

UNION BOARD GUIDE

Reference book for board members in Enschede
Academic year 2022/2023



Dear board member,

We are very excited to hear you have been selected to become a board member. You will greatly impact many students' lives, contributing to their personal development and making their student time more fun and livelier. You will also be responsible for your organisation, which will put you in a challenging and unique role. You have been chosen for this function for a reason and we have all the confidence that you will succeed with the help of the people around you and us.

We, the Student Union board, look forward to hearing your thoughts and ideas. Any points of interest or comments are worth discussing, so make sure to come by our office in the Bastille or send an [email](#) if you would like to have a conversation with us.

With this Board Guide we want to give you information and the tools to help you and your board members during your board year. Being a close community, we empower ourselves and our fellow students to achieve More Than a Degree and we hope to help in any way possible.

The Student Union board 2022-2023

The Student Union

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Next to this board guide, there is a lot of information on the [Student Union website](#) that can help you during your board year. If you cannot find what you are looking for on our website, you can always contact us via the contact details above.

Dear board members,

During the years that you study at the University of Twente, you will learn a lot about yourself. You'll discover your personal qualities and strengths. You get to know your fields of interest, you start thinking about your professional future. Of course, your study programme challenges you. But there is more you can do. Taking up a responsibility as a board member of a student association, is an example. Maybe you are a born leader, or maybe you have to step outside your comfort zone for this. It will, in any case, help shape your personal and professional 'portfolio'. And, let's not forget that, it will be great fun!

Tom Veldkamp (Rector Magnificus)

Bram van Uden



Hi, I am Bram van Uden and the president of the Student Union. As chair I am the first point of contact within the Student Union. My main goal is to support my board and associations to stimulate students to do More Than A Degree!



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Student Union

The Student Union has the capacity to help you with many aspects in your board year. Therefore, we would like to tell you a little more about what we do, so you understand what we can do for you. The Student Union was established in 1998 by the University and is run by 100+ students, because naturally students know best what the needs are, to stimulate personal development and wellbeing of all UT students.

Vision: More Than A Degree

We believe that your student time is more than just studying. This is why we try to do everything we can to make it as memorable, educational, and inexpensive as possible. You can therefore see us as the representative of students and organisations.

The Student Union's mission is as follows:

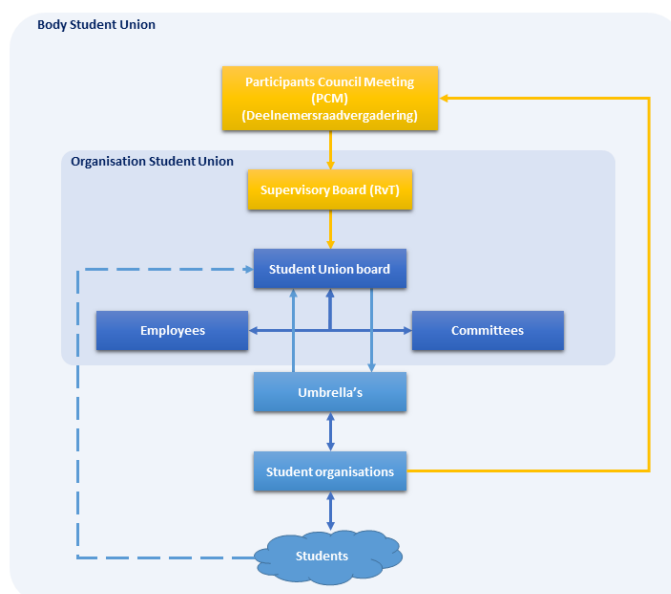
“Everything we do is done for our fellow students - to empower them to achieve More than a Degree.”

The Student Union does this by stimulating students to develop non-curricular competencies. Whether you develop your personal competences by joining a committee, becoming entrepreneurial by having a start-up or many other ways, the Student Union stimulates and facilitates in this personal development of achieving more than a degree. The Student Union provides facilities like trainings, accommodation, financial support, advice and deals for boards like yours.

We also make policies on everything that has to do with extra-curricular activities, like student sports, culture, entrepreneurship and the introduction to the living environment. These are made by having close contact with the UT and having regular meetings with, for example, the Executive Board, the Campus Facility Management, the program directors or the Events office. This position is used to form a bridge between students and the UT and to defend student interests.

Organisational structure

The organisational structure is visualised in the graphic below. Note that the multiple boxes will be further explained in this section.



Student Union board

The Student Union board consists out of [six fulltime board members](#) who join the board for one year. There are two moments where board members change, to ensure continuity: in september four board member positions and in february two board member positions are changed.

Each board member has been assigned a number of portfolios. As a representative, each board member is in regular contact with various respectively involved parties. They, for example, consult the umbrella associations, who know what is going on in the relevant student sector to ensure they remain informed about what is happening to the students they represent.

Committees & Employees

We have various events and initiatives which support us in achieving our policy-related goals. Examples of these events are: the Kick-In, Create Tomorrow, TedX, the Buddy Program, but also the More Than A Degree Awards. They are organised by parttime or fulltime committees. They are supported by one (or more) board member(s) and keep in close contact with the entire organisation.

These committees and board members can count on the help of a number of (student) employees. The tasks of these employees range from managing our socials to making deals with companies especially for UT students. You can find an overview of the employees at our [website](#).

Umbrella's & Student Organisations

The Student Union is the main organisation for all other student organisations (like you). Since there exist over 152 student organisations in Enschede, all organisations are categorised in sectors, each with their own umbrella organisation, which is the connecting link between student organisations and the SU. They can help student organisations within their sector with multiple overarching themes and can make the connection between organisations within the sector. Therefore, first try to see whether there is support from the other associations in the umbrella, as can be found on the [give it a go site!](#) The different umbrellas with their contact information are:

World sector – [UniTe](#)

Social sector – [P.K.v.V. Fact](#)

Study sector – [Organisation of Study associations](#)

Sports sector – [Sports Umbrella Twente](#)

Culture setor – [Apollo](#)

Supervisory board

The Student Union is supervised by its Supervisory Board. The Supervisory Board consists of four student representatives (who each represent a sector) and four non-student members (who are experts in the field we make policy in). It can be compared to a GMA (General Members Assembly). The Supervisory Board has to approve major policy/budget plans, high-impact decisions, decides in case of appeals and appoints new board members. It is recommended to know your student representative because they have a direct say in the things we do on behalf of your organisation. You can find them and our [policy and budget plans](#) on our [website](#).

Participants Council Meeting

Every recognised student organisation (including you) is considered as a Participant and has certain rights. For example, you have the right to appoint the supervisory board members and you have the right to be informed on financial plans, annual plans, strategic plans and reports. The voting and information that will be provided to you is organised in the Participants Council meeting, which takes place at least three times a year. You will be invited to these meetings in advance and we advise you to attend these

meetings with one or two board members. It will provide you with information on what is going on in the broader student activism population and it gives you the opportunity to give input on our (proposed) plans that (in)directly influence your organisation.

General point of contact

During the board year, you might 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 three ways: you can notify your umbrella; you can check our website for information; or you contact the Student Union as a general point of contact. It is best to first discuss the situation with the umbrella before going to the Student Union, but sometimes matters can be urgent or concern the Student Union directly. Since the Student Union 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 Student Union in such cases!

Board Improvement Programme

The Board Improvement programme helps you get the most out of your time as an active student. The programme consists of various workshops and events that will help you and your team during your board year. Whether you are doing a full-time or part-time board: there are plenty of opportunities that will teach you a lot of useful skills and that will bring you into contact with board members from other associations. More information can be found on our [website](#).

Pre-board training (June)

The pre-board training sessions are specifically aimed at students who will begin a full-time or part-time board year at the start of the coming academic year, but they are open to all interested students. Experienced ex-board members will share their knowledge and experiences to kickstart your board year. During these interactive sessions, participants learn practical skills that you can use for their specific board function. But, they also get the chance to meet their fellow chairs/treasurers/etc. and talk about possible projects, plans and ambitions.

Professional board workshops (in the first months of your board year)

As part of the Board Improvement Programme, the Student Union supports full-time boards by sponsoring training courses from professional training agencies. Together with a professional coach, you get to enjoy multiple private sessions that are tailored to your board's needs. You can follow these training sessions throughout the year, but preferably at the start of the board year so you can use the skills learned during the entire year.

Part-time boards can also apply for a free professional board workshop. These workshops have been developed by a professional training agency and will be given by students that have been trained by the agency that developed the trainings. Topics for these workshops are *Working together effectively*, *Making work agreements and delegating*, *Timemanagement*, *Individual personalities and teamwork*, *The key to effective meetings*.

Each association can apply for **one free training course per academic year**. You can sign up for a workshop [here](#). The part-time courses can also be bought if you have had one free training already, fill in the form to receive more information.

Board Minor (November)

In 2020, a board minor pilot started which was created by a very enthusiastic teacher, Martin Rosema. This minor of 15 EC gives you the possibility to learn about the governance of organisations while simultaneously running your own student organisation as a board member. This minor will be a great opportunity for board members to personally develop themselves even more during a board year and it is also a great way to reflect upon and improve the governance of your organisation! The minor will start in November this year, but can also be joined later if your board year only starts in February, contact m.rosema@utwente.nl for more information. You can find an overview of the minor and the application process at [this webpage](#).

Board weekend (February or March)

The board weekend takes place around the beginning of the third module of the new academic year. Board members of all kinds of associations meet together for a weekend filled with interesting

workshops, fun activities and drinks. During this weekend, boards that would not normally meet get a chance to connect and learn from each other.

Various workshops and speakers (throughout the year)

Next to the fixed Board Improvement Programme elements, the Student Union organises sessions throughout the year with varying topics and speakers such as the [Kroegcollege](#), where you can bring the workshop to your pub. Sign up your association [here](#)! The SU also organises Board Sharing Sessions which are organized brainstorming sessions with all boards of Enschede about specific topics. You will get an e-mail with further information as soon as the next one is planned!

Activism Recognition (three months after your board year)

The Activism Recognition is an official (online) certificate signed by the Rector Magnificus and the Student Union that shows you have seriously contributed to the university and the student community during your board year. To obtain the Activism Recognition, you are asked to write a short reflection report about your personal development during your board year. The report has to be handed in within three months after you have handed your tasks to your successors and the procedure, guidelines and specific requirements can be found [on our website](#).

Union Services

Activism Grants

FOBOS, in Dutch, stands for Financial Support Special Circumstances of Students. This support ensures that if you have experienced a study delay due to special circumstances, you can receive a scholarship for this. Within FOBOS there are four types of scholarships, namely a top-level sport grant, a top-level arts grant, a force majeure allowance, or an activism grant.

The Student Union has an advisory role for the grant in the category of activism. An overview of the FOBOS in 2021 and 2022 including an overview of organisations eligible for receiving grants can be found in the [FOBOS regulations](#).

The Activism Grants are split up in 5 categories:

- Category 1: Activism that is easy executable besides your studies (next to your study week of 40 hours). No grants are given to activism in this category. E.g. students who are doing a part-time committee for an insubstantial amount of hours a week or students that are leading a very small organisation.
- Category 2: Activism in this category is activism that is not easily done besides one's studies. For example part-time or full-time boards.
- Category 3: This is a separate category with grants for boards, approved by the Executive Board. For example, the Kick-In Committee, Create Tomorrow, etc.
- Category 4: This is separate FOBOS for the student teams.
- Extra & Incidental category: The remaining grants are put in this category. This FOBOS budget is mostly available for committees or small boards and it is divided by the Umbrellas and the SU. Contact your umbrella for more information.

In the information document of FOBOS on the [Student Union site](#), you can find an overview of the requirements to be eligible to receive fobos and the changes in the policy for the next calendar year.

Application Process

Activism grants can be applied for per calendar year because the financial circle of the UT works with calendar years. **No more than 1 grant per month** can be awarded in the active period. This means that grants can only be distributed to a student in the exact months the student was active. When your activism activities are continuous in calendar years, you have to request grants for the months grants in January 2022 for your active months in 2021, and in January 2023 for the calendar year 2022.

The application process for activism grants is dependent on the category in which the application falls. The policy for the first four categories is reviewed every year. This policy determines how many grants can be divided per sector.

- December: The CPO will send an e-mail that the application procedure starts from January till March. More information on how to request grants will be included.
- January – March: Application Procedure period
- March: The CPO will check whether all students who applied are eligible for a grant. If a student is not eligible for a grant, the contact person will receive a message about this and he or she will have to send a new distribution.
- Before April 1st 2023: The students who receive a grant must confirm this before **April 1st. 2023**.

Promotional Channels

As a recognised association you have the right to be promoted by the Student Union. For the promotion there are specific requirements that apply; such as that promotion for an event should be accessible for everyone. Below you can read the rights and requirements you have as association.

Rights

- Recognised associations from the student union have the right to make use of the following channels:
 - Request for item on the [LED Screens](#)
 - Request for an [association flag](#)
 - Request for an association flag only once every three years
 - Request for story and feed post Student Union Instagram (e-mail us)
 - Max. 1 feed post per year per recognised association
 - Request for item in the Student Union Newsletter (e-mail us)
 - Request for promotion on the [events page](#)

Requirements for promotion

- No recruitment (new board members or members)
- Promotion of event should be accessible for everyone
- All promotion material should be delivered by the recognised association itself
- No advertisements for products
- All language should be in UK English, see language guidelines
 - Dutch subtitles or commentary Dutch translations are allowed as well, but only if English is not possible or hard to realise

Uniondeals

The Student Union arranges exclusive deals for all the students at the University of Twente, the Uniondeals. For example discounts on trips, services, clothing, sports, food & drinks, renting a car, etc! You can find the deals and more information on [our site](#).

Grolsch and Vrumona are the strategic partners of the Student Union. They offer several facilities and services for students here at the UT. For example, affiliated associations receive a discount on the purchase of beer and soft drinks.

Subsidies

You can also make use of some subsidies to stimulate e.g. extra-curricular activities for and by students! This includes the More Than A Degree initiative fund, which associations can use as financial support to organise events and the More Than A Degree service fund, for translations, articles, and ERO. Also, we offer the More Than A Degree Top Sports Fund, which can be used by athletes to support them financially.

More information about the criteria and other subsidies can be found on our [website](#).

Next to these subsidies, we offer rentable spaces (offices) in the Bastille for student boards. We make sure that this is offered at a payable price for every board, by offering subsidy to these associations.

External Affairs

For questions related to external relations, you can always contact the External Affairs portfolio holder. This includes questions about sponsoring, interests between sponsors and media expressions.

Boards of the study associations can ask questions during the monthly meeting with the board members who have the function external affairs; for other boards, the portfolio holder can be reached via [e-mail](#) or telephone (053 – 489 8006).

Legal

Every student association should have official documents called statutes or by-laws. These documents describe how the association is set up and what rules and regulations it uses. For all types of associations, well-written statutes are needed to provide all lawful aspects to successfully register at the Chamber of Commerce (Kamer van Koophandel). Damsté is a specialist in setting up and adjusting statutes for associations, and they can help with a lot more legal issues!

The Student Union made a [UnionDeal](#) with Damsté, which provides you with notarised **help for the creation and modification** of the association statutes.

If you want to use the UnionDeal, please make contact with Damsté Advocaten - Notarissen. Send an email to info@damste.nl and make sure you address the Damsté UnionDeal in the title or text.

Insurances

- Directors Liability Insurance
The Directors' liability insurance (also known as D&O or BCA insurance) insures claims that can be brought by third parties against the directors and supervisory directors of a legal person in connection with (alleged) improper management. This policy will cost 50 euros annually, with an insured amount of 1000000 per event/claim. Student organisations can apply for this insurance by sending the filled-in application before July 1st to voorzitter@union.utwente.nl. The application form can be found [online](#).
- Fire and events insurance
Information about these insurances can be found on our [website](#).

Event Calendar

The Student Union has an [event calendar](#) on the Student Union website. This calendar 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 Batavierenrace 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. Moreover, you can also use the calendar if you want to promote your event to all the recognised associations! Note that this has no link with the Events office but it is just a system to visualize all events that are organized. The event itself must still be registered with the [Events Office](#).

Look after your friend training

The Student Union and the UT psychologists have set up a training about student mental well-being together. As a recognised association, you can also sign up your association, so that your members can join a training organised specifically for them. In that way, your members will be able to learn more about student well-being in a safe and familiar environment.

Your time as a student can be a lot of fun but it can also be difficult sometimes. A lot of students who experience problems regarding their well-being, such as stress, depression, or anxiety, first turn to their friends to talk about it before talking to anyone else. For a friend this can be difficult sometimes and the situation might raise a lot of questions: 'how can I help my friend without letting it affect myself too much?' and many more.

The training consists of 2 sessions of both 1,5 hours, which are complementing and can therefore not be followed separately. During these two sessions, the following topics will be discussed:

- Practical tips on looking after your friend
- Supporting a friend through the student journey
- Understanding your friend's diagnosis
- Knowing your services: getting professional help in- and outside of the UT

Furthermore, participants will receive an extensive guide with information and tips on how to look after their friends and themselves. You can find more information on the [website](#) of the Student Union and on the [Canvas page](#) of this training.

You can sign up your association via the [website](#) of the Student Union. If you have any questions about the training, please contact the well-being team via m.meijer-2@utwente.nl.

UnionBuildings

The Student Union is responsible for several buildings of the University of Twente. This means that the Student Union may use the space in these buildings in accordance with its objectives. In practice, these spaces are made available to associations, student entrepreneurs, and for events and facilities with added value for the student. The UnionBuildings are: the [Bastille](#) on the campus, the [Watersportscomplex](#) at the Twentekanaal, the [Pakkerij](#) in the city and the [Wallstreet](#) in the city. Want to organise an event or meeting? You will find more information on the pages of the relevant buildings which are on our website.

The Bastille

The Bastille is the student building at the centre of the campus and is owned by the Student Union. The building houses many facilities which could be useful for you (and your board) could be:

- **The Atrium:** If you plan to organise a party or an event, then the multifunctional Atrium offers many opportunities. The Atrium is also an ideal location for lunches, symposia, drinks, and presentations. A reservation can be made by filling in the reservation form at the [website](#).
- **The Unionshop:** a shop where all sorts of things that stimulate a nice student time are rented or sold. For example, you can rent a beamer for your presentation or a GoPro. The shop also offers various services. 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 board, please call (053 – 4896703) or [mail](#) the service desk of the Bastille to book a room!
- **Offices:** Several associations, committees, and organisations have an office in the Bastille. At the moment we still have several rooms available. So, if you are looking for an office space, [let us know](#).
- **Incubase:** Student entrepreneurs have the opportunity to rent an office for their start-up. It is the perfect location to shape your start-up, because of the low rent and because other entrepreneurial students are nearby. More information can be found [here](#).
- **Global Lounge:** a 'living room' consisting of three rooms that are located in the Bastille. These rooms can be used for workshops, activities, and events that have an international aspect. So would you like to organise an international activity with your association? Then make sure you use this living room! More information and reservations can be found [here](#).
- There are also other spaces and facilities which can be used or reserved. Look at [this](#) page for the full overview.

Wallstreet

Study space the Wallstreet is the ideal place for a quiet day of studying. Right in the centre, wide opening hours, and a coffee machine within reach. The Wallstreet can be found at Walstraat 47.

The Wallstreet is also available during the evening. For example, for a General Members Assembly for your association or for a meeting with your dispuut or committee. However, a fee will be charged for opening the building after opening hours. For more information and reservations, you can [email](#) or look at our [website](#). This study space is made possible by the UT, De Veste, and the Student Union.

MySu (free member and finance administration)

For many associations, keeping the administration of members and finances takes place in various excel files that must be kept up to date. Not only is this extra work, but there is also a greater chance of errors. Maintaining the backend of a website is also not the easiest. MySU can help with this, MySU is a platform where associations can easily keep track of their member administration and finances in one place.

MySU is intended for both board members and association members. For members, it is a platform where they can easily access their information and see what costs they have incurred over a certain period. Depending on the functionalities that the association wants, a member can, among other things, register for activities, become part of a committee and access the documents of the association.

MySU's main function is to keep track of all records of associations' members. To do this in the best way possible, the application consists of three different 'sides'; general-, board- and member side. At the board side, most of the functions are located. As a board member the application gives different advantages that make life easier. The main function of the application is to be able to keep track of all records of the associations' members. Having a clear overview of your members and their information. In addition, finances can be done using the applications, including membership and events. To do so, the board has distinct functions/panels on their 'side' of the application, regarding: association, members, finances, events and settings.

If you are interested in MySU, please contact m.j.a.vanschagen@utwente.nl.

University of Twente

As board member of a student organisation within the UT, it is sometimes useful to know how the structure of the UT works. Therefore, we provide you with a short summary on this. Note that this does not include all the details, so if there is anything you would like to receive more information on, you can always contact us or the department/service in particular.

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

UT Services

The organisation of the UT is placed under eight service departments that support the organisation in all its matters. The Student Union is in contact with these services on a regular base so if you have any questions for instance on who to contact from a certain service, you can always ask us. Below, the abbreviation of each service is given and the useful services will be explained briefly.

Campus & Facility Management (CFM)

CFM is responsible for all the facilities (including the buildings) on campus. This includes security, catering, events, maintenance and reservations for buildings. As a student organisation, you will probably be in contact with them in the case your board room or other accommodation is within one of the university buildings. Note that for the Union Buildings (including the Bastille, Pakkerij and Watersports Complex) the Student Union is responsible for the overall policy and CFM is responsible for the maintenance of the building. If you are in doubt who you have to contact, you can always ask us and we will help you out.

Marketing & Communication (M&C)

This department helps te UT to firmly enter the market and ensure optimal communication between the university and the various target groups. As a student organisation, you 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. The Student Union is also in close contact with the spokesperson of the UT that can advice on for example talking to press or communicate in a clear and proper way. If you wish to receive advice on this as well, you can always reach out to us.

Centre of Educational Support (CES)

As a student, you have the most direct contact with CES. They deal with the admission and registration of students, they facilitate the student service desk, they include the student psychologists and student counsellors and a lot more. An extended list of what they do can be found [here](#).

General Affairs (GA)

GA includes the administrative support of the Executive Board. Most associations have little direct contact with the Executive board since this is often handled through the Student Union or the University Council. If you want to raise something at the Executive Board, please contact one of these parties.

Strategy & Policy (S&P)

The S&P department supports the UT – and the Executive Board in particular – in formulating, shaping, monitoring, evaluating and adjusting the strategy. It for example plays an important role in the implementation of Shaping2030, which is the longterm strategy of the university. The Student Union is in close contact with this department with regards to writing and implementing policy. They for example advice us in how to set up annual plans or strategic goals. If you wish to get advice of matters related to this, you can always contact us.

Financial and Economic Affairs (FIN)

The service FIN has a supporting, controlling and executive task with regard to the financial function. Student organisations have little to no contact with this service. The only facility that is related to FIN, are the various insurance policies for students or student organisations. More information about this can be found [here](#).

Human Resources (HR)

The HR department is responsible for steering the results and developments of all employees within the UT. The HR department is also responsible for the working of UT flex which is the system that registers and arranges job payments for all student jobs offered by the university. As a student organisation, you have little to no contact with this department.

Library, ICT-Services & Archive (LISA)

This department offers you advice and support with all questions and problems in the ICT field. As a student organisation, think of advice in the field of information, privacy (GDPR / AVG) and security. For questions related to this, you can contact the [ServiceDesk ICT](#). Furthermore, this service also facilitates the booking of project rooms, study spaces and other collaboration spaces.

Language guide

This chapter is to inform you about the important resolution pertaining to UT's Language Policy, i.e., the fact that the British variant of the English language is to be used for corporate texts according to the UT-wide communication protocol. We as the Student Union want to encourage following these guidelines regarding the use of British English. By making a group effort in following the same guidelines, we will ensure professional and consistent communication.

The UT uses British standard English (without Oxford spelling), so we spell words such as organise using the suffix “-ise”. The complete UT English Style Guide that deals with all aspects of writing English can be found [here](#), with a short summary of the guide under the heading User Guide. Moreover, if you are not sure about the spelling of a specific word, you can always consult the UT [glossary](#). Other tools offering writing support can be found [here](#).

Finally, if you would like to have your English checked, the UT Language Centre offers a free editing service for texts that are non-academic which can be found [here](#). If you have any questions concerning the UT English Style Guide or if you find a word missing from the glossary, do not hesitate to contact the UT Language Centre at translations@utwente.nl.

In Memoriam protocol

Unfortunately every year some students die due to a (study related) accident, illness or suicide. The University of Twente does have a protocol how to handle in these situations.

Important aspect of the protocol is that all actions of the University of Twente are discussed with the family of the student. So it is up to the family whether for instance:

- An in memoriam will be published
- Flags will be down
- Advertisement will be published
- An in memorial meeting will be organized
- And also if/how fellow students will be informed

If you as an association become aware of the death of a student of the University of Twente and are not sure on how to approach this situation, do not hesitate to contact the [portfolio holder well-being](#) of the SU for help.

UToday

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 UToday, they will then review it and possibly (maybe after editing) publish it. You can contact them via utoday@utwente.nl.

Events Office

When organising an event on campus, it is important to contact the Events office which is part of the CFM department. The reason for this is because it is for example important for the security to know that people are in the building after closing time in case of calamities. They can also advise you when organising an event based on their experiences and knowledge. Furthermore, they can help you in arranging BHV or advise you in organising a save event. See for more information for organising activities the [webpage](#) of the Events Office.

Alumni Office

Even after graduating, the UT maintains contact with its more than 50,000 former students around the world. These former students are called alumni and can mean a lot for your association. They can for example help you organise introduction days, lectures, workshops or sponsoring. The Alumni Office is the first point of contact within the UT for alumni and manages all the contact details. If you wish to contact any (or multiple) alumni to invite them for an initiative/event or would like to keep in contact with them for something else, you can always reach out to this office. More information can be found on www.utwente.nl/alumni.

Municipality of Enschede

There are several instances where you would potentially have to deal with the municipality, e.g. events and locations. The general point of contact for everything that concerns students in Enschede is Puck Kemper (p.kemper@enschede.nl). If you do not know where to go, if you have a question or an idea: e-mail Puck and she will help you.

We also have a six-weekly meeting with the alderman (in Dutch: wethouder) of student affairs. For example, we are talking to her about student well-being, closing times of the bars, permits for events or housing. If you want to add something to this agenda, have a question or you are having troubles of any kind with the municipality, e.g. if a contact is difficult or bureaucratic, you can let us know and we can help you. The Student Union has a good relationship with the municipality and knows the ins and outs. Within our board, the External Relations portfolio holder undertakes this task and is the contact point (externebetrekkingen@union.utwente.nl).

Requesting subsidies and Enschede Promotion

One point of importance is requesting subsidies for study events, especially if it adds something to the city center or puts Enschede on the map as a student city. You can find the application form [here](#). All information is written in Dutch, however English applications will also be accepted. Especially chapter 1, 2 and 6 (and the appendices regarding those chapters) are important! To increase your chances for a subsidy, you can work with Enschede Promotion, who manage the events calendar. They are enthusiastic to help with the promotion, design, planning, permit applications, and other aspects concerning your event. Contact by at info@enschedepromotie.nl or by phone via 053 - 480 1970.

Finally

The office of the Student Union 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](#).

Do not forget to follow our [Instagram](#) to stay up-to-date on all awesome events and trainings.

Last but not least, do not forget to have fun during (the remainder of) your board year!