

The logo of the University of Twente, consisting of a series of thin, curved lines that form a stylized, abstract shape resembling a lowercase 't' or a similar letter, positioned on the left side of the page.

UNIVERSITY OF TWENTE.

**ISA subsidy programme
Subsidy Conditions for
International Student Associations**

CES - Scholarship Office
& International Relations

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COLOFON

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DEFINITIONS

- CES SOIR: The unit International Support of the Scholarship Office & International Relations (SOIR) department of the Centre for Educational Services (CES), which awards ISA subsidies to International Student Associations
- ISA: The International Student Association that can apply for an ISA subsidy.
- ISA subsidy recipient: The International Student Association which has been awarded an ISA subsidy to subsidize activity and/or the International Student Association which has been awarded an ISA advance
- ISA Subsidy request: request for an ISA subsidy submitted by the ISA via e-mail
- ISA Subsidy Allocation Letter: ISA subsidy awarded to the ISA by CES SOIR as funding for activities as described in the ISA subsidy conditions

INTRODUCTION

The University of Twente (UT) greatly values international students being actively involved in the university community. The UT provides subsidy means to financially assist International Student Associations (ISA). Subsidies are allocated based on a subsidy request and up to a maximum of €2K per academic year per association. The subsidies supporting ISA's, are in principle a contribution to management of activities and subjected to the conditions as specified in this document. The subsidy may be allocated to ISA's who contribute to the vivid international including environment the university aims at.

ISA's are important for the University of Twente because:

They play an important part in making new international students feel at home while studying and living at the University of Twente;

1. They help international students connect with Dutch students and the overall university community;
2. They give international students a voice. In UniTe, the Platform for International Students, students are able to discuss the university policy on internationalization;
3. They contribute to marketing and recruitment efforts of the University of Twente. With the associations' websites and their activities, they visualize what it is like to study at the University of Twente. In addition, they help answer questions of international students considering studying at the University of Twente.

The subsidy is herewith referred to as ISA subsidy in this document.

Role of CES SOIR

The unit International Support of the Scholarship Office & International Relations (SOIR) department of the Centre for Educational Services (CES) is responsible for a proper governance of the ISA subsidy, from allocation of the funds up to and including assessment of use of the ISA subsidies by ISA's. CES SOIR has an advisory role to the Student Union and Unite in this regard.

The ISA subsidy conditions as described in the document, form an integral part of the ISA subsidy award for ISA subsidy recipients, and provide an overview of the mandatory requirements and conditions that apply to the ISA subsidy recipient. By submitting a subsidy request to CES SOIR the ISA accepts these ISA subsidy Conditions.

CES SOIR is responsible for providing the ISA subsidy with these ISA subsidy conditions, either through the Student Union, and/or Unite, and or directly to the ISA subsidy recipient.

1. GENERAL TERMS

1. The ISA subsidy conditions do not apply to National Student Associations.
2. The activities made possible by the ISA subsidy, are carried out under the responsibility of the ISA subsidy recipient.
3. The Board of the International Student Association introduces itself to CES SOIR at the beginning of their appointment.
4. Attendance at meetings of the umbrella organization UniTe is expected.
5. CES SOIR, as well as the ISA subsidy recipient, is required to cooperate in surveys or evaluations conducted by the Directorate Board of the University of Twente, and to provide the requested information.
6. The ISA subsidy recipient personal data may be used by the CES SOIR for administrative, assessment, selection, and evaluation of the program, in accordance with the Dutch Personal Data Protection Act (Wet Bescherming Persoonsgegevens).
7. If the ISA subsidy policy is violated by the funding of a particular activity, because for instance circumstances have changed, CES SOIR can issue binding requirements regarding the activities funded by the ISA subsidy.
8. ISA's are not allowed to offer or give or solicit or accept from a third party any gift, reward, compensation or benefit of any kind in any way that could be construed as illegal or corrupt. Any such practice could be grounds for CES SOIR to withdraw the entire subsidy or parts of the ISA subsidy allocated.
9. All materials wholly or partly produced with the help of the ISA subsidy, with the exception of images and illustrations, must be published under the Creative Commons License – Attribution Non-commercial. As a result, third parties wishing to make use of these materials are required to cite (attribute) the work in the manner specified by the author or licensor and the citation or reuse should in no way imply that the author or licensor endorses the scope of the derived work. Third parties are not permitted to use the work for commercial purposes.
10. CES SOIR accepts no responsibility, financially or otherwise, for expenditures (or liabilities emerging from these expenditures) or liabilities arising from activities funded by the ISA subsidy.
11. The ISA subsidy recipient must keep all ISA subsidy administration for 7 years after the ISA subsidy has been settled and the file has been closed.
12. The ISA subsidy recipient is responsible for administrating the ISA subsidy. The ISA subsidy administration entails a range of activities and obligations, which are set out in this document.
13. CES SOIR is responsible for informing (future) ISA's about the details (e.g. aim, criteria, application and selection process, etc.) of the ISA subsidy.

14. The ISA subsidy conditions are applicable to a specific application deadline. CES SOIR must take note which version of the ISA subsidy conditions apply to each deadline.
15. CES is authorized to deviate from the provisions in the ISA subsidy conditions in exceptional circumstances if implementation and/or execution of the ISA subsidy conditions result in injustice or inequities of considerable nature. When applied, the application of this provision will be stated in a well-founded decision.

2. ISA SUBSIDY REQUEST

16. The ISA can submit a request for an ISA subsidy.
17. The ISA can put forward an ISA subsidy Request for the activities the ISA intends to organize in the current academic year. The ISA must use the invoice guide in Annex 1 to request the ISA subsidy. Any other format used is not accepted by CES SOIR as an ISA subsidy request and as such will be discarded.
18. The following criteria apply to the ISA subsidy programme:
ISA Subsidies are given for activities that:
 - a. Promote integration and interaction on campus; and/or
 - b. Contribute to the visibility of international communities on campus; and/or
 - c. Are accessible for all UT students; and/or
 - d. Stimulate cooperation between student associations; and/or
 - e. Enhance diversity, tolerance and understanding;
19. ISA Subsidies may not be used for:
 1. Board expenses, or
 2. Travel expenses, or
 3. Commercial purposes, or
 4. Members only events.
20. The ISA must submit the ISA subsidy request by first Friday of December each current academic year. ISA subsidy requests that are not submitted before aforementioned deadline will not be accepted by CES SOIR under any circumstances.
21. The ISA can only submit one ISA subsidy request per academic year.
22. An ISA subsidy request is made by submitting an invoice according to format via e-mail to CES SOIR. The format is found in Annex 1.

2.1. Additional advance for Pick-up Service

23. ESN can request an additional ISA advance for the Pick-up services, hosted during the Kick-in Introduction programme. This ISA advance is limited up to an amount of €2K per academic year.
24. The ISA additional advance is exclusively for the activity mentioned under article 21 and is only available upon supply of an invoice to CES SOIR.

25. The additional ISA advance in this regard is not limited to the ISA subsidy request deadline. However, the additional ISA advance is to be requested by an ISA maximum 8 weeks prior to the start of the Kick-in Introduction weeks.
26. The ISA is expected to report on factual costs 2 weeks after the activity has occurred, by means of Excel by ESN. If activities are employed by other ISA's, ESN must compile them in Excel.
27. CES SOIR will assess the factual costs in view of any ISA advance payments to ESN.
28. Consequently, and upon a shortage in ISA advances allocated, any further payments up to a maximum of €2K per academic year will be settled and is to be paid by CES SOIR, if necessity is proven. This is assessed on a case-by-case basis.
29. Consequently, and upon an excessive allocated advance, reimbursements are applicable within the academic year, payable by the requesting ISA to CES SOIR. CES SOIR will prepare an invoice in such case, stated the details of the ISA concerned.
30. All conditions applying the ISA subsidy apply to the ISA advance.

2.2. ISA subsidy

31. The ISA subsidy is a contribution towards the costs of execution of the activities mentioned under article 18.
32. The amount of the ISA subsidy to be allocated by CES SOIR, is depended on the outcome of the assessment of spending of the ISA subsidy by the ISA in the preceding academic year. Assessment is based on the submitted financial and narrative report. More on this in article 53 and onwards, in this document.
33. In case an ISA is in the position of making a substantial revenue (e.g. >€1K) and have a substantial reserve (e.g. >€2K) CES SOIR expects a lower ISA subsidy request for the following academic year (min. <300 euro's) from said ISA.
34. The ISA subsidy recipient is explicitly responsible for:
 - a. organizing and conducting activities to which the ISA subsidy is awarded;
 - b. monitoring the implementation of activities, keep the administration accurate and up to date during and after the activity;
 - c. making information on the activity available on request by CES SOIR;
35. CES SOIR will let the ISA know before 1 January of the each academic year whether the ISA subsidy is allocated, through an ISA subsidy Allocation statement. Financial Allocation of the ISA subsidy will follow within 4 weeks after the ISA subsidy Allocation statement.
36. It is not possible to object to the decision of the allocation of the ISA subsidy request.
37. The ISA subsidy period: The nominal ISA subsidy period starts on the first day of the academic year and lasts until the last day of the academic year, according to the [official academic calendar](#) as published on the UT webpages.
38. The ISA must not receive more than one ISA subsidy during an academic year.

2.3. ISA subsidy administration

39. The ISA subsidy recipient must keep an administration that complies with the following:
 - a. Procedures allow for an efficient implementation of the subsidy;
 - b. The administration is open to external audit;
 - c. Files concerning the allocated ISA subsidy must be kept for seven years after subsidy settlement;
 - d. The ISA subsidy recipient must be able to provide orderly records from which it can be established that expenditures are taking place in accordance with the ISA subsidy award and the applicable ISA subsidy conditions.
40. CES SOIR has the right to perform infrequently-held audits as part of CES SOIR control system. The ISA subsidy recipient must provide CES SOIR with all necessary details to ascertain whether the expenditures are in agreement with these ISA subsidy conditions and the submitted report, if so requested.
41. The ISA subsidy recipient is obliged to establish processes and/or to take other measures in order to prevent fraud or other illegitimate use of the ISA subsidy. If (suspicion of) fraud occurs, this should be reported to CES SOIR immediately.

2.4. Payments by CES SOIR

42. All payments will be made in Euro's (EUR).
43. All payments will be made in name of the ISA subsidy recipient to the bank account number known to CES SOIR.
44. The ISA subsidy recipient is responsible for providing CES SOIR with the correct bank account details. Consequences arising from not providing these details, or not providing them on time, will be the ISA subsidy recipient's responsibility.
45. Reporting is done by the ISA subsidy recipient a.k.a. the International Student Association. Third parties may be consulted. However, subsidy is not granted for costs made by third parties.
46. Reporting is done by submitting a final report. The final report consists of a narrative report and a financial report. The formats for both reports are found in Annex 2.
47. This report contains all information regarding the activities employed with support of the ISA subsidy by the ISA over the preceding academic year. The report is in accordance with the ISA subsidy award and these conditions.
48. The ISA subsidy recipient is required to submit a final report through e-mail and upon request of CES SOIR.
49. The deadline for reporting is 1 July each academic year.
50. If an ISA advance is allocated, the ISA is expected to note this in the reporting.
51. If the ISA subsidy recipient does not fulfil the reporting obligations, CES SOIR can decide to cease further payments related to the ISA subsidy, and amend, settle or withdraw the ISA subsidy and/or demand the refund of payment of all or part of any transferred funds. The same applies to ISA advances.

52. If the reporting deadline is exceeded, CES SOIR is entitled to settle the ISA subsidy at a lower amount or at zero, reclaiming all or part of the advance payments. Initially, CES SOIR will start a reminder process to obtain the final report.
53. Submitting the final report will be considered as a request to settle the ISA subsidy.

3. SETTLEMENT OF THE ISA SUBSIDY BY CES SOIR

54. CES SOIR will determine the exact ISA subsidy amount within 8 weeks after receiving the complete final report.
 - a. The ISA subsidy will be settled after CES SOIR has received and approved the final report.
 - b. The ISA subsidy will be settled based on the final report submitted by the ISA subsidy recipient through e-mail.
55. If CES SOIR concludes that funds have not been spent conform the ISA subsidy conditions (i.e. not in accordance with the ISA subsidy conditions and/or any other terms under which the funds are made available) CES SOIR can decide to re-adjust the ISA subsidy;
56. If any advance payments exceed the final settled amount (after final reporting), the difference must be returned to CES SOIR unconditionally and on the basis of an invoice that CES SOIR will send;
57. In the event that an ISA subsidy recipient does not or not fully make use of the ISA subsidy, the ISA subsidy recipient cannot use this ISA subsidy for other purposes than stated in these ISA subsidy conditions.
58. CES SOIR can suspend activities, withdraw or amend the awarded ISA subsidy, and/or demand the return of all or part of any sum CES SOIR has already transferred or take any necessary measures if the ISA subsidy recipient does not fulfil the ISA subsidy conditions
59. CES SOIR will provide points of attention, if applicable, and expects improvement in the subsequent year based on those points of attention.
60. The reports that have been submitting are leading in the process of subsidy settlement.
61. Reports are made in Microsoft Word and/or online application and Microsoft Excel by the ISA subsidy recipient based on a format supplied by CES SOIR.

ANNEX 1: INVOICING GUIDE FOR SUBSIDY REQUEST

ISA subsidy request Invoice requirements University of Twente - CES SOIR

For an efficient and correct processing of your invoice for an ISA subsidy request and in accordance with the Legal requirements of the Tax authorities, it is important that your invoice contains the following specific details:

1. Invoice should contain the following address:

University of Twente
To: Financial Department
PO Box 217
NL-7500 AE Enschede
The Netherlands

2. The invoice should contain an OFI number:

The OFI number exists of an 8-digit project number that is preceded by the term OFI number. CES SOIR, to be reached via e-mail address above, can provide you with this number.

3. The following reference numbers should be stated in the invoice:

VAT number University of Twente: NL002946725B01
Chamber of Commerce (KvK): 50130536

4. Invoice is supplied:

- With letterhead, and/or
- stamped, and/or
- signed by treasurer and chair of the ISA

Incorrect or incomplete Invoices are not processed and will be returned by sender.

Where to send your digital invoices for an ISA subsidy request

You can send your invoice in PDF format to: m.bonhke@utwente.nl

Please note: We expect 1 invoice per International Student Association (with the exception of ESN). Please provide one invoice per E-mail.

ANNEX 2: SUBSIDY REPORTING FORMAT

Narrative report format*

General

1. Give a short introduction of the association (history, board members, aim, when did the board change):

2. How many members does the association have?

3. What is the composition of the boards (roles, study phase per board member)?

4. Were you able to attract new members and if so, how did you approach them?

5. How is your board's transition period organized?

6. How often does the board formally meet?

7. Are there any trained BHV'ers in your association?

8. What did the current board learn from previous years?

9. What did the current board learn in the year they were governing?

10. What kind of documents does your association use to look up information? (more than one answer is possible)

- Board Bible Student Union
- International Student Associations Handbook
- Other, namely:

...

11. On what topics of running an association would you like help the most?

...

12. About your association:

	Yes	No
Is your association signed up to the Chamber of Commerce?	<input type="checkbox"/>	<input type="checkbox"/>
Does your association have officially recognized statutes?	<input type="checkbox"/>	<input type="checkbox"/>
Does your association make a budget plan for the whole year?	<input type="checkbox"/>	<input type="checkbox"/>
Does your association track incoming and outgoing expenses?	<input type="checkbox"/>	<input type="checkbox"/>
How:		
Does your association have its own bank account (as opposed to using a board member's account)?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a membership fee?	<input type="checkbox"/>	<input type="checkbox"/>
Does your association have sources of income other than UT subsidies and membership fees?	<input type="checkbox"/>	<input type="checkbox"/>
Please list your other sources of income:		
Does your association register the names and contact information of your members?	<input type="checkbox"/>	<input type="checkbox"/>
Are there transition documents?	<input type="checkbox"/>	<input type="checkbox"/>
Do you work with a candidate board?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a training period?	<input type="checkbox"/>	<input type="checkbox"/>
Does your association organize a GMA (ALV) where members can formally agree with proposed plans and policies?	<input type="checkbox"/>	<input type="checkbox"/>
If no, other:		
Does your association work with annual plans, where the board writes down its year goals?	<input type="checkbox"/>	<input type="checkbox"/>
How:		
Does your association work with annual reports, which defines the board's conduct and to which degree the board has met its goals?	<input type="checkbox"/>	<input type="checkbox"/>
How:		
Has your association defined a vision and goals for multiple years ?	<input type="checkbox"/>	<input type="checkbox"/>
Is this published:	<input type="checkbox"/>	<input type="checkbox"/>
Where?		
Is your association Union recognized?	<input type="checkbox"/>	<input type="checkbox"/>

Does your association make use of committees?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, list their functions:		
Does your association have an office?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, where:		
Does your association participate in the Board Improvement Program?	<input type="checkbox"/>	<input type="checkbox"/>

Activities 2017 - 2018

13. Mention all activities that were planned (irrespective of whether they took place).

Event: Description of the event:

...

When:

...

Location(s):

...

How many participants:

...

Country of origin:

Non-EU	EU (excl. Dutch)	Dutch
[insert no.]	[insert no.]	[insert no.]

Accessibility of event:

	Yes	No
Open to all UT students:	<input type="checkbox"/>	<input type="checkbox"/>
Members only event	<input type="checkbox"/>	<input type="checkbox"/>
Open to limited, specific target group (not being members)	<input type="checkbox"/>	<input type="checkbox"/>

Type of event:

- Cultural
- Sports
- Travel/Excursion/Tour
- Food
- Team building/Getting to know each other
- Meeting
- Seminar/Conference
- Networking
- Theme party
- Other, namely:

...

Finances:

Budgeted costs per aspect in €:

...

Expenditure per aspect in €:

...

If less or more than expected, indicate cause of deviation:

...

Earning from the event (entrance fee. Subsidy other parties not being UT) in €:

...

If less or more than expected, indicate cause of deviation:

...

(Social) media use:

Indicate which (social) media you used for marketing, promotion, and communication and indicate whether the medium worked or not.

Media/Score	No effect	Effect Below expectation	Meets expectation	Exceeds expectations
<input type="checkbox"/> Instagram	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Facebook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Twitter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Snapchat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> UToday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Posters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Led Screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other, namely:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How did you use this knowledge?

If you had more than one event last year, please copy question 13 and all subsequent question under question 13, and add new event details here:

Experience with Unite and/or Student Union

14. How would you rate the following topics?

	Insufficient	Needs minor adjustments	Sufficient	Good	Excellent
--	--------------	-------------------------	------------	------	-----------

Collaboration with Unite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaboration with Student Union	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15. Do you have anything to add?

...

16. Do you have recommendation for Unite and/or Student Union?

...

*Subject to change

Financial report*:

Amounts are in euros (€).

Financial report 2017

Name:	
Organisation:	
Contact person and E-mail address:	
Bank account number and IBAN:	
Date:	

Total remaining of funds per end of August, each academic year

€

Income			Expenses		
Description	Date (event)	Amount	Description	Date (event)	Amount
Member contributions			Activity costs		
Membership fees					
Member donations					
<i>Subtotal</i>		€ 0,00			
Activity Income (fee per activity)					
			<i>Subtotal</i>		€ 0,00
			Promotion		

			Kick-in		
			Board change		
			Promotional materials (flyers, posters, etc.)		
	<i>Subtotal</i>	€ 0,00	Promotional materials (give-aways)		
			Board clothing		
Subsidies			Digital campaigns		
University of Twente (ISA)					
Other subsidies (such as sponsorships other ISA's)					
			<i>Subtotal</i>		€ 0,00
	<i>Subtotal</i>	€ 0,00	Management costs		
			Office rent		
			Office furnishing		
Other revenue			Bank account		
Sponsorships (private sectoral)			Website	year 2017	
Revenue from sales			Expert personnel fees	year 2017	
Personal contributions from board			Chamber of commerce		
Other					
			<i>Subtotal</i>		€ 0,00
	<i>Subtotal</i>	€ 0,00	Other		
Reserves			Membership cards		
Reserves			Other investments		
Interest			Unforeseen		
	<i>Subtotal</i>	€ 0,00	<i>Subtotal</i>		€ 0,00
Leftover/shortage previous AY					
Total income			Total expenses		