THE UNION BOARD BIBLE

Reference book for Boardmembers in Enschede
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Dear association / foundation board member,

It is great that you are contributing to making the student life of Enschede better, more fun, and livelier. Experience shows that a board year flies by and is actually too short to do everything that you aspire to do, which is exactly why this reference book was made. With this, some parts of your board year can be more efficient so that you can get the most out of your board year!

There are a number of documents on the Student Union website that can help you during your board year: su.utwente.nl. If you cannot find what you are looking for on the website, you can always contact us, (053-489) 8006 or studentunion@union.utwente.nl.

Have fun this year!

The Student Union
3. STUDENT UNION

3.1 What is the Student Union and what does it do?

Many students know uw, but what do we do? The Student Union (SU) has two functions:

3.1.1 Umbrella Organization

Our umbrella function entails that we represent the interests of all study-, culture-, sports-, social-, world-, business-, and other associations and their members. We try to collect your input (for example through participation moments, individual contact, lunches, and attending meetings) to see what can and should be improved. Because of our role as the umbrella organization of all associations, we have a strong position within the university. For example, we have regular contact with the Executive Board (CvB), the secretary of the CvB, program directors and service directors (see 5.2 Services). This allows us to stand up for the interests of the associations and their members at a high level within the UT’s organization.

3.1.2 Policy Responsibility

Our policy responsibility entails that the Executive Board has mandated certain policy responsibilities to us. These policy responsibilities are mainly in the extracurricular activities area. The idea behind this is that the student is responsible for the matters that are important to him/her. As SU, we are responsible for sport & culture, student entrepreneurship, (the introduction of) the living environment of the student and our four Union buildings, the Bastille, the Pakkerij, the Watersportscomplex, and Wallstreet. As a student, we therefore determine what happens in these areas! These policy responsibilities are included in the ‘settlement document’ between the CvB and the SU, called the covenant. In addition to these responsibilities, we also have various participation rights (information, advice or approval) on, for example, activism & education, internationalization, housing, and the alumni policy of the UT.

These two functions come together in our mission: to promote academic competencies and the well-being of students. With academic competencies we mean the development of a student during his/her student days, especially in the field of cross-curricular or, as we like to call it, extracurricular skills. We think it is important that our students can and are able to have ‘More Than a Degree’.

For both functions we need your help. In order to represent the interests of the associations and her members, we can use your input: what is going on, what can be organised better and what needs to be changed? For this input our door (or mail or telephone) is always open. In order to be able to write the policy as well as possible, we always organize participation lunches for all umbrella organisations when a new document or policy is drawn up.
3.2 Who form the SU?

The SU is led by the SU board. The board consists of six students who dedicate themselves to maximizing academic competencies and the well-being of students for a whole year. As you can see in the organisational chart below, the Student Union also has several committees and employees alongside the board that help the board members with their mission.

If you want to know who the current board members are, what we do and how you can contact us, take a look at our website: [https://su.utwente.nl/en/board](https://su.utwente.nl/en/board) or [https://su.utwente.nl/bestuur](https://su.utwente.nl/bestuur). If you are not sure who of us to contact, then just call our office, they can refer you, (053-489) 8006.

3.2.1 The Umbrellas

At the UT, the student organisations have been subdivided into seven sectors, namely: study, sport, culture, social, world, business and other. Most sectors have their own umbrella board, which connects the associations in the umbrella and facilitates communication between them. In addition, the SU regularly meets with all umbrellas. In general, a widely supported opinion comes across much stronger. So if there is something specific going on for your sector, first try to see whether there is support for it from the other associations in the umbrella.

The umbrella boards are:

Study - Het Overleg Studieverenigingen - [www.os.utwente.nl](http://www.os.utwente.nl)
Sports - The Sportkoepel UT - [www.sportkoepelut.nl](http://www.sportkoepelut.nl)
Social in the Pakkerij - Plaatselijke kamer voor verenigingen Fact - [https://pkvvfact.nl/](https://pkvvfact.nl/)
World - UniTe - [www.unite.utwente.nl](http://www.unite.utwente.nl)
Business – The Business umbrella – [www.plato.utwente.nl](http://www.plato.utwente.nl)
Other – There is no umbrella association for this category, they fall directly under the Student Union. – [www.su.utwente.nl](http://www.su.utwente.nl)
3.3 What can the SU mean for you as a Board Member?

The SU offers support in different areas, below you can read what exactly and how you can use it. Also take a look at the following webpage: https://su.utwente.nl/en/services/associations or https://su.utwente.nl/services/verenigingen/.

3.1.1 Board Improvement Program

The Board Improvement Program (BIP) is offered to boards of the Union-recognised associations to ensure that you, as a board member, get the most out of your board year. The BIP offers you the opportunity to increase the efficiency of you as a board (member), but also serves as a token of appreciation for your hard work. The BIP contains a number of varying and a number of standard activities, including:

- Board day
- Training month
- Board training – Only for full-time boards
- Association weekend
- Activisme recognition – Only for full-time boards
- Talentpool – Only for full-time boards

**Board day**
In the beginning of the year, the Student Union organises a board day for all boards of the University of Twente. This is a moment to get to know fellow-board members, but also to gain useful information and to participate in various useful workshops.

**Training month**
During the training month several training sessions are held, such as chairman, secretary, treasurer and acquisition. You can participate in this as a board, but also send committee members.

**Board training – for full-time board members**
As a Full-time board, you are entitled to a full day of professional training subsidised by the Student Union. During this training you can take your board to the next level. There are four different training agencies you can choose from, which you can find at: https://su.utwente.nl/en/boardtraining or https://su.utwente.nl/bestuurstraining
If you have made a decision about the training agency, you can send an email to academischevorming@union.utwente.nl to make an appointment.

**Board weekend**
During the board weekend you can participate in various workshops and fun activities. It is a great opportunity to meet fellow board members from Enschede and gain more skills so that you can get even more out of your board year.

**Activism recognition – for full-time board members**
At the end of your board year, you can apply for an activism recognition at the Student Union. This is a certificate that is issued by the Executive Board. With this you can demonstrate your commitment and work during your board year. The activism recognition is only for full-time board members. Application and guidelines can be found below: https://su.utwente.nl/en/activism-recognition or https://su.utwente.nl/activisme-erkenning

**Talent pool – for full-time board members**
Once you have received your activism recognition, you automatically end up in the Talent Pool. By being a member of the Talent Pool you are invited to exclusive events with companies for a good start to your career.

### 3.3.2 Event Agenda

The Student Union has an event agenda on its website: [https://su.utwente.nl/evenementenagenda/](https://su.utwente.nl/evenementenagenda/). This agenda contains the most important events for students. It includes, among other things, constitution drinks and symposiums. You can also use the calendar to organise parties, from the Bata to the anniversary celebrations of associations. It is advisable to use this calendar, so that you do not accidentally organise an event on the same day as another major event. Please note, when you add an event to the agenda, it must still be registered with the event agency.

### 3.3.3 ERO Poule

The Student Union has a poule for Emergency Response Officers. If you organise an event that requires emergency response officers, you can request them through the following webform: [https://su.utwente.nl/en/ero](https://su.utwente.nl/en/ero) or [https://su.utwente.nl/bhv](https://su.utwente.nl/bhv).

Costs for the company first aid providers are €17.50 per hour. You will receive an invoice from the Student Union after the event.

### 3.3.4 Union Deals

The Student Union offers various deals for students with a UnionCard. These deals range from renting a car at a discount, to a discount on different drinks, first aid training, but they can also be used for fun activities. Take a look at the following page for the full overview:

[https://su.utwente.nl/en/uniondeals](https://su.utwente.nl/en/uniondeals) or [https://su.utwente.nl/uniondeals](https://su.utwente.nl/uniondeals)

### 3.3.5 Subsidies

The Student Union considers it very important that many things are organised by students and for students. To stimulate this, the SU offers two funds that you as a committee or a board can claim. The fund you qualify for is determined by the type of activity that is organised. A brief description of what the fund is can be found below. An application is assessed by the SU board. Criteria include: the promotion possibilities, the number of (student) participants, the number of spectators, the personal contribution and other income, and whether the event is accessible to all students. If you want a subsidy or sponsoring, you can apply for this via the SU website.

**More Than a Degree initiative fund**

This fund was created to stimulate initiatives for and by students. The activity or the event must be accessible for all students at the University of Twente. The maximum application amount for this fund is 500 euros. However, if you really want to organise a very unique event, then it is possible to get an extra contribution from this fund.

**More Than a Degree service fund**

The service fund is available for Union recognised associations and is intended to contribute to the costs that have to be incurred for:

- Financial services or a financial adviser
- Legal support, such as lawyers, notaries and debt collection agency
- BHV courses
- Translation of websites and printed matter
3.3.6 Contact Point

During the board year, you as an association can encounter problems that do not only concern you as an association, but that may concern a larger part of the UT. As an association, you can solve this in two ways: you can notify your dome and see from there or you can raise this problem with the SU. It is best to first discuss the situation with the dome before going to the SU, but sometimes matters can be urgent or there might be other reasons to approach the SU directly. Since the SU has good ties with almost all agencies at the UT, we can often help you find a solution or direct you to the right people. So do not hesitate to approach the SU in such cases!

Telephone number: (053-489) 8006
Mailadres: studentunion@union.utwente.nl

3.4 DE BASTILLE

The Bastille has a number of facilities that can be useful for you as a board, for example:

- The Stek:
  Closed space suitable for drinks, presentations, and larger workshops. The room fits 200 (standing) people and the rent is free of charge. However, there are costs associated with the use of the bar. You can make a reservation through servicedesk.bastille@utwente.nl, the Bastille service desk (053 – 4896703) or visit https://su.utwente.nl/en/bastille or https://su.utwente.nl/bastille.

- The Unionshop:
  A shop where all sorts of things that stimulate a cool student time are rented or sold. For example, you can rent a beamer for your presentation, or a GoPro to document the awesome activity that you are organizing. The shop also offers various services like printing, dry cleaning, and the possibility to print clothes. You can also buy UT merchandise in the Unionshop.

- Conference rooms:
  The Bastille has five conference rooms that can be rented free of charge during the day and in the evening. So if you want a quiet location to meet with your committee, please call the service desk of the Bastille (053 – 4896703) to book a room!

- World Ride (previously Global Lounge):
  A ‘living room’ consisting of three rooms that are located in the Bastille since September 2015. These rooms can be used for workshops, activities, and events that have an international aspect. In this way, we try to stimulate the integration between Dutch and non-Dutch students. In total, there are about 60 sitting places and 100 standing spots. The reservation of (a part of) the World Ride is free, just like the use of all the facilities (Xbox, beamer, etc.). So would you like to organise an international activity with your association next year? Then make sure you use this living room! For more information and reservations you can email the servicedesk.bastille@utwente.nl or contact the service desk of the Bastille, (053-489) 6703.

For more information on the Bastille, visit https://su.utwente.nl/en/bastille or https://su.utwente.nl/bastille.
3.5 More Than A Degree

More Than A Degree (MTAD) is one of the main pillars of the SU to increase awareness of activism among students. The MTAD programme facilitates and stimulates students to develop extracurricular competencies, i.e. vision, leadership, and responsibility. On the MTAD website, https://su.utwente.nl/morethanadegree/, you as a board member can find more information about everything that is included in More Than A Degree, such as:

- **More than a Degree Awards**
  Each year More than a Degree awards a number of prizes to the most active students of the UT. The More Than a Degree Awards are presented at the start of the academic year during a major show in which all nominees are present. During this show, the boards and committees will be given the opportunity to say why they deserve the awards and the jury chooses together with the audience for the eventual winner for every category. This is a spectacular way to put the active students in the spotlight.

- **Activism Market**
  At the activism market, various associations are gathered that can present themselves to the students. For associations without members, this is a particularly good opportunity to recruit students. The Activism Market is the ideal opportunity for students to orientate themselves on what they want to do in the area of activism. Many boards are present at this market to present themselves to the students. While enjoying a ‘broodje kroket’, students can learn all about the various associations, foundations, and committees.

- **Student Union Afternoon Sessions**
  The SUAS Committee organises four training sessions each quarter for a specific theme at which everyone is welcome. It is fun for members of committees, but also for students who want to learn other skills than they learn in their study. The training is given by professional training agencies.

- **Board Improvement Program**
  The Board Improvement Program (BIP) is also part of the More Than a Degree campaign. You can find more information about this in section 3.3.1.

If you have any questions about More Than a Degree or would like to distribute the booklets to members or during an activity, please contact academischevorming@union.utwente.nl.

3.6 We need you!

All Unionparticipants are invited to join our annual participants meeting with one or more representatives of their board, since the participants of the Student Union are considered very important. During this meeting, every present Unionparticipant gets one vote. The SU can use your input! You for example discover what can be improved in practice and you know what is going on amongst your members. Your input can for example be used during the regular meetings that we have with the following people:

- The rector magnificus
- The student parties of the URaad
- The Alderman student affairs of the municipality of Enschede

But also for our policy we are continuously looking for ideas of the Unionparticipants, you! For this, we organize participation moments, but if you want to give us input outside these moments, then feel free to contact the SU through voorzitter@union.utwente.nl.
4. FOBOS - ACTIVISM GRANT

FOBOS stands for Financial Support Special Circumstances Students. You can qualify for financial support from the profiling fund if you have suffered study delay due to unforeseen circumstances. You can also get a scholarship if you are recognised as a top athlete or a top culture practitioner or you can get activism scholarships if you have filled a recognised board position.

An activism fair is a reward for board work and committee work. The Student Union, together with the umbrella organisations, distributes the scholarships to the various associations. More information about FOBOS can be found at https://su.utwente.nl/activismebeurzen or https://su.utwente.nl/en/activismgrant.

The FOBOS application goes into effect as follows:
- The umbrella association will collect all data from your committee, board, or initiative and will send it to the SU.
- The SU will forward the data of all umbrellas to the Personal Conditions Committee (CPO).
- If the application has been approved, the contact person within your committee will receive an email in which he or she must indicate who must receive the scholarships (ie how they should be distributed).
- The CPO will then check whether all these people are eligible for a scholarship. They do this by checking the following things:
  - Bachelor or Master student with a maximum delay of 1 year.
  - Student at the UT
  - Positive study advice
  - The total number of FOBOS scholarships that the student receives does not exceed 12 per year or 18 in total.
  - You are not an ICT student.
- If a student does not qualify for a scholarship, the contact person will receive a message about this and he or she will have to send a new distribution.
- The students who receive a scholarship must confirm this before April 1st.

If you have any questions, contact your umbrella.
5. UNIVERSITY OF TWENTE

The organisation of the University of Twente consists of faculties, research institutes, and services. Below you will find a brief explanation of what these bodies do and for what they are relevant for you.

5.1 Faculties and Research Institutes

The faculties and the research institutes are responsible for the education and research at the university and they work together in a matrix model. The employees in research are on the payroll of the faculty, however the Scientific Director (WD, head of the institute) determines the distribution of the research funds. Of course, this is done in consultation with the deans and the relevant faculties (head of the faculty). In the table below, you can see to which research institute the employees of the various faculties belong.

However, starting in 2014, the “governance discussion” has been going on and it is said that the policy and the relation of influence between the institutes and the faculties is shifting towards the faculties. The faculties include all study programs and the employees that work for these programs. Think of the program director and the study advisor. Currently, plans are being made to make vertical columns of this matrix structure, where the faculties contain both research and education. These plans were handled by the UR at the beginning of the academic year of 2016/2017 and will soon be launched. The goal is to set up a faculty board with a student assessor.

5.2 Services

The organisation of the University of Twente is placed under 8 services. Below you will find briefly how these services can be of interest to your association. As the Student Union, we already have existing contacts with most of these services, so if you have any questions you can always contact us via office@union.utwente.nl.

5.2.1 General Affairs (GA)

General Affairs, among other things, includes the administrative support of the Executive Board of the University of Twente. Most associations have little direct contact with the CvB. This is often handled through the SU or the University Council. So, if you want to raise something at the Executive Board, please contact one of these parties.

In addition, Campus and Facility Management (CFM) is classified under general affairs. All sport and
culture activities and facilities fall under the Campus Unit. Although the SU is policy responsible for student sport and culture, the execution lies with Campus Unit. The association coordinators of both the cultural and sports clubs also work at the Campus Unit. It is good to know that all student organisations receive a 50% discount on the room rental. You can book via the reservation office: reserveringen@utwente.nl or by calling: (053-489) 1010.

Finally, the law department of the university also belongs to the General Affairs department. When you as an association need legal support, you can ask these lawyers for advice. Erna van der Zandt is the contact person for this h.w.h.m.anderzandt@utwente.nl.

*UToday (formerly UT News)*
If you have organised a cool event with your association or something newsworthy has happened, you can involve UToday. You can also write an article yourself and submit it to the UToday, they will then review it and possibly (maybe after editing) publish it. You can contact them via utoday@utwente.nl.

### 5.2.2 Centre for Educational Support (CES)

As a student, you have the most direct contact with CES. This service can be divided into the following sections:

**Student Affairs & Services**
The department deals with the admission and registration of new and current students, both for Bachelor, Masters and Incoming Exchange. In addition, amongst other things they help with the arrangement of visas and housing.

Here you will also find the student service desk. You can go here for all sorts of things that you have to arrange for your study Thing of information about registering and enrolling for a course, re-enrolment, deregistration, tuition fees, deviating rates for the pre-master’s, your student card, the collection of documents, Studielink, an interest-free loan for laptop, etc.

https://www.utwente.nl/ces/studentservices/

**Education Office (BOZ)**
BOZ is mainly concerned with the direct support for education. Think of grade registration, drawing up schedules, supporting the examination committee and / or the Programme Committee, the use of Blackboard and Osiris.

https://www.utwente.nl/nl/ces/sal/

**Centre of expertise in learning and teaching (CELT)**
This is where education staff can go for training, qualifications, and information about teaching. The exam committee can also go here for various cases.

https://www.utwente.nl/nl/ces/celt/

**Educational systems**
The support for educational systems lies with the BOZ, but the contact with the suppliers and with the maintenance of these systems lies with this department of CES.

https://www.utwente.nl/nl/onderwijssystemen/

**Student affairs coaching & counselling**
This department includes student psychologists and student counsellors.

https://www.utwente.nl/nl/ces/sacc/#openingstijden

**Language coordination point (TCP)**
TCP offers English, Dutch, German, and Spanish language courses, provides language courses, and offers a skill program for students.
Writing centre
This is where you can go if you are looking for support in writing scientific documents. https://www.utwente.nl/en/ces/tcp-language-centre/students/writing-centre/

For more information please visit the CES website: https://www.utwente.nl/nl/ces/ If you cannot find what you are looking for, do not hesitate to contact the SU.

5.2.3 Campus & Facility Management (C&FM)
C&FM, formerly the Facility Company (FB), is responsible for the buildings of the university and site. The C&FM’s activities include security, catering, contract management, events, purchasing, maintenance and reservations for all the buildings on campus.

Associations with a room or a pub have contact about these locations with the C&FM. They take care of the maintenance and when adjustments have to be made to the locations, this has to be done in consultation with them.

It is good to know that the Appèl contract applies in almost all buildings of the UT. This means that no use can be made of a caterer other than Appèl. There is no Appèl contract for the Sports Centre and the Bastille. For questions about these contracts, you can contact C&FM.

When organising events on campus, it is important to contact C&FM. For example, it is important for security to know that people are in the building after closing time in case of calamities. Every meeting outside office hours of more than twenty people must be notified in advance by the organising party. For more information, see: https://www.utwente.nl/en/cfm/

5.2.4 Financial and Economic Affairs (FEZ)
The service Financial and Economic Affairs (FEZ) has a policy supporting, controlling, and executive task with regard to the financial function. Student organisations often have little direct contact with the FEZ. Through the FES there are various insurance policies for students and especially for student organisations. Think of a travel insurance for, for example, study trips. More information about the insurances of the FEZ can be found at: https://www.utwente.nl/nl/fez/intranet/diensten/verzekeringen/.

5.2.5 Human Resources (HR)
The service Human Resources (HR) is responsible for steering the results and development of the employees in a continuously changing environment. In doing so, we strive for the right person in the right position. HR is involved in the inflow and outflow of employees and all facets that coincide with it. HR wants to be a sparring partner for the SU in the strategic development of the SU, the selection of new board members, or the placement of temporary employees. Since the SU falls under the CvB, the first point of contact is the HR manager of the CvB. For all other matters, please contact the secretary of HR secretariaat-hr@utwente.nl.

5.2.6 Library, ICT-Services & Archive (LISA, previously ICTS)
ICT-services offers you advice and support with all questions and problems in the ICT field. You can think of advice in the field of information, privacy (AVG) and security, purchase of hardware and software, and all other sorts of services. As an association, ICT-services can also help you. You can get into contact with them through the Sericedesk ICT: https://www.utwente.nl/nl/lisa/ict/
servicedesk/.
In addition, the University Library provides access to scientific literature and journals. An up-to-date collection of compulsory literature for all Educafé’s comes from the University Library.


You can find projectrooms in the Vrijhof (through the webroom booking app) and individual study spaces, collaboration places, and concentration workspaces. The collection of compulsory study books is also available within the University Library.

The UT Archive also provides advice on how and for how long you must keep the ins and outs and the history of your student organisation. These include, for example, administrative documents, reports, and other important documents from your student organisation. Want to know more about this? Please contact Gerhard Kleinsman via https://www.utwente.nl/nl/lisa/archief/archiefspecialisten/.

For more information see https://www.utwente.nl/lisa/.

5.2.7 Marketing & Communication (M&C)
M&C helps the University of Twente to firmly enter the market and ensure optimal communication between the university and the various target groups. The marketing and communication strategy of M&C is aimed at higher visibility and profiling; intake and recruitment of students and attention for ambassadorship. Student boards, student teams, and other student initiatives can go to M&C for, for example, using various channels for promotion of activities support for external publicity and the production of communication tools.

5.2.8 Strategy and Policy (S&B)
Strategy & Policy supports (the CvB of) the UT in formulating, shaping, monitoring, evaluating and adjusting the strategy. It also plays an important supporting role in the further implementation of Vision 2020. S&B focuses on the general institutional strategy of the UT (‘corporate strategy’) rather than on functional strategy (HR, Finance, etc.).

5.3 Alumni & Development Office
Officially, the Alumni & Development Office is part of the S&B department, but we have highlighted them here as they can be of importance for associations.

5.3.1 Alumni Office
Are you looking for alumni?

Even after graduating, the UT maintains contact with its more than 47,000 former students around the world. These former students, called alumni, can mean a lot to your association. For example, they can help organise introduction days, lectures, workshops or sponsoring. By keeping in contact with alumni, you increase your network as a director and the network of your members within the business community.

The Alumni Office coordinates, supports, and operationalises the alumni policy of the UT. It is the first point of contact within the UT for alumni and manages all the contact details of these alumni.
With the various (study, sports, student and cultural) associations at the UT, the Alumni Office works closely together on the contact between alumni and students. For example, it advises and supports the associations in making and implementing their alumni policy. In addition, the Alumni Office arranges the sending of newsletters or invitations to events of associations and provides support for the organisation of reunions. The Alumni Office also provides LinkedIn workshops. For more information, please visit www.utwente.nl/alumni, or contact Arianne Colenbrander (a.a.colenbrander@utwente.nl, 053 489 8942).

5.3.2 University Fund Twente
Are you looking for finances for an activity of your association?

Thanks to contributions from sponsors, the Foundation University Fund Twente enables special arrangements for the University of Twente and its students. Individual students and associations can apply for financial support from the fund in the form of a guarantee subsidy for various activities. Think of concerts, sports competitions and tournaments, symposiums and cabaret art: the University Fund is happy to help you a little bit. It involves contributions up to 1,000 euros, but larger contributions are also possible in special cases.

Together with the Study Tour Committee of the Study Associations Consultation, the fund also supports study trips, which of course saves on the budget.

Do you want to involve as many people as possible in your activity and at the same time make some extra money? Then make use of the crowdfunding platform www.steunutwente.nl. The Solar Team Twente, for example, raised more than €15,000 in 2017 with crowdfunding and was therefore able to drive through Australia with the best solar cells!

For more information, see: www.utwente.nl/ufonds, email to universiteitsfonds@utwente.nl or call Karin Lienesch: 053-489 2104.

5.4 Promotion within the UT
Every year, many activities are organised by the associations at the UT. These are promoted in different ways. In this chapter we list the largest promo resources at the UT.

5.4.1 LED Screens UT
There are three led screens at the UT, one opposite the Spiegel, one at the Vrijhof, and one behind the Horst at the UT entrance via “The Horstlanden”. The LED screens of the Vrijhof and Pinetum can be requested on the following website https://su.utwente.nl/en/led-screens or https://su.utwente.nl/led-schermen and the main entrance of the UT can be done via Olaf Stokkers: o.stokkers@utwente.nl.

5.4.2 Banner
Meadow Hengelosestraat
In the meadow at the front of the UT, there is a banner that is under the management of the Solar team. This banner is mainly used for bringing extra attention to larger events. To put up a banner in this meadow yourself, you can contact the Solar team. The quickest way to do this is by emailing: bannerframe@solarteam.nl.
Above the Horst entrance
A banner can also be placed above the Horst, which can be reserved at the Servicedesk of the Horst or at Nancy Heijenekamp: n.c.m.heijnekamp@utwente.nl

5.4.3 Poster pillars
Various poster pillars are placed across the UT and the city. Here you can place your poster for free.

5.4.4 Social Media
M&C manages various corporate social media channels, which you as a student board can sue. Think of Facebook, Twitter, Instagram, YouTube, etc. For all current information, see https://www.utwente.nl/en/social-media/.
- Deliver news and events for social media through: socialmedia@utwente.nl
- Takeovers: you can request a takeover for Instagram, see https://www.utwente.nl/en/social-media/student-ambassadors/social-media-takeovers
- Support: Do you have a question about the optimal use of your own social media accounts? Check: https://www.utwente.nl/en/social-media/support/

5.4.5 Other digital resources
News/events for students:
• Student News (monthly news mail); submitting via student-news@utwente.nl
• News overview for students
• Event overview for students
• Campus app:
  1. Register your event via this web form
  2. Place a message on the campus app's message board yourself
• SHOUT app: the SHOUT app allows students to save for UT gadgets by doing small UT assignments. Make a SHOUT assignment about your activity to give more publicity to your activity. Submit via shout@utwente.nl (editors determine placement)

News/events for employees:
Employee portal -> submit through this web form or via staff-news@utwente.nl.

5.4.6 External publicity / Handeling media
Are you organising a big event on the campus and considering external publicity? Then contact our publicity team through persrelaties@utwente.nl.
Do you expect much media-attention for your activity? Our publicity team organizes media training and can support you with this in various ways. Contact the publicity team through persrelaties@utwente.nl.
6. MUNICIPALITY OF ENSCHEDE

As a board member, you might have to deal with the municipality in a number of areas: permits and regulations, events and locations, municipal politics, subsidies, etc. Even with innovative ideas that can contribute to Enschede as a student city, you can turn to them. There are different entries for all these matters.

Contact point
The general point of contact for everything that concerns students in Enschede is Kelly Hammer. If you do not know where to go, if you have a question or an idea: call Kelly and she will help you. It’s that simple! We even have her mobile number for you.

k.hammer@enschede.nl
053-4817124
06-13347067

Requesting subsidies
Not only at the SU, but also at the municipality, you can receive subsidy for study events, especially if it adds something to the city center or puts Enschede on the map as a student city. Note: currently you do not have to do this at least 8 weeks in advance. On this page, you can read how it works and here you can also find the application form here: https://dloket.enschede.nl/loket/producten-en-diensten/subsidieverordening-culturele-activiteiten-2014

Administrative consultation
The SU has a six-week administrative meeting with alderman student affairs Eelco Eerenberg. Eelco also studied at the UT and did administrative work, so he knows the student world. With him, we discuss everything that concerns student life and the municipality. For example, we are talking to him about closing times of the catering industry, permits for events or housing. Do you want to put something on the agenda of this administrative meeting with the municipality? Please contact the External Relations portfolio holder (externebetrekkingen@union.utwente.nl).

Enschede Promotion
This is a foundation that makes a vibrant city of Enschede. This is why they manage the events agenda. They like it when a new event is being organized and are happy to help with this. They can help with the promotion, design, planning, permit applications, and other aspects concerning your event. When you work with Enschede Promotion, chances are that you can get a subsidy through the municipality.

info@enschedepromotie.nl
053 - 480 1970

Need help?
Are you unsure whether you can approach the municipality for a particular problem or what the best way is to approach them? The SU has a good relationship with the municipality and knows the ins and outs. Within our board, the External Relations portfolio holder undertakes this task. Do not hesitate to contact us when you have a question. Even if you already have contact with Kelly, Enschede Promotion or someone else from the municipality, we would like to hear this. We evaluate this service to students together with the municipality. If a contact is difficult or bureaucratic, we will discuss that.
7. FINALLY

The office of the SU is always open for a cup of coffee to get to know each other, for exchanging ideas, or for a fun talk. Our office is located in the Bastille on the 2nd floor, room 332. You can also reach us by phone (053-489)8006 and a lot of information can be found on our website www.su.utwente.nl.

And last but not least: do not forget to follow our Facebook page to stay up-to-date on all awesome events and trainings https://www.facebook.com/StudentUnionUtwente/.