

De logo's van de verenigingen, de TU en de SVR op het voorblad

Convenant

Covenant
Study associations - TU Delft
Delft - 2021

This covenant contains a set of guidelines between the TU Delft study associations and the TU Delft Executive Board. The agreement was set up as a common goal to increase mutual understanding and to ensure that communication between both parties runs as smooth and correct as possible..

1. Preface

Study associations are organizations that by many are closely associated with their faculties or study programme, and thus with the, Delft University of Technology. It is usually not clear to outsiders how the independent associations distinguish themselves from the university. On the one hand, these study associations can operate under the renowned name of TU Delft. On the other hand, the university can rely on good care for the well-being and personal development of its students through the efforts of study associations. The Executive Board (hereinafter referred to as CvB) also sees the Boards of the study associations as ambassadors for TU Delft, which makes transparency towards each other essential. TU Delft and the study associations consider it important to specify and communicate a number of guidelines.

This covenant confirms the standards and values of the parties involved and lists a number of principles for compliance. It also contains agreements regarding the way in which socially relevant operations can be implemented, the common objectives and the transparency and communication between the associations and TU Delft. Aligning these principles creates awareness and encourages compliance. Because the Executive Board and the study associations have a shared interest in a student's good start at TU Delft, specific attention is paid to the first-year weekend.

In this covenant, everyone's role and responsibilities are first discussed in more detail. Then, successively, communication and agreements with regard to activities, incidents, complaints, and media attention and facilities for associations will be described. Finally, the generally applicable agreements and documents already signed have been added in the appendices.

Transparent communication about activities of and possible complaints about study associations is important in order to realize good, trust-based cooperation between TU Delft and the study associations. At the beginning of each academic year, arrangements, activities, facilities and communication will be discussed during a meeting with the parties that have signed this covenant. This meeting will be scheduled at the initiative of the Executive Board.

Where reference is made to dean in this document, this also refers to a representative of the dean appointed for this purpose by the dean.

2. Roles and responsibilities

The study associations play an important role within both the faculties and Delft University of Technology. The associations contribute to community building within the study programs and play a crucial role in promoting an active study climate and the personal development of its members. The associations not only connect students with each other, but also with (faculty) employees and future employers, which contributes to the professional training of its members and a pleasant study climate. Moreover, study associations offer various opportunities to acquire skills that can be of value to a fully-fledged and versatile engineer; For example, students can gain experience at the association on boards, committees or participate in study-expanding, career, sports and cultural events. In addition, study associations contribute greatly to facilitating and improving education, where they represent the students during meetings with the teachers. In the same context, they contribute ideas at high level about the mission and vision that the faculties propagate.

The SVR (StudieVerenigingenRaad) is an umbrella organization for all Delft study associations and four informants (YES!Delft Students, VSSD, ORAS & Lijst Bèta). The aim of the SVR is to connect the Delft study associations. It does this by organizing and stimulating cooperation. She also represents the study associations to the outside world. The SVR has monthly consultations with both the chairmen and the education commissioners. Here, matters such as political developments with regard to study associations, activities in which several study associations have an interest and experiences are discussed. The monthly meetings facilitate communication between TU Delft and the associations. The SVR also provides opportunities for study associations to take a critical look at the policies of others and to make improvements to their own activities.

TU Delft has an important relationship with the study associations in Delft; it recognizes the major contribution that the study associations make to the sense of community within the faculties, the development of students and the evaluation of education. The study associations and TU Delft have objectives that are partly overarching and globally the same: education, development and development of the Delft student.

It is in the interest of TU Delft and study associations that activities at study associations take place in a socially responsible and safe manner from the perspective of education, the environment and the well-being of its members. In order to support the safe environment, the Executive Board expects the board of the study association to appoint one or more independent confidential advisers for the association regarding undesirable behaviour. At the request of the study associations, TU Delft helps to set up a basic structure (eg regulations, selection of a confidential adviser and communication). The presence of the confidential counsellor is clearly made known to the students, in any case by a mention on the website of the study association. TU Delft will help to provide the confidential counsellors designated by the study association with appropriate training to deal with this responsibility. The confidential counsellor of TU Delft also acts as a backup for the confidential counsellors of the association and is available for the first point of contact and/or possible referral.

The association board is the point of contact for TU Delft, transfers the rules and principles from the covenant to its members and committees and enforces the covenant within the association. The association board supervises association activities and will intervene if it deems necessary.

3. Communication and agreements regarding behaviour and activities

TU Delft benefits from being informed about what is happening at the study associations or within/during the activities of the associations, because it can be associated with activities that take place at the study associations. In all cases, a dean is the first point of contact for the study association. The study associations also benefit from being informed about TU Delft's activities. TU Delft and the study associations work together where possible to promote mutual reputation; both internally and externally.

General principles and frameworks

The study associations and TU Delft work together on the basis of mutual respect. The guideline for behavior is the code of conduct and Code of Conduct of the TU Delft, the student charter and the house rules (see appendix). These most important general guidelines within TU Delft concern socially relevant behaviour, safety and respect. The responsible board ensures a safe and familiar environment in which students treat each other with respect. Obviously, there is no physical or mental violence against students; this is understood at least¹:

- Discrimination related to race, belief or social opinion, sex, sexual orientation, origin, disability or illness;
- Compulsion to perform humiliating acts;
- Abuse of power;
- Violation of physical integrity.

Activities of the study association are not compulsory and are aimed at study, personal development, career, sport, culture and community building. The activities take place in a safe and socially acceptable manner.

Since the association's interests are study oriented, when organizing activities by the study association, the study obligations associated with the study that the members have are always taken into account. At the same time, TU Delft takes into account the activities and major events of the study association and assists in, among other things, the scheduling of students' teaching hours.

First-Year weekend

The first-year weekend (EJW) is currently the first introduction for prospective students to the study, TU Delft and the study association. Because this is the first physical contact with the new study environment, just before the start of the study, it marks an important moment for both the student and TU Delft.

There are a number of complementary and partly overlapping objectives for the first-year weekend from TU Delft, the study program and the association, namely :

- **Getting to know fellow students:** from a welfare perspective and to make a good start with the study, it is very important for prospective students to develop a new circle of friends and acquaintances. To this end, the EJW can be a good start to get to know fellow students.
- **Introduction to the study:** although the formal start of the study takes place later, the EJW is a good opportunity to introduce students to the study, and possibly the dean, faculty, study advisors and teachers. It is also possible to tell something about the content of the curriculum. It is desirable to give some of the activities of the EJW a study-related character.
- **Getting to know the study association:** because the association plays an important role within the study programme, it is useful for students to be able to find their way around here

¹ Code of Honour TU Delft.

too. In this way, students can take advantage of the range of activities, facilities and services that the study association offers.

Communication agreement of the EJW

If desired, the association discusses the structure, objectives and substantive activities with the dean. A safety plan is also being drawn up, which can be submitted to TU Delft for advice. TU Delft draws the attention of prospective students to the EJW.

Alcohol and drug policy

In principle, alcohol consumption in the faculty buildings is not allowed, with the exception of drinks, receptions and parties. During activities, the associations adhere to the Alcohol Licensing and Catering Act and the Tobacco Act. The boards of the associations are responsible for supervising compliance with these agreements for the activities offered by the association. Members must at all times adhere to the rules and agreements below and are themselves responsible for the implementation thereof and are aware of the sanctions for non-compliance with them.

The board does its utmost best to prevent drug use, minimise excessive alcohol use and irresponsible and/or risky behaviour during the activities of the association and if possible completely prevent it. If members do not comply with rules set by TU Delft or the study associations themselves, appropriate measures will be taken. The above applies to both activities on the TU Delft campus and events organized at an external location.

During all risky activities, the board will appoint at least two responsible persons who are in possession of a BHV certificate.

The following rules regarding the use of alcohol and drugs apply:

- Consuming alcoholic drinks in areas outside faculty cafes is only permitted in consultation with the dean. Drug use (hard and/or soft drugs and/or laughing gas) is prohibited at all times; possession, use, and/or being under the influence will not be tolerated.
- During activities on campus, only light alcoholic drinks may be served and only consumed to a limited extent. In addition, a varied range of non-alcoholic drinks should be offered. Under no circumstances is it insisted upon the use of alcohol.
- Alcoholic drinks may be served on special occasions, such as drinks for graduation, the appointment of a new board or the like, provided the dean agrees.
- Storing alcoholic beverages outside the faculty cafes is not permitted without agreements with the dean. An exception to this is temporary storage for use during events that are registered with the faculty. Everything will be removed after the event.
- The visible display of empty beverage bottles, beer crates or kegs in the faculty rooms is not permitted without agreements with the dean.

4. Incidents, complaints and media attention

Incident prevention measures

The TU Delft, via the dean, is informed by the associations of the measures taken by the study associations to prevent incidents and to guarantee the safety of members. The study association draws up a safety plan, protocols for the preparation of activities and procedures for handling incidents for each event where it can logically be assumed that this is appropriate. TU Delft is prepared to advise the associations on request in the field of safety at events and the preparation of safety plans, protocols and procedures. The faculty will be notified prior to any event to be held at the faculty and consultation will be held at the request of TU Delft between the study association and TU Delft regarding the event. Each faculty indicates a first point of contact for this.

Incidents

If an incident occurs at a study association or during one of its activities, the dean, and if necessary via the dean of the Executive Board, will be informed of the nature and circumstances of the incident.

In any case, an incident occurs when medical assistance has been called in, an emergency service has been called or when the physical or psychological condition of the student was at stake. The study associations are expected to make a correct assessment of the seriousness of the incident themselves. Every board of a study association is aware of its responsibility as a board member and as a citizen and will not hesitate to call in emergency services when this is necessary in its own view. In case of doubt, this should always be reported.

On campus, emergency assistance can also be called in via the TU Delft control room (or service point if there is no emergency).

Communication in case of incidents

After an incident, the dean will be informed. After each incident, information will be sent to the dean by email within two working days at the latest regarding: the nature of the incident, the condition of the victims, the circumstances during the incident and the best possible explanation. Where possible, a provisional solution will also be described to prevent similar incidents in the future. A format is available for this email (see attachment). The study association will strive for the greatest possible transparency. In the event of major incidents, the dean also informs the Executive Board and the TU Delft communication officer

Complaints

The study association is expected to make a correct assessment of the seriousness of the complaint and, if necessary, will inform the dean (and possibly the Executive Board) of the nature of the complaint. Depending on the seriousness, further agreements are made about the process to be followed. If the complaint is submitted to TU Delft, it will be asked whether 1) the study association may be contacted about this complaint and 2) it will check whether the contact details of the student and/or the submitter may be shared with that study association.

TU Delft and the study associations strive for optimal handling of a complaint, so that on the one hand the privacy of the student is guaranteed and on the other hand the study association receives sufficient information to investigate the complaint and take measures if necessary. The study association concerned will fully cooperate with the investigation of the complaint by TU Delft if TU Delft deems this desirable. The TU will also cooperate in such an investigation. TU Delft can be assisted in the research by an external agency.

Media attention

TU Delft will be informed when a study association receives media attention in a substantial positive or negative way, regardless of whether this concerns an incident. TU Delft strives to help study associations to deal with media attention in a professional manner, by means of media training to the study associations at the beginning of the academic year.

Communicating media attention

After a study association has been reported in the media (other than as a result of an incident), the dean will be contacted within two working days. At least the following information will be stated: the subject with which the study association has been featured in the media and the medium in or on which it was published and, where possible, a link / copy of the media statement. TU Delft can decide, after consultation with the relevant study association, to share the message on its own channels. TU Delft is very interested in the activities of the study associations that make it into the media.

Planned media attention:

If board members of a study association are approached by the media, there will be a consultation with the dean or the officer designated by the dean, where possible, before an interview or conversation takes place.

5. Facilities for the associations

TU Delft considers it important to offer study associations good facilities for an active student community. This includes facilities to promote the education, career and social development of Delft students. The facilities offered to the association, in kind and/or financially, are determined separately by the dean of the relevant faculty and the association. This may include, for example, usage agreements with the study association(s) for the facilities that TU Delft makes available to the association(s), such as space for the association within the faculty, use of other rooms, access to buildings, etc. Agreements can also be made about possible compensation (involvement, effort or activities) of the association.

Members and board members of the study associations who have questions or want advice on how to deal with circumstances or events during the activities of a study association can contact the dean. If the issue lends itself to this, he/she can refer to the appropriate body within or outside the university.

TU Delft considers it important to offer financial support to students who fulfil a board position at a study association, or committee members of the study association, who engage in recognized administrative activities and suffer study delay as a result. TU Delft recognizes administrative activities at study associations as grounds for financial support. For further information, see the TU Delft Profiling Fund Regulations.

6. Elaborated principles²:

The board of the study association:

- a. is responsible for drawing up and implementing the policy and activities of the study association. In addition, the board ensures that this can withstand an assessment against standards and values common in society.
- b. realizes that a study association is an implicit part of the faculty and is a strongly intertwined body within the academic community.
- c. ensures that no one is compromised and ensures that members treat each other and other stakeholders with respect; rejects undesirable behaviour such as violence, both mental and physical, discrimination, sexism, coercion and humiliation.
- d. strives for an inclusive character of the study association where every student feels safe and welcome. In view of the international character of some degree programmes, ensuring accessibility for international students is a point of attention.
- e. ensures that they and the members deal with each other and with TU Delft with care, integrity, social responsibility and respect.
- f. does not tolerate behaviour and statements that bring the study association or university into disrepute.
- g. ensures that the organization complies with national and local laws and regulations during activities.
- h. In the event of differences of opinion with TU Delft, the first step will always be to enter into a discussion with TU Delft.
- i. ensures that this covenant can be viewed by everyone in both Dutch and English, by publishing it on the association's website.
- j. is alert to warning signs, does not hesitate to conduct further investigations in response to signals and to take appropriate measures if necessary or to escalate to the faculty so that appropriate measures can be taken.
- k. report an incident (as described in chapter 4) directly to the dean.
- l. takes appropriate measures if, at its own discretion, there is a reasonable suspicion that a member(s) has/have behaved improperly.
- m. takes appropriate measures if the board of the study association has established that a member has violated the covenant.

² N.B.: These principles are adhered to by the board of the study association and TU Delft to the best of its ability. This means that both parties make decisions that are in accordance with the above points at their own discretion. The attitude and action taken when these principles are exceeded are central to this.

The Executive Board of TU Delft:

- a. recognizes the importance of active study associations and the opportunities that study associations offer students for development and development within and next to their studies. It does this on the one hand through recognition and support from the RPF and on the other through financial or support in kind for the association.
- b. recognizes the important contribution of the study associations to the evaluation and facilitation of education.
- c. provides support for boards and committee members of the study associations (profiling fund).
- d. provides support for the study associations (including advice, resources, services and facilities).
- e. will provide an English translation of this document.
- f. ensures that this covenant is accessible to everyone by publishing it on the institution's website.
- g. In the event of a (potential) incident, always first contact the study association before taking any public action.
- h. does not tolerate behaviour and statements that bring the study association or university into disrepute.
- i. where possible, assists the study associations in legal disputes with third parties.
- j. advises the study associations on media attention.

7. Afterword and signing partners

By signing this covenant, the basic principles are underlined by TU Delft, the faculty and the responsible board of the study association and the agreements that arise from them are observed.

The SVR and the Executive Board will organize a meeting with the study associations at the end of each academic year to go through this covenant and to update and continue the agreements. This meeting will be scheduled at the initiative of the Executive Board

The dean and the study association are authorized to make further agreements together, using this covenant as a guideline.

In the event of a change of board of one of the aforementioned study associations, the study association itself will ensure that the knowledge about this document is transferred.

This agreement enters into force on the date of signature and is entered into for a period of 3 years with the intention of extending it. The parties annually discuss the operation of this covenant and can, if necessary, decide to adjust certain agreed themes. Amendments to this agreement may be submitted by the parties at any time. After consultation about this and after approval by all parties, the change will be recorded in writing and incorporated into this covenant.

**Signed By TU Delft , SVR and all Study associations
August 2021**

Appendix

Other policies & agreements within TU Delft

The Dutch universities stand for a safe environment for their students, employees and visitors. Collegiality, integrity, equality, respect, openness and attention to others are of paramount importance to Dutch universities. Any form of undesirable behaviour, such as sexual or other forms of intimidation, aggression, bullying or discrimination, is unacceptable to Dutch universities. This message is propagated at all administrative levels, from the Executive Board to the workplace of education and research. Universities see it as an important task to act as adequately and appropriately as possible in the event of suspected undesirable behaviour..

Universities are responsible for a positive work and study climate in which everyone within the university community is enabled to develop his/her talents. Universities are pre-eminently institutions where people from diverse backgrounds meet and work together. All who are associated with our universities, as students, employees or visitors, contribute to the fact that we treat each other with respect, regardless of origin, religious belief, sexual preference, disability, role or position. It is therefore the task of everyone within the institution to work actively for social safety.

The relevant regulations and agreements in this context are:

- Vision on Integrity
 - TU Delft wants to offer employees, students and guests an environment where everyone feels welcome and where everyone treats each other with respect. The TU Delft Integrity Statement explains what TU Delft means by this. This statement can be found in the [Vision on Integrity](#).
- Code of Ethics en Code of Honour
 - Based on the Code of Ethics (behavioural guidelines for everyone who is part of the TU Delft community), a Code of Honor has been developed that describes what TU Delft offers its students and what TU Delft expects of students. [Integriteitsbeleid TU Delft](#).
- Studentenstatuut
 - the rights and obligations of the parties involved in the educational process, the student and the institution are explained in the [Student Charter](#).

Incident report TU Delft study associations

After an incident in which emergency services have been called in, the Dean and, if necessary, the CVB and the TU Delft spokesperson will be informed. After each incident, information will be sent to TU Delft by email within two working days at the latest. The study association will strive for the greatest possible transparency in this regard.

To: Dean

From:

Data of Incident:

Emergency service: -

Explanation of incident

- What is the nature of the incident?
- What is the condition of (possible) victims?
- What is the explanation for this incident?
- What were the circumstances during the incident?
- What is the interim solution to prevent similar incidents in the future?
- Other comments