoices must be present. If an activity had multiple speakers, all speakers must confirm.

Other activities

For other activities, the forms of proof below are valid.
Committee competition:

- The committee competition file;
- Financial proof of the prize for the winners;
- The final results of the competition;
- Notification to active members about committee competition (including date).

Magazine:

- The description should clearly define the study-related component of the magazine;
- The Full magazine;
- Proof of publication of the magazine;

- Costs related to the magazine. (For example the printing cost)

Podcast:

- The description should clearly define the study-related component of the podcast;
- The Full podcast;
- Proof of publication of the podcast;
- Cost related to the podcast.

Almanac:

- The full almanac;
- Proof of issue of the almanac;
- Costs related to the almanac.