

STUDENT LIFE CODEX

The Student Life Codex is an initiative of the Brussels Studentengenootschap 'geen taal, geen vrijheid'

The Student Life Codex was approved by the Student Council of 17 September 2021

Contents

General provisions	4
Article 1 Objectives	4
Article 2 Values and code of conduct	4
Sui generis associations	5
Article 3 Brussels Studentengenootschap 'geen taal, geen vrijheid', Studiekring Vrij Onderzoek, de Moeial magazine and Overkoepelende Studentendienst	5
Article 4 Functional advice	5
Article 5 Statutes	5
Article 6 Annual report	6
Organisation of the student associations life	6
Article 7 The student associations life at the VUB	6
Article 8 Types of recognition of student associations	6
Article 9 Application for recognition as a student association	6
Article 10 Provisional recognition	9
Article 11 Loss of recognition as a student association	9
Article 12 Dissolution of recognised student associations	10
Article 13 Rights and obligations of the recognised student associations	10
Article 14 Trusted person	11
Article 15 Incompatibilities	11
Article 16 Complaints about non-adherence to the statutes of a recognised student association	11
Article 17 Sanctions via the BSGgtgv	11
Safety measures	12
Article 18 Minimum safety and conduct regulations for all activities, including initiations	12
Article 19 Use of images, music and amplified noise	12
Article 20 Emergency situations	13
Article 21 Safety and nuisance	13
Grants	13
Grant Advisory and Appeals Committee	13
Article 22 Grant Advisory and Appeals Committee	13
Project grants and sponsoring by the Student Council	14
Article 23 Objective of the project grants and grants via the Student Council	14
Article 24 Conditions for the application for project grants	14
Article 25 Procedure for awarding project grants	14
Article 26 Implementation and payment of a subsidised project	15
Article 27 Sponsoring by the Student Council	16
Subsidising of recognised student associations	16
Article 28 Grants to recognised student associations	16
Article 29 Application of grants and conditions	16
Article 30 Allocation of grants for activities and non-profit organisation costs for student associations with ordinary recognition	17
Article 31 Grants to recognised student associations for prevention of harmful alcohol use	18
Article 32 Withholding of grants in the event of non-submission of annual reports	18
Article 33 Appeal by recognised student associations against the decision of the BSGgtgv concerning the awarding of points for the allocation of grants	19
Infrastructure	19

Activity locations	19
Article 34 Activities on campus	19
Esplanade activities	19
Article 35 Activities on the esplanade of the Brussels Humanities, Sciences & Engineering Campus	19
Lounges	20
Article 36 Lounges	20
Article 37 Lounge Bar 1050	20
Article 38 Basic Fit Lounge 1090	21
Article 39 Additional cleaning costs if the Lounge Bar 1050 or Basic Fit Lounge 1090 is not cleared up	22
Rooms	22
Article 40 Classrooms	22
Article 41 Rooms allocated to student associations	23
Article 42 Sanctions in relation to nuisance in club rooms	24
Events rooms and marquee	24
Article 43 Events rooms and marquee	24
Article 44 Drawing lots and coordination	24
Article 45 Participants at the drawing of lots and the sequence of allocation for the BSG events room and the marquee	24
Article 46 Defence against suspension of collaborating student associations from the drawing of lots	25
Article 47 Technical defects	25
Publicity and communication to the student community	25
Article 48 Physical promotion in the restaurant on the Brussels Humanities, Sciences & Engineering Campus	25
Article 49 Notice boards and poster boards	25
Article 50 Notice boards for recognised associations	26
Article 51 Complaints about breaches of the poster distribution regulations	26
Article 52 Sanctions for breaches of the poster distribution regulations	27
Article 53 Mediation in the event of breaches of the poster distribution regulations	27
Article 54 Appeal against decisions linked to breaches of the poster distribution regulations	27
VUB services	28
Article 55 Administrative coaching and communication advice	28
Article 56 Insurance	28
Article 57 Hiring of material	28
Article 58 Hiring of vehicles	28
Article 59 Catering	29
Article 60 Promotional menu in the VUB-student restaurants	29
Article 61 Sustainability	29
Final provisions	29
Article 62 Withdrawal of rights of use in the event of nuisance or failure to observe regulations	29
Article 63 Compensation for damage caused	29
Article 64 Payment of fines and damages	29
Article 65 Responsibility for incidents	29
Article 66 Disputing decisions	29
Article 67 Further appeal	30
Article 68 Competent courts	30
Article 69 Changes	30
Addendum: Flemish framework for initiation and other student-centred activities	31

General provisions

Only the masculine gender is used in the text in order to improve readability. The provisions do, however, of course apply regardless of gender.

Article 1 Objectives

The Vrije Universiteit Brussel (VUB) wishes to support student life. It does so by facilitating and subsidising

- student initiatives;
- student community life via the umbrella organisation of the recognised student associations, the Brussels Studentengenootschap 'geen taal, geen vrijheid';
- the student magazine de Moeial;
- the Free Research study circle (Studiekring Vrij Onderzoek);
- the Overkoepelende Studentendienst (Umbrella Student Service) non-profit organisation.

The VUB can also make agreements with external organisations which are beneficial for student life at the VUB.¹

Article 2 Values and code of conduct²

§1 Values

All students – including those students who perform activities outside student community life – put the principle of Free Research³ first. They embrace diversity and reject inequality. In this way all students contribute to warm VUB campuses where discrimination, neglect and unacceptable behaviour are not tolerated.

§2 Code of Conduct

We operate a code of conduct for all students which requires them to conduct themselves responsibly in their capacity as students both on and off the VUB campuses. All members of the VUB community treat each other with respect, taking each other's physical and psychological integrity into consideration. They do not intentionally do or say anything which another person could find offensive and regard as a violation of dignity. Students address people with the terms of reference which they themselves prefer (she/he/they or them).

Any form of unacceptable behaviour - bullying, verbal and physical violence, racism and sexually unacceptable behaviour - and discrimination⁴ or neglect on the basis of gender, wealth, civil status, political conviction, trade union allegiance, language, socio-economic situation, class, outlook on life, religion, nationality, skin colour, ethnicity and migration background, age, sexual orientation, gender identity and expression, physical and mental capacities and limitations will not be tolerated. This applies for direct communication via words and for images, actions, behaviours, and for online communication.

Students are mutually supportive, particularly in the case of problem situations. Students that witness discrimination, neglect or unacceptable behaviour do not look away, but try to stop it. They provide support to the victim. If they are unable to stop this undesirable behaviour or do not dare to stop it, then we ask them to report this behaviour, possibly as (an anonymous) witness.

¹ For example with Public non-profit organisation, BSG AS non-profit organisation, BOJ-council non-profit organisation...

² This provision matches with the [Code of Conduct of the VUB](#), as approved by the Works Council on 5 November 2019.

³ Thinking must never submit itself,

neither to a dogma,

nor to a party,

nor to a passion,

nor to any interests,

nor to any preconceived notion,

or anything else,

but solely to the facts themselves,

as to submit would be to cease to be. (Henri Pointcaré)

⁴ The legal framework is formed by the European Convention for the Protection of Human Rights and Fundamental Freedoms, signed in Rome on 4 November 1950 (and the Belgian anti-discrimination legislation).

§3 Respect for internal and external legislation

Students respect the legislation of the VUB and the external legislation.

§4 Bringing to attention

The VUB does what is necessary to bring this code of conduct to the attention of the students and to encourage it to be observed.

§5 Sanctions

The provisions of the disciplinary regulations will apply if this code of conduct is not observed.

Sui generis associations

Article 3 *Brussels Studentengenootschap 'geen taal, geen vrijheid', Studiekring Vrij Onderzoek, de Moeial magazine and Overkoepelende Studentendienst*

The de facto associations Brussels Studentengenootschap 'geen taal, geen vrijheid' (BSGgtgv), Studiekring Vrij Onderzoek and de Moeial magazine, and the non-profit organisation Overkoepelende Studentendienst (OSD) support student life at the VUB and are subsidised directly by the Student Council via the budget for Student Services for this purpose.

Article 4 *Functional advice*

The BSGgtgv, the Studiekring Vrij Onderzoek, de Moeial magazine and the Overkoepelende Studentendienst are assisted at Student Information with support for the carrying out of their financial administration via VUB accounts, the preparation of their annual financial reports and other advice concerning the operation of the VUB.

Article 5 *Statutes*

The statutes of the sui generis associations contain the following elements at least:

- The association respects the principle of Free Research;
- The association obtains formal advice from the Student Council for changing the statutes;
- The association specifies a registered office;
- The association does not discriminate in any way and it adheres to the codes of conduct as specified in [article 2](#);
- The association commits itself to observation of the obligation of the trusted persons as specified in [article 14](#)⁵;
- The association has a General Assembly which comes together on at least an annual basis;
- The General Assembly does at the very least have the authorisation to approve the financial reports and to appoint the governing committee via secret and written ballots;

The statutes of the sui generis associations are published on the student portal following approval of the annual reports.

Transitional provision:

Contrary to article 5, the following transitional provision applies for the transfer of the authority to change statutes up to and including the academic year 2021-2022: The General Assembly of the Free Research study circle, the General Assembly of the Moeial magazine and the General Assembly "the Praeses Convention" of BSGgtgv advise the changed version of their own statutes in relation to the change stipulations of the statutes of the association. This proposal will be submitted to the Student Council for approval by the end of the academic year 2021-2022 at the latest. The Student Council can only deviate from this advice subject to explicit reasoning.

⁵ In accordance with the decision of the Student Council of 17 September 2021, this provision is temporarily only applicable for the BSGgtgv.

Article 6 *Annual report*

§1 Sui generis associations justify their operations in an annual report after the appointment of the new committee (or linguistic equivalent). They present this to the Student Council for approval at the last plenary assembly of the academic year.

§2 If the Student Council does not approve the annual report, it adjourns this agenda item to the next plenary assembly and enters into discussion with the association in question. During this process, the Student Council takes into consideration the internal autonomy of the sui generis associations. The Student Council can approve the annual report or reject it for a specific reason at this next assembly.

§3 Following a reasoned refusal, the Student Council can decide to withhold or reduce rights of use or grants. For this decision the Student Council takes into account the proportionality of the measure taken. The Chairperson of the Student Council or their deputy will inform the organisation by means of an explanatory letter within seven working days.

§4 The annual report must deal with the previous year of operations and contain the following components:

- A report on operations, a personal interpretation and evaluation of the previous year;
- The list of the new members of the committee (or linguistic equivalent);
- A chronological report on activities, including the outgoings and incomes for each activity and number of participants;
- A financial report in which the following matters are included:
 - Income and expenditure per PKC account
 - An overview of the non-VUB accounts and their balance;
 - All income, expenditure, provisions, debts and receivables.
- The statutes with an interpretation of the changes if they have occurred;
- The report of the General Assembly.

Organisation of the student associations life

Article 7 *The student associations life at the VUB*

The Brussel Studentengenootschap 'geen taal, geen vrijheid' (BSGgtgv) coordinates the student associations life at the VUB.

Article 8 *Types of recognition of student associations*

There are two sorts of recognitions for student associations:

- Associations with ordinary recognition are de facto associations or non-profit associations which are recognised by the Student Council as they have VUB students as their main target group;
- Associations with functional recognition are de facto associations or non-profit associations which are recognised by the Student Council as they provide added value for VUB students but do not have just VUB students as their target group explicitly.

Associations which have not been recognised by the Student Council cannot make any claim to the rights which are granted to a recognition. They can make an application for other facilities as described in articles [23](#), [35](#) and [36](#).

Article 9 *Application for recognition as a student association*

§1 Application

1° An application for an ordinary recognition as a student association is brought about by at least four VUB students who are members of the association applying for recognition.

An application for a functional recognition as a student association is brought about by at least one VUB student who is a member of this association.

A non-profit association which is currently being established can also make an application.

2° In the application for recognition, the candidate association presents itself and its work and explains why it provides added value for student life at the VUB. This application must also show how the operation of the candidate association fits in with the values and the code of conduct at the VUB and the principle of Free Research, and how this will be monitored. The following documents must be attached to the application at the very least:

- A list of at least 100 supporters, who can be identified as VUB students, who declare themselves in favour of the establishment of the association⁶;
- A complete list of the committee;
- The statutes of the student association;
- A confirmation of the acknowledgement of the Student Life Codex;
- A long-term objective supplemented with a (provisional) programme;
- If the student association operates specific exclusion criteria which represent a violation of one or more of the 19 discrimination criteria from the anti-discrimination legislation which is applicable in Belgium: a reasoned explanation as to why no less severe measures are possible to reach the same association objective. This is supplemented by a reasoned explanation which confirms how the objectives, activities and points of view of the association are compatible with the European Convention on Human Rights and protocols;
- If the association chooses an address on the campus as its registered address: an agreement for the use of this right signed by the applicant⁷.

§2 Conditions which the statutes must meet

1° The following elements must be included in the statutes for **all student associations to be recognised**:

- The student association respects the principle of Free Research;
- The student association has clear objectives from which it is clear what the advantages will be for student life at the VUB;
- The student association establishes a registered office, an address outside the VUB if preferred;
- The student association does not discriminate in any way and it adheres to the codes of conduct as specified in [article 2](#);
- The student association commits itself to observation of the obligation of the trusted persons as specified in [article 14](#);
- The student association makes a clear distinction between the different types of membership and associated rights and obligations;
- In the case of a parent organisation:
 - The statutes of the association to be recognised always have priority over the statutes of the parent organisation;
 - Membership of the parent organisation must not be a prerequisite for membership of the VUB association.

2° The following elements must be included in the statutes for **all student associations seeking ordinary recognition**:

- The student association has a General Assembly which comes together at least twice every year;
- The General Assembly does at the very least have the authorisation to approve the financial reports and to appoint the governing committee via secret and written ballots;
- The meeting quorum for bodies with powers of decision making for the meeting requires a minimum of 50%;
- Decisions are taken with a minimum of a simple majority;
- A minimum of 50% of the members entitled to vote are students at the VUB;
- The membership fee for members entitled to vote must not be more than ten euros;

⁶ To receive a template please contact the Student Life Coordinator via studentenwerking@vub.be.

⁷ Recognised student associations can apply to have their registered address set at the address p/a BSGgtgv, Vrije Universiteit Brussel – Brussels Humanities, Sciences & Engineering Campus, Pleinlaan 2, 1050 Brussels, building F, room F070 or Vrije Universiteit Brussel – Brussels Health Campus, Laarbeeklaan 103, 1090 Brussels provided that an agreement to this end is signed with the VUB.

- The committee consists of a minimum of six members and it must have a Chairperson, a Vice-Chairperson, a Secretary and Treasurer;
- A minimum of three of the four key committee members must be VUB students, including the Chairperson;
- The student association has a regulation concerning incompatibilities as specified in [article 15](#);
- The student association has a dissolution clause which specifies that the remaining assets are used for student life at the VUB once debts have been settled.

3° The following elements at least must be included in the statutes for **student associations seeking functional recognition**:

- A minimum of 50% of the members entitled to vote are students;
- The student association indicates that it functions in accordance with rules of good governance and meets the provisions set in the Belgian regulations for non-profit organisations at the very least.

§3 Procedure

1° The Student Council deals with new applications for recognition on just one occasion per year. All recognitions take effect from the academic year which follows that of the recognition.

2° Each association which wishes to gain recognition must provide a reasoned application for recognition to the Student Life Coordinator in writing by 1 March at the latest. The Student Life Coordinator will share the contact details of the candidate association with Studiekring Vrij Onderzoek, the BSGgtgv and the Committee of Former Chairs of the BSGgtgv.⁸ The Student Life Coordinator coordinates and acts upon the application which is submitted during the recognition procedure.

3° The Student Life Coordinator checks whether the application is complete and contains all the documents as stated above. If the application appears to be incomplete, the Student Life Coordinator asks the candidate association for the missing documents, which must be delivered by 10 March at the latest. If this is not the case, the application will be returned to the candidate association without consequence along with a statement that the application is incomplete.

4° The application is subsequently passed on to the Committee of Former Chairs of the BSGgtgv and Studiekring Vrij Onderzoek. The Committee of Former Chairs checks whether the statutes of the candidate association are in accordance with the Student Life Codex and provides its feedback to the candidate association and the Student Life Coordinator by 20 March at the latest.

5° The candidate association must submit the definitive application for recognition to the Student Life Coordinator by 1 April at the latest. Once the Student Life Coordinator has confirmed that the application is complete, it passes the application over to the BSGgtgv and the Studiekring Vrij Onderzoek. These bodies formulate a substantive advice to the Student Council within 10 working days of receipt of the application at the latest. A lack of advice is seen as positive and also indicated as such in the cover note. Finally, the Student Life Coordinator presents the application to the Student Council for the decision-making process. The Student Council may make a decision by means of a (secret) ballot or may decide to adjourn the recognition.⁹

6° The Student Council can refuse recognition as a student association on the basis of the application dossier or the actual operation of a student association if this association:

- Does not respect the essential values of democracy and the associated rights and freedoms;
- Organises activities which represent a real danger to the rule of law or public order, that on the VUB campuses in particular;
- Violates the Student Life Codex, in particular [article 2](#) with regard to the values and code of conduct and provisions in connection with Free Research;
- Or does not meet the conditions as stated in paragraph 1 and 2 of this article.

⁸ The application for recognition must be submitted to the email address studentenwerking@vub.be.

⁹ In accordance with article 40 of the *General Regulation of the Student Council and Council for Student Services*, the Student Council can decide whether to hold a (secret) ballot concerning the application for recognition.

7° If the Student Council refuses the recognition, the Chairperson of the Student Council or their deputy must deliver an explanatory letter to the candidate association within seven working days providing details of why the application was refused. The candidate association can lodge an appeal against the decision with the Vice-Rector for Educational and Student Affairs in accordance with the [appeals procedure for Student Services](#).

Article 10 Provisional recognition

§1 If the application for recognition is approved, the association will go through a period of three years of provisional recognition. During this period, the association obtains the statute of provisionally recognised association and can only participate in the BSGgtgv policy in an advisory capacity.

§2 Once the period of provisional recognition ends, the recognition is once again placed on the agenda of the Student Council. The Student Council can use the reasoned advice of the BSGgtgv, the Committee of Former Chairs of the BSGgtgv and Studiekring Vrij Onderzoek to decide:

- to award the association the statute of definitively recognised association;
- or to extend the period of provisional recognition by a maximum of two years;
- or to withdraw the statute of provisional recognition.

[Article 9](#), §3, °6-7 is applicable in the event of extension or withdrawal of the provisional recognition by the Student Council.

§3 The association must submit the following documents to the Student Council if it is to obtain the statute of definitively recognised association:

- The statutes of the student association;
- A complete list of the committee;
- A reflection over the last three operating years;
- All activity reports.

§4 The statute of provisional recognition is extended by one year as standard if a provisionally recognised association fails to meet its reporting obligations to the BSGgtgv in one academic year. The BSGgtgv places the extension on the agenda with the Student Council and informs the association and the Student Life Coordinator about this.

§5 An association which receives ordinary recognition, and has already gone through a complete period of provisional recognition as a functional association, is freed from a new period of provisional recognition and immediately receives the statute of association with definitive ordinary recognition, provided that the procedure for ordinary recognition described in [article 9](#) is completed.

Article 11 Loss of recognition as a student association

§1 The BSGgtgv checks the operation of the student associations and can provide the Student Council with reasoned advice for withdrawing a recognition or withholding the grants for a maximum of one year:

- If a student association no longer meets the provisions in the Student Life Codex and in particular
 - No longer adheres to the values and code of conduct as stipulated in [article 2](#);
 - No longer adheres to the conditions for recognition as stipulated in [article 9](#);
 - Fails to meet its obligations as stipulated in [article 13](#);
 - For definitively recognised associations, a request for withdrawal of the recognition will occur following two successive periods in which no report was submitted or following three non-consecutive periods within a period of three years.
 - Fails to respect the regulations as stipulated in [article 18](#).
- If a student association causes serious nuisance or commits breaches;
- If a student association has outstanding payments to the VUB;
- If a student association has outstanding payments to external companies which contact the VUB for payment;
- If a student association has outstanding payments in connection with the hiring of the BSG and BOJ events room and other rooms which are made available to it or has misbehaved in this context.

§2 The Student Council takes the decision on the basis of the seriousness of the facts. The Student Council can also impose specific measures focused on redress.

Article 12 *Dissolution of recognised student associations*

In the case of dissolution, the association will inform the BSGgtgv and the Student Life Coordinator immediately.

The Student Life Coordinator will support the association in the dissolution process in accordance with its statutes and will place the dissolution on the agenda with the Student Council. The Student Council will decide what the remaining resources of the association will be used for within the student life at the VUB.

Article 13 *Rights and obligations of the recognised student associations*

§1 All recognised associations are obliged:

- To adhere to the Student Life Codex and the other internal and external legislation;
- To get each member of the association to act in agreement with the statutes of the association;
- To be present at the Praeses Convention;
- To use the generic VUB email address made available to them for all communication with the BSGgtgv and the VUB services;
- To adhere to the prohibition on the reproduction or distribution of official course material;
- To ask the title holder of the relevant training components for permission prior to sale of summaries, slides, readers etc.;
- To adhere to the [Flemish framework for initiation and other student-centred activities](#). This is included as an addendum with the Student Life Codex.

§2 All recognised associations deliver an annual report to the BSGgtgv, by 1 July at the latest. The annual report contains the following documents at the very least:

- A chronological report on activities, including the outgoings and incomes for each activity and number of participants;
- A financial report prepared in Assist in which the following matters are shown: an overview of all accounts and their balance, all incomes, expenditures, commissions, debts and receivables;
- A list of all old and new committee members, with the exception of employees (first name, name, contact details and whether they are a (VUB) student or not);
- A confirmation of the acknowledgement of the Student Life Codex;
- A report on operations by the outgoing committee;
- A report of the General Assembly, which includes an overview of the voting members present and results of the vote at the very least;
- The statutes;
- The circle coordinates.

An association must provide additional information on request of the BSGgtgv.

§3 Each recognised association must also deliver a report on activities, a financial report as defined in §2 of this article, and a report on the interim General Assembly to the BSGgtgv after the first semester, by 1 January at the latest.

§4 In the case of a change of statutes, the student association will deliver both the old and the new statutes to the BSGgtgv and the Student Life Coordinator.

The Student Life Coordinator will work together with the Committee of Former Chairs and the BSGgtgv on an annual basis to check whether the statutes of the associations are in accordance with the minimum statutes.

If there is a change to the minimum statutes, each recognised student association for which the statutes do not meet the stipulations must ensure conformity within one academic year following the change of the Student Life Codex at the latest.

§5 Only recognised student associations may use the logo of the VUB and VUB in their name.

§6 Recognised student associations have a right to one free generic email address and SharePoint area within the VUB Office 365 environment from the time of their recognition. They use this in accordance with the valid ICT regulation.

§7 Recognised student associations can make use of the marquee, the classrooms and the VUB service for an internal tariff.

Article 14 *Trusted person*

§1 The student association appoints a trusted person in accordance with the following guidelines:

- A student association which organises an initiation ceremony or another initiation ritual will appoint at least two trusted persons, taking into consideration the diversity and representation of the VUB community; in the event of a lack of candidates, the association will exceptionally appoint one trusted person;
- A student association which has ≥ 15 committee members will appoint at least one trusted person;
- A student association which has less than 15 committee members is not obliged to appoint a trusted person although this is strongly recommended. The committee members and other members will be assisted by the central trusted person appointed by the BSGgtgv.

If there is doubt concerning which criteria a student association falls under, the decision of the BSGgtgv is decisive. It is the responsibility of the student association to contact the BSGgtgv if there is any doubt.

§2 A role as trusted person cannot be combined with the role of Chairperson, Vice-Chairperson, master of initiation, schachtentemmer (tamer of freshers) or other functions within the initiation committee, or their linguistic equivalents, both within the actual recognised student association and also within another recognised student association.

§3 The student association commits itself to communicating in writing to its members the contact details of the internal trusted person/persons, the central trusted person of the BSGgtgv and the VUB reporting point. The BSGgtgv can always request a confirmation of this written communication.

§4 The trusted person commits himself to participating in at least one training session, whether this is the training session which is offered free of charge by the VUB, or a training session by an external organisation. The costs of the latter must be borne by the association and a proof of participation must be presented to the BSGgtgv. There are also three moments of evaluation provided through the academic year. The trusted person commits himself to participating in a minimum of two of the three evaluation moments.

Article 15 *Incompatibilities*

A role as Chairperson, Vice-Chairperson, Secretary or Treasurer, or their linguistic equivalents, within a recognised association, the BSGgtgv, Studiekring Vrij Onderzoek, de Moeial magazine or Overkoepelende Studentendienst cannot be combined with such a role within another recognised student association, the BSGgtgv, Studiekring Vrij Onderzoek, de Moeial magazine or Overkoepelende Studentendienst.

Article 16 *Complaints about non-adherence to the statutes of a recognised student association*

In the event of non-adherence to the statutes of a student association, a complaint can be submitted to the Chairperson of the General Assembly of the association in question, in the second instance with the Chairperson of the BSGgtgv, and via the [appeals procedure for Student Services](#) with the Vice-Rector for Educational and Student Affairs.

Article 17 *Sanctions via the BSGgtgv*

In the case of serious nuisance or breaches, the BSGgtgv can also decide that the recognised student association can no longer make use of facilities or benefits other than those which recognised associations normally have an entitlement to, or the BSGgtgv can move to the submission of a proposal for suspension of the recognition of the association with the Student Council.

In that case, the BSGgtgv will provide reasoning for the decision or the proposal and it will consider the nuisance caused against the interests of the student association involved in its reasoning.

Safety measures

Article 18 *Minimum safety and conduct regulations for all activities, including initiations*

§1 Each association oversees the safe course of activities. This includes the assessment and prevention of health risks and other safety risks, and the respecting of the values and code of conduct specified in [article 2](#). If necessary, they will provide suitable medical support during their (initiation) activities and inform the emergency services if necessary.

§2 Nobody can be forced to take part in activities organised by the BSGgtgv or the associations. Each individual can decide to stop his participation in an activity at any time.

§3 It is in any case forbidden for associations:

- to use toxic or corrosive products;
- to force participants to eat or to drink;
- to demand or confiscate student cards;
- to use live animals, carcasses, blood and slaughter waste (including fish waste). Slaughter waste consists of things which may be completely or partially unsuitable for human food chains.

§4 Associations which organise activities with amplified noise are obliged to offer earplugs free of charge. These are available free of charge as stipulated in [article 19](#). They must use the measurement, recording or noise limitation apparatus which is in situ or mobile versions of it as prescribed in [article 19](#).

§5 At least one sober committee member must be present for all activities, from the beginning until the end.

§6 Student associations should offer still water with all activities at the very least.

§7 Each recognised student association which organises (initiation) activities also has the following additional obligations:

- to ensure that the students do not exceed the maximum legally permitted alcohol consumption during (initiation) activities;
- to ask the students about any health issues which are not compatible with the classical (initiation) activities¹⁰. In that case, an adapted (initiation) activity is proposed for the students concerned;
- to ensure that the students remain fully sober during the initiation by associations with ordinary recognition which belong historically to the group "faculty associations";
- the respecting of the written agreements concerning safety measures for the initiation ritual, which are stipulated on an annual basis through ad hoc conventions of like-minded student associations¹¹, or which are presented by the association involved directly at the General Assembly of BSGgtgv.

§8 If a participant has not yet reached the age of 18 years old, he must provide written permission¹² from his parent or legal guardian before being allowed to participate in (initiation) activities of a student association.

§9 Sanctions in the event of non-adherence to these regulations are specified in [article 11](#).

Article 19 *Use of images, music and amplified noise*

§1 Where reproduction of images or music during activities is concerned, the organiser is always responsible for the proper use thereof. The organiser asks about an umbrella contract for the campus location in question and takes the necessary complementary steps to obtain the permission and the rights to reproduction from the bodies in question (e.g. SABAM, Billijke Vergoeding, Bevrijdingsfilms, author, distributor etc.). In the event of any violations, the organiser bears the consequences of possible sanctions or penalties.

¹⁰ A [model medical form](#) is made available on the student portal.

¹¹ To be requested by the praeses of the BSGgtgv at the faculty and regional conventions.

¹² A [template](#) is provided on the student portal for this purpose.

§2. Organisers must use the fixed measurement, recording and limiting apparatus for amplified noise on campus locations and respect the noise standards. If no fixed apparatus is available, then they must reserve the mobile apparatus with Facility Services in advance and collect it by 1600 hours on the day of the activity at the latest and use it as prescribed.

The VUB locations which are often used for student-centred activities are classified according to the noise standard categories for amplified noise set by the Brussels Capital Region. A concrete maximum noise intensity is set as follows, with the broader legislative context also being taken into consideration:

- Tent aula Q: category 3 (max 100 dB)
- Aula Q: category 3 (max 100 dB)
- Culture House Hall: category 3 (max 100 dB)
- BSG events room: category 3 (max 95 dB)
- Tempus: category 2 (max 95 dB)
- BOJ events room: category 2 (max 91 dB)
- Lounge Bar 1050: category 1 (max 85 dB)
- Basic Fit Lounge 1090 category 1 (max 85 dB)

For activities in noise standard category 3, it is obligatory to make earplugs, available at Student Information, and an extra rest area with a noise intensity of a maximum of 85 DB, available free of charge.¹³

Article 20 Emergency situations

Campus security is the first point of contact for all serious problems on the campuses (e.g. accidents, vandalism, theft, violence, annoyance, presence of undesirable people etc.). Students will report each incident to campus security.

Campus security will contact the emergency services immediately if necessary.

In an emergency, the students follow the SOS guidelines on the campuses and the [student portal](#).

Article 21 Safety and nuisance

The VUB or the responsible person involved have the right to stop an activity, suspend or modify it in the event of nuisance or for reasons of safety.

Grants

Grant Advisory and Appeals Committee

Article 22 Grant Advisory and Appeals Committee

§1 This body's work consists of:

- Advising the Student Council about the project grants;
- Dealing with the appeals lodged by associations against the grant decision of the BSGgtgv.

§2 The body is made up of:

- Voting members:
 - A student representative for each faculty, appointed by the Student Council;
 - The Chairperson of the BSGgtgv or his deputy;
 - The Chairperson of the International Student Platform or his deputy.
- Advisory members
 - The Student Life Coordinator
 - A representative of the Sports and Exercise Department, Culture Department and the International Relations Office. Other departments can be invited on an ad hoc basis.

¹³ In anticipation of the delivery of the multifunctional space (garage C), one of the auditoriums in building G at esplanade level must be reserved for this purpose.

Project grants and sponsoring by the Student Council

Article 23 Objective of the project grants and grants via the Student Council

§1 The objective of the project grants is to support new projects which

- Expand the scale of leisure opportunities and formative activities for the VUB students;
- Have an innovative or ambitious character;
- Promote the appeal of the VUB or Brussels as a student city;
- Increase the well-being of the students;
- Increase the unity of the students via existing networks.

§2 Projects or policy suggestions which do not meet the conditions for project grants but could indeed be valuable for students can be presented to the Student Council with a dossier and reasoning. The Student Council can then decide to subsidise the project with its own resources to a maximum of 10% of those resources, or recommend drawing up a budget for the proposal.

Article 24 Conditions for the application for project grants

§1 Every VUB-student can make an application for project grants, both in their own name and for a student association with functional recognition or an association with provisional recognition

§2 The applicants can submit a dossier twice per year via [the student portal](#). The application must be submitted before 20 November or before 1 April.

An application which is too late is automatically referred to the next deadline.

§3 An application can be made for both an initiative that is still to take place or for an initiative that has already taken place in the previous semester.

In order to come into consideration for project grants, the application must meet the following general conditions:

- The project must be open to the VUB student population;
- The application is made by a VUB student;
- The application must be reasoned in relation to the objective and the award criteria of the project grants as specified in [article 23](#) and [article 25](#).
- The communication must contain the statement '*with the support of the Student Council*';
- The application does not involve educational activity unless at least 66.6% of the total cost of this is borne by the study programme or study programmes, and the remaining costs normally have to be paid by the students themselves;
- The project must be non-profit making;
- The application must include a budget which provides a clear overview of the planned income and expenditure;
- Project grants can be applied for on a maximum of three occasions for the same type of project.

If a project is promoted in several languages, the project must also allow participants who (only) speak one of these languages to participate actively.

If the project operates certain exclusion criteria which could violate one or more of the 19 discrimination criteria from the Belgian anti-discrimination legislation, then the application must contain an argument which objectively and reasonably justifies the difference in treatment. The reasoning will also include an argument concerning why no less intrusive measures are possible to achieve the same objective.

Article 25 Procedure for awarding project grants

§1 The [Grant Advisory and Appeals Committee](#) deals with the applications twice per year shortly after the application deadlines. It investigates whether the application satisfies the conditions set.

If the application meets the conditions, the applicant or his representative is invited to provide further clarification for the application. This occurs at the meeting of the Grant Advisory and Appeals Committee in which the application is evaluated.

§2 The Grant Advisory and Appeals Committee awards points on the basis of the following cumulative allocation rules:

- Number of participants in the activity
 - <20 participants: 1 point
 - 20 – 100 participants: 3 points
 - > 100 participants: 5 points
- Language of communication
 - Dutch: 1 point
 - English: 2 points
 - Dutch + English, French and/or German: 3 points
- Location
 - On and around the VUB-campuses¹⁴ (): 1 point
 - Outside the Brussels Capital Region: 2 points
 - In the Brussels Capital Region: 3 points
 - Abroad: 4 points
- Type of activity
 - Recreational and student-centred: 1 point
 - Cultural and/or sporting: 3 points
 - Formative: 3 points
- Various (subject to motivation)
 - Access free of charge: 1 point
 - Innovative: 1 point
 - Ecological aspect: 2 points
 - Interdisciplinary or beyond existing network boundaries: 2 points
 - Promoting well-being: 2 points

The Grant Advisory and Appeals Committee converts the number of points into the following guiding amounts but can reduce these taking into account the total provided in the budget:

- 0 to 7 points: €150
- 8 to 13 points: €300
- > 13 points: €500

§3 The Student Council will decide about the awarding of the project grants following reasoned advice from the Grant Advisory and Appeals Committee.

The Student Council awards a maximum of half of the amount budgeted in the first application period.

If the Student Council does, on the basis of the applications submitted, judge that this is in contravention with provisions in this Student Life Codex, or that a possibly discriminatory measure cannot be objectively and reasonably justified, then the Student Council can refuse the award of project grants.

Article 26 Implementation and payment of a subsidised project

§1 The implementer of a subsidised project must provide the following documentation to the Student Information via studentenwerking@vub.be within two months of completion of the activity at the latest.

- Evidence that the conditions were respected;
- A financial report which shows how much profit or loss the project made.

Payment only occurs following completion of the project if it appears that all requirements set were met.

¹⁴ Including the halls of residence of the VUB and the halls of residence with which the VUB has an agreement, and the cafés around Etterbeek station and the Brussels Health Campus.

§2 The claim to the approved budget lapses in each of the situations below:

- The subsidised project made a profit greater than €75;
- The deadline as stipulated in the first paragraph was not respected.

Article 27 *Sponsoring by the Student Council*

The Student Council can sponsor projects on its own initiative in a motivated manner, provided that balances are available in the working credit of the Student Council or the PKC for project grants.

Subsidising of recognised student associations

Article 28 *Grants to recognised student associations*

§1 The budgets available for grants to student associations with ordinary recognition are approved by the Student Council in the budget of Department 3 - Student Services and are distributed by the BSGgtgv.

Student associations with ordinary recognition can also make a grant application through the Student Council as specified in [article 23](#) and [27](#).

Student associations with functional recognition and student associations with provisional recognition can also make an application for a project grant or grant application through the Student Council as specified in [article 23](#) and [24](#).

§2 The VUB refunds in full the costs which student associations with ordinary recognition have to pay for the publication in the Belgian Official Gazette of the establishment of the association as a non-profit organisation, provided that this publication has occurred digitally.

The VUB refunds in full the costs which student associations with ordinary recognition have to pay for the publication of changes to their non-profit articles or the association committee in the Belgian Official Gazette.

§3 If planned student activities are cancelled due to force majeure, a separate grant proposal will be worked out for this, adapted to the situation.

Article 29 *Application of grants and conditions*

§1 Only student associations with ordinary recognition can gain grants. The student associations must submit a complete annual report, including report on activities and financial report to the BSGgtgv for this purpose.

§2 In order to come into consideration for grants by the BSGgtgv, the activities of the student associations must meet the following conditions:

- membership of the association must not be required for participation;
- the activity must be advertised publicly;
- the number of participants per activity is a minimum of 10 persons;
- for each activity the profit made must not exceed €75;
- the same type of activity can take place on a maximum of three occasions;
- if the promotion of an activity occurs in two or more languages, then the activity must also allow participants who speak (only) one of these languages to participate actively.

§3 The following activities are in any case excluded from grants by the BSGgtgv:

- profit-making parties;
- activities in which the sale of meals is the main activity.

§2 In order to come into consideration for grants by the BSGgtgv, the student associations must clearly state the following in their report on activities:

- the activities which they organise together with another student association;

- the activities in which they participate but which they themselves have not organised.

Article 30 Allocation of grants for activities and non-profit organisation costs for student associations with ordinary recognition

§1 The BSGgtgv checks the reports on activities and awards points for the activities. If student associations organise an activity jointly, the BSGgtgv will distribute the points evenly among the organising student associations.

§2 The BSGgtgv awards points for activities which meet the conditions specified in [article 29](#), and which the student associations have organised themselves on the basis of the following cumulative rules:

- Number of participants
 - 10 to 20 participants: 1 point
 - 21 to 100 participants: 2 points
 - 101 to 250 participants: 4 points
 - ≥ 251 participants: 6 points
- Language of communication
 - Dutch: 1 point
 - English: 1 point
 - Dutch + English, French and/or German: 3 points
- Location
 - on or in the vicinity of the campus on which the association is active (including the halls of residence of the VUB or the halls of residence with which the VUB has an agreement), or in the vicinity of the cafés round Etterbeek station, in the vicinity of Elsene churchyard, on the ULB La Plaine campus: 1 point
 - outside the Brussels Capital Region or on a VUB campus other than where the association is active: 2 points
 - in the Brussels Capital Region (and outside of the locations stated in the bullet points for this purpose): 3 points
 - abroad: 4 points
- Type of activity
 - culture and sport: 3 points
 - recreational and student-centred: 1 point
 - loss-making parties (a maximum of one party per year): 1 point
 - formative: 5 points
- Various:
 - access free of charge (subject to reasoning): 1 point
 - ecological aspect (subject to reasoning): 2 points
 - the promotion of the use of alcohol-free or low-alcohol beer: 2 points

§3 The BSGgtgv reserves 10% of the budget per period for the subsidising of activities which meet the conditions in [article 29](#), in which associations have participated but have not themselves organised. The BSGgtgv awards points for these activities on the basis of the cumulative rules below:

- Sport: 1 point
 - At least one team¹⁵ or five participants for non-team sports
- Participation in St-V, Vrijzinnig Zangfeest, Cantus Bruxellensis, Festival Belge de la Chanson Estudiantine, Beiaardcantus: 1 point
 - At least 10 participants
- Cultural: 2 points
 - At least 10 participants
- Formative: 3 points
 - At least 5 participants
- Participation in an activity of a student association with a different working language: 3 points
 - At least 5 participants

¹⁵ Basketball team of 5 people or football team of 11 people for example

§4 The BSGgtgv uses the expenses declarations submitted to determine what costs the student associations with ordinary recognition with a non-profit making statute have incurred for publication obligations in the Belgian Official Gazette.

§5 Student associations with provisional recognition are awarded a grant of €150 annually or €75 per semester. From the point of their first annual report, they must also meet the conditions in [article 29](#) in order to come into consideration for this.

§6 The BSGgtgv converts points allocated in §2 and §3 into concrete grant amounts by using the following formula:

$$\text{grant for student association} = \left[\left(\frac{A}{C} * 0,9 \right) + \left(\frac{B}{D} * 0,1 \right) \right] * (TOT - V - N)$$

whereby A = the total number of points for 'self-organised activities' of the association;

B = the total number of points for 'participating activities' of the association;

C = the total number of points for 'self-organised activities' of all associations;

D = the total number of points for 'participating activities' of all associations;

N = total amount of grants awarded in accordance with §5

V = total amount of expenses for publication costs in the Belgian Official Gazette, linked to obligations for non-profit making organisations;

TOT = total budget for grants for all associations for the period in question.

The annual budget is allocated evenly over both grant periods.

§7 The BSGgtgv communicates the number of points awarded per activity to the student associations concerned four weeks after the deadline for submission of the activities report at the latest. Following the announcement of the points awarded, each association has the right to submit a reasoned application to the BSGgtgv for the award of more points to a specific activity. The BSGgtgv can review the points awarded and inform the association of the decision on the basis of the reasoning submitted and any additional evidence.

The associations can appeal against the decision of the BSGgtgv as stipulated in [article 33](#).

§8 The BSGgtgv will submit the calculations of grants and of the publication expenses to be refunded for non-profit organisations as soon as possible following the settlement of any appeals, by way of formal notification to the Student Council, after which the grants will be paid out.

Article 31 Grants to recognised student associations for prevention of harmful alcohol use

Recognised student associations receive a refund of 50% of the costs for the purchase of low-alcohol or alcohol-free beer for the initiation cantus and St.-Vé on the condition that:

§1 at least one third of the volume of beer sold is alcohol-free or low-alcohol;

§2 the association can provide proof of the total number of litres of beer sold and the costs incurred for low-alcohol and alcohol-free beer;

§3 the association sends this application to studentenwerking@vub.be by 1 December at the latest.

This grant is awarded provided that the budget allocated by the Student Council permits this.

Article 32 Withholding of grants in the event of non-submission of annual reports

The Student Council can decide to award no grants to a recognised student association if the association in question has not presented its annual report(s) or has not presented them in a timely fashion to the BSGgtgv, as stipulated in [article 29](#).

Article 33 *Appeal by recognised student associations against the decision of the BSGgtgv concerning the awarding of points for the allocation of grants*

Associations can lodge an appeal against the decision of the BSGgtgv with the Grant Advisory and Appeals Committee of the Student Council within a period of 3 weeks following announcement of the allocation of points as stipulated in [article 30](#).

The [Grant Advisory and Appeals Committee](#) will re-evaluate the activities for which the points are being disputed as quickly as possible, taking into account the reasoning of the BSGgtgv and the association concerned.

The Grant Advisory and Appeals Committee will inform the BSGgtgv and the student association concerned of its decision as quickly as possible.

It is not possible to lodge a further appeal against the decision of the Grant Advisory and Appeals Committee.

Infrastructure

Activity locations

Article 34 *Activities on campus*

§1 The VUB-campus provides various opportunities for organising activities both indoors and outdoors on the campus.

§2 Locations for student-centred activities on the Brussels Humanities, Sciences & Engineering Campus are:

- the esplanade;
- the restaurant entrance;
- the Lounge Bar 1050;
- the marquee
- the BSG events room (only for recognised associations);

Application procedures for these locations are described in [articles 35](#), [36](#), [37](#), [44](#) and [45](#) respectively.

§2 Locations for student-centred activities on the Brussels Health Campus are:

- the Basic Fit Lounge 1090;
- Tempus
- the BOJ events room (only for recognised associations);

Application procedures for these locations are described in [articles 38](#) and [44](#).

§4 For all other locations on the campus, students who wish to organise activities must gain permission in advance. The application includes a statement of:

- the location of the activities;
- the time of the activities;
- a description of the activities;
- the organiser of the activities (contact details, including mobile phone number).

On the Brussels Humanities, Sciences & Engineering Campus, the applications must be submitted through Infrastructure via infradesk@vub.be. The Faculty of Medicine and Pharmacy coordinates the applications for use of the VUB classrooms on the Brussels Health Campus.

Esplanade activities

Article 35 *Activities on the esplanade of the Brussels Humanities, Sciences & Engineering Campus*

Esplanade operations at the Brussels Humanities, Sciences & Engineering Campus take place in four sub-locations:

- the covered area;
- the end of the fire break (if a vehicle is present);

- the entrance hall of building D (indoors);
- VUB-restaurant (inside by the stairs).

Students can request esplanade activities via the student portal.

Every stallholder, organiser or person distributing leaflets must always be able to produce the email granting permission from Student Information at the request of campus security.

Lounges

Article 36 Lounges

§1 The purpose of the Lounge Bar 1050 at the Brussels Humanities, Sciences & Engineering Campus and the Basic Fit Lounge 1090 at the Brussels Health Campus is to act as a meeting place for all VUB students and to provide a space for social and cultural initiatives.

§2 The Student Council is responsible for the general coordination of the Lounge Bar 1050, represented by a student appointed by the Student Council, subsequently referred to as Lounge Coordinator. The BOJ Council non-profit association is responsible for the general coordination of the Basic Fit Lounge 1090, represented by a student appointed by the BOJ Council, subsequently referred to as Lounge Coordinator. The Lounge Coordinators may delegate practical sub-tasks such as handing over the keys, inventory, invoicing and the chasing up of payments to other students. The Lounge Coordinators are supported by the Student Information.

§3 The user of the Lounges satisfies the following conditions:

- the applicant is a member of the university community, is an alumnus or organises an activity which is clearly in the interests of the VUB.

§4 The activity satisfies the following conditions:

- the activity is freely accessible to everyone, or it is a private activity with a clear connection to the university community;
- the activity has no negative impact for the VUB;
- the activity does not present a nuisance to other users of the campus or - in Jette - Basic Fit (noise, dirt, smoke, ...);
- the activity does not fall within the target activities of the BSG or BOJ events room.

§5 The user or a responsible representative must be present for the complete duration of the activity. The mobile phone number of this person must be provided to the security service of the VUB in advance or at the start of the period of use¹⁶.

§6 Making the Lounges partially or fully available to third parties is prohibited.

§7 The use of the Lounges is requested via the student portal.

Article 37 Lounge Bar 1050

§1 Allocation

Potential users, as defined in [article 36](#), can submit a request for use of the Lounge Bar 1050 up to one year in advance.

Private activities may take place once per week at the most.

The requests are dealt with in accordance with the principle “*first come first served*”. The Lounge Coordinator can make reasoned decisions to only allocate series of reservations in part so that the possibilities for reservation by other applicants are not jeopardised.

¹⁶ For Lounge Bar 1050 this is stated on the application form.

§2 Period of use and time of opening and closing

The Lounge Bar 1050 is made available from 1300 hours until 0300 hours from Monday up to and including Thursday, including preparation of the activity and clearing up afterwards.

At weekends - from Friday afternoon until Monday afternoon - the Lounge Bar 1050 is made available for the whole weekend from Friday at 1300 hours until Monday morning at 0300 hours, including preparation of the activity and clearing up afterwards.

§3 Financial arrangements

The user pays the following amounts:

- a fee of €80 for the use of the room for public activities or €180 for the use of the room for private activities. These fees are inclusive of final cleaning but exclusive of clearing up.

The user pays via bank transfer within 30 calendar days of receipt of the bill. The payment must be sent to IBAN account number BE29 0010 6864 5764 GEBABEBB with the reference ISS8 STI60 LOUNGEB, the name of the hirer, the code of the bill and the date of use.

If payment is not received within the 30 calendar days specified, the amount due is increased by €25 for each reminder.

The user must not charge a fee for admittance.

If the user cancels the booking of the room fewer than 10 calendar days before the intended day of use, it will then be necessary to pay the complete user fee.

§4 Inventory and clearing up

The user will work together with a Lounge Coordinator to draw up an inventory of the material present and this will take place at both the start and the end of the period of use. This inventory will be drawn up at a time agreed with the Lounge Coordinator. In the absence of the user, the Lounge Coordinator will draw up an inventory independently, after which the user will have no redress against this inventory.

The Lounge Bar 1050 must be returned to the same state it was in prior to the start of the activity once the activity has been completed.

In the event of two consecutive activities occurring, the inventory of the previous user and the new user can be drawn up simultaneously.

The keys for the Lounge Bar 1050 will only be handed over to the user following signature of the user agreement and following drawing up of the inventory by the user and the Lounge Coordinator.

§4 Sanctions are governed by article [39](#) and [64](#)

Article 38 Basic Fit Lounge 1090

§1 Allocation

Users can freely request dates from the Lounge Coordinator during the academic year. The requests are dealt with in accordance with the principle "first come first served".

§2 Period of use and closing time

Activities can only take place within the opening hours of Basic Fit. The activity must be completed 15 minutes before closing time. The last visitors must have left the Basic Fit Lounge 1090 by closing time.

§3 Financial arrangements

The Basic Fit Lounge 1090 is made available free of charge for the duration of the activity.

Cancellation of use of the Basic Fit Lounge 1090 must occur seven calendar days prior to the intended day of use of the room at the latest. If a cancellation is made after the start of this seven day period, €15 is charged as other users are unable to use the room.

§4 Use and safety

The user of the Basic Fit Lounge 1090 is free to determine the type of activity which is organised provided that this meets the conditions stated in [article 36](#);

The Lounge Coordinator reserves the right to refuse activities which could have a negative impact. Activities which fall within the target activities of the BOJ-events room are only considered for use of the Basic Fit Lounge 1090 following permission from the Student Council or the Chairperson of the BOJ non-profit organisation.

§5 Prior checks, cleaning and clearing up

Before starting the activity, the user must check whether the Basic Fit Lounge 1090 and adjoining room are in a proper condition. If this is not the case, the user must inform the Lounge Coordinator of this immediately - backed with evidence if possible - and follow his instructions.

Once the activity has been completed, the Basic Fit Lounge 1090 and adjoining spaces must be returned to the same state that they were in when the activity started.

The user himself is responsible for ensuring that the Basic Fit Lounge 1090 is cleared up and left correctly, including placing rubbish bags in the designated containers.

Article 39 Additional cleaning costs if the Lounge Bar 1050 or Basic Fit Lounge 1090 is not cleared up

If the room is not cleared up at the moment of the final inventory, the Lounge Coordinator can charge the user an additional fixed fee of €50 for cleaning costs. If the immediate surrounding area is also unclean, an extra €50 will be charged in addition to the actual cost.

Rooms

Article 40 Classrooms

§1 General

The use of classrooms is determined by the VUB¹⁷.

The recognised associations can make use of the classrooms for an activity at times when they are available subject to a reservation.

The classroom G100 and the Nelson Mandela room are the only classrooms available until after 2200 hours. Use after 2200 hours must be specially stated on the application form.

§1 Application

1° Only the Chairperson, Vice-Chairperson, Secretary or Treasurer of an association can submit a request to use a classroom. A request must be submitted as early as possible and at least three calendar days in advance through Infrastructure via infradesk@vub.be.

2° Classrooms can only be requested per activity.

3° If a classroom is reserved for a lecture or a debate with one or more speakers, then the organiser must state:

- the location of the activities;
- the time of the activities;
- a description of the activities;
- the organiser of the activities (contact details, including mobile phone number);
- the names of the people invited for the debates, including the moderator.

¹⁷ The classroom arrangements can be consulted via the [student portal](#).

§3 Cancellation

The VUB or BSGgtgv services may cancel a reservation of a classroom. They will inform the association concerned of this as quickly as possible. A cancellation does not give any right to compensation.

If an association wishes to cancel an activity, then they should do so as quickly as possible in line with the guidelines on the student portal.

§4 Making classrooms available to third parties is strictly prohibited.

Article 41 *Rooms allocated to student associations*

The Student Council formulates a recommendation to the general manager on the allocation of rooms to recognised student associations, and applies the following principles:

- The student associations with ordinary recognition share an assigned room which only these student associations use provided that they wish this;
- The student associations Solvaykring, VRG, LWK, PPK, Keps, Mesacosa and Perskring have a room for the exclusive use by their own student association as a transitional measure until an evaluation procedure is in place;

§2 The Student Council makes a decision concerning the allocation of storage space to recognised student associations and applies the following principles:

- One storage space will be managed by the BSGgtgv so it can be allocated to recognised student associations with temporary acute storage needs for a short period.
- The associations with functional recognition and with ordinary recognition without (shared) allocated room can request a storage area in building C, level 0 from the BSGgtgv, which provides reasoned advice to the Student Council on the basis of an analysis of the needs of the recognised student association.
- If any storage space is not allocated, other recognised student associations with ordinary recognition with a (shared) allocated room can make a request for storage space in accordance with the same process.

§3 The BSGgtgv will take the initiative for each concrete proposal of allocation of rooms and/or storage space to recognised student associations, and it will do this in the form of a proposal to the Student Council. In addition, the BSGgtgv will evaluate the use of their rooms by the recognised student associations on an annual basis in its annual report and it will provide a proposal to the Student Council for allocation of a room where guidance is desired or in the case of student circles which have recently gained ordinary recognition and wish to have a room.

§4 Recognised student associations will use the (shared) room properly. The associations will respect the legal stipulations, particularly those concerning the maximum level of occupancy of the rooms. Recognised student associations which share the same room are jointly responsible for arranging its use, clearing up and maintenance. They make written agreements for this purpose, which are shared with the BSGgtgv. They are jointly responsible for the costs of any damage and possible necessary maintenance.

§5 The associations are also responsible for cleanliness in the immediate vicinity of the rooms or the area used. If these are dirty as a result of student-centred activities, they will ensure that immediate cleaning takes place following completion of these activities.

§6 It is forbidden to spread noise and amplified noise:

- near the club rooms on the esplanade (D) and the club rooms on rotule 5 and 6 (F&G) during class hours (between 0800 hours and 2000 hours); in the event of frequent complaints, this will be extended to 2200 hours.
- at the club rooms on the X5 after 2300 hours.

- an exception can be made for the preparation for an event/initiation in the marquee (for testing the sound for example) and Game Without Frontiers provided that Student Information has been informed.

Article 42 *Sanctions in relation to nuisance in club rooms*

§1 If student associations cause a nuisance in the club rooms, they risk the following sanctions:

- For the first four complaints
 - about shouting and ranting in the vicinity of classrooms (in a radius of 20 m): loss of access to the allocated (shared) club room for 24 hours;
 - about dirt and mess which is left in the room or on campus which is not cleared up within 12 hours: the association loses access to the (shared) room for 24 hours. If the dirt or mess is present for longer than 12 hours, then the association loses access to the room for 48 hours;
 - if amplified noise is used within the hours for which the spreading of amplified noise is prohibited: the association loses access to its allocated room for 48 hours.
 - in the event of vandalism by a student association: the association loses access to its allocated room for 48 hours.
- In the event of a fifth complaint during the current academic year, a penalty of €250 is imposed on the association concerned. A penalty of €50 will then be added for each additional complaint during the current academic year. The association will have to pay the penalties imposed to the BSGgtgv within a week. If timely payment is not made, we will increase the penalties by 10% of the original amount.

§2 Student associations will verify complaints which come in during office hours. Campus security will be responsible for this outside of office hours.

Events rooms and marquee

Article 43 *Events rooms and marquee*

§1 Only recognised student associations can make use of the BSG events room and BOJ events room. The users must observe the regulations pertaining to the events room. These can be consulted via the website of the BSGgtgv and the BOJ Council respectively.

§2 The organisation of large events in the marquee requires thorough preparation and the commitment of staff. The safety plan with floor plan must be filled in meticulously to ensure the safety of the participants.

Article 44 *Drawing lots and coordination*

§1 The BSGgtgv organises the drawing of lots for use of the BSG events room and the marquee twice every year. The first occasion takes place in the last week prior to the start of the academic year. The second occasion takes place in the last week prior to the winter holiday.

The BSGgtgv coordinates the requests for use of the VUB classrooms at the Brussels Humanities, Sciences & Engineering Campus.

§2 The BOJ Council non-profit organisation coordinates the requests for use of the BOJ room.

Article 45 *Participants at the drawing of lots and the sequence of allocation for the BSG events room and the marquee*

§1 The Moeial magazine, the Free Research study circle, the Umbrella Student Service and the BSGgtgv and its sub-departments can state their preference for certain dates for the use of the BSG events room and the marquee during the drawing of lots, after which these are reserved immediately. The BSGgtgv can also reserve room dates within the framework of cooperation with a VUB service.

§2 Only the associations with definitive ordinary recognition can participate in the drawing of lots. The following sequence is operated for the allocation of marquee and events room:

1. dates for parties in the marquee;
2. special dates for the events room, reasoned for and approved by those drawing lots;
3. dates for initiation parties for the events room and dates for hand-overs in the second semester;
4. First draw for parties in the events room. Associations which have obtained a special date do not come into consideration for this;
5. Second draw for parties in the events room. Associations which have obtained a special date do not come into consideration for this;
6. Drawing of remaining dates, cantuses and parties;
7. Drawing of dates involving cooperation with external parties, cantuses or parties;
8. Drawing of lots for activities for everyone.

§3 Associations with functional recognition and provisional ordinary recognition can request dates for the events rooms following completion of the drawing of lots.

Article 46 *Defence against suspension of collaborating student associations from the drawing of lots*

If the regulation regarding cooperation between student associations is not respected, the BSGgtgv Chairperson can decide upon suspension from the next drawing of lots. Associations against which the sanction is imposed can present a written defence. This defence will be submitted to the Chairperson of the BSGgtgv. The defence will be dealt with at the next committee meeting of the BSGgtgv, to which the defender can be invited. Following the departure of the defender, the committee of the BSGgtgv will make a definitive decision against which further appeal is not possible.

Article 47 *Technical defects*

Technical defects which are established in or in the vicinity of a building on the campus are reported to Infrastructure via infradesk@vub.be.

Publicity and communication to the student community

Article 48 *Physical promotion in the restaurant on the Brussels Humanities, Sciences & Engineering Campus*

Requests for promotion (stalls, ticket sales, sampling, ...) in the restaurant take place via the Student Information. At the request of restaurant staff, each stallholder in the restaurant must be able to produce the permission of the Student Information.

The distribution of flyers in the restaurant may take place without permission provided that the flyers state the name of the responsible publisher. Flyers which go against the values of the VUB must not be distributed. Responsible publishers or distributors of flyers should seek permission from the Student Information if there is any doubt.

Article 49 *Notice boards and poster boards*

The notice boards in the faculty offices and the poster boards in building D, building L, building A (Jette), the student restaurant and in the library are free for anybody to use.

Article 50 *Notice boards for recognised associations*

Only the recognised student associations, the BSGgtgv, the Moeial magazine, the Free Research study circle, the Umbrella Student Service (OSD) and the Student Council may make use of the notice boards and notice poles.

§1 Distribution conditions

The use of notice boards for communication about political parties, alcohol, cigarettes and confessional matters is prohibited.

The VUB seal must be clearly visible in the upper left corner of every poster. Without this seal, the organisation can make no claim to a guaranteed minimum and it has no redress against other organisations obliterating its posters with their own.

The statement "student card mandatory" must be clearly legible on posters for activities which take place at the Brussels Humanities, Sciences & Engineering Campus or the Brussels Health Campus and where there are entry checks.

§2 Permitted locations and guaranteed minimum

Posters may only be placed at the points designated for this purpose. Putting up posters anywhere other than on the designated notice boards or poles is prohibited.

Attachment may only be effected with wallpaper paste.

If there is still one large poster (A1 or A2) or two smaller posters for a scheduled activity on one of the wooden boards or concrete poles, it is forbidden to paste posters on top of them, even partially. Posters for activities which have already taken place may be pasted over.

§3 Times of putting up posters

Posters for an activity may only be put up one week before this activity takes place at the earliest. An organisation which puts posters up too early:

- may not cover any other posters for an activity which has not yet taken place;
- may not make any claim for a guaranteed minimum during the period that they put posters up too early;
- has no redress against its posters being obliterated by posters of other organisations.

Each organisation may put up posters two weeks in advance for a maximum of one activity per semester. The organisation must ask for prior permission from the BSGgtgv for this purpose. The admissibility of this request is discussed at the next meeting. The posters which are to be put up must contain the following statement in the upper right corner: "BSG poster permission 2 weeks".

Article 51 *Complaints about breaches of the poster distribution regulations*

§1 Breaches of the poster distribution regulations may be reported to the Chairperson of the BSGgtgv via e-mail.

§2 The breach must either be established by a member of the committee of the BSGgtgv at the location, or by a member of the association which has suffered due to the breach. In the latter case the organisation which has suffered due to the breach must provide adequate photographic evidence, which is sent to the BSGgtgv by email. The following is deemed to be adequate:

- For the wooden boards:
 - a photograph in which the board can be seen in its entirety;
 - and

- a detailed shot of the poster which was obliterated by another poster where the identity of the obliterated and obliterating association is clear.
- For the concrete poles:
 - several photographs so that the complete pole is visible all around and
 - a detailed photograph where the obliterating and obliterated association are clear.

The photographic evidence must be provided one hour before the start of the activity for which the posters were obliterated at the latest.

§3 The BSGgtgv reserves the right to establish breaches on its own account even if no formal complaint has been made. The Chairperson of the BSGgtgv assesses the admissibility of each complaint and determines the amount of the penalty in accordance with the guidelines of this regulation. The Chairperson of the BSGgtgv must provide reasoning for this decision.

Article 52 *Sanctions for breaches of the poster distribution regulations*

The following sanctions can be imposed by the BSGgtgv if the poster distribution regulations are breached:

- Putting up posters anywhere other than the designated boards and poles: €250 fine;
- The use of an attachment material that is not wallpaper paste: €75 fine. Infrastructure will seek redress against the association concerned in the event of any damage to the boards. The posters concerned will be removed from the boards immediately;
- All posters obliterating forthcoming activities: €50 fine for each activity obliterated. This fine applies for each board or concrete pole where the breach is established. If an obliteration/violation occurs on three occasions or more during the same academic year, the fine is doubled to €100. If an organisation breaks the rules concerning the obliteration of other posters on at least five boards and/or poles, the organisation will also be penalised with an additional administrative charge of €75. In the event of repetition, the provisions described above will apply;
- Improper use of the statement "BSGgtgv poster permission 2 weeks": €100 fine;
- Failure to insert the statement "Student card mandatory": €75 fine. In addition, the protection of the poster distribution regulation is no longer applicable for this activity. The BSGgtgv undertakes to inform other organisations about this.
- If the fine has not been paid after 20 calendar days and no contact with BSGgtgv has been sought to set up a payment plan, an additional administration cost of €15 per seven calendar days will be charged. If an appeal has been lodged which was declared to be admissible by the Chairperson of the BSGgtgv, this regulation is suspended until a decision is taken by the BSGgtgv.
- In the case of a collaborative partnership, the activity is regarded as one single organisation. If sanctions have to be imposed, the organisation which was deemed to be responsible by the drawing of lots will assume responsibility. If the activity was requested after the drawing of lots, the association which entered the activity on the reservation system will be deemed to be responsible. If the above stipulations do not appear to be adequate to find out who is responsible, it is the name which is stated first on the poster (to be read from left to right and from top to bottom).

The BSGgtgv passes the payments on to the student association which may have suffered as a result of the breach following payment by the party which committed the breach. BSGgtgv uses other income gained from fines to the benefit of student association life at the VUB.

Article 53 *Mediation in the event of breaches of the poster distribution regulations*

Recognised student associations may present a proposal for resolution to the BSGgtgv by email. The Chairperson of the BSGgtgv can choose to accept this proposal. If the mutual agreement made is not adhered to, the original fine will be reinstated.

Article 54 *Appeal against decisions linked to breaches of the poster distribution regulations*

The association against which the fine was imposed, or for which a complaint was not declared admissible by the BSGgtgv, reserves the right to lodge an appeal. This must be submitted to the Chairperson of the BSGgtgv via email within 14 calendar days following the decision. This appeal will be placed on the agenda

and dealt with at a subsequent committee meeting. Both parties, namely the aggrieved party and the party in breach, will be informed of the placing of this item on the agenda. Both parties have the opportunity to defend their positions at the meeting when the appeal is on the agenda. The BSGgtgv committee will make a definitive decision against which no further appeal is possible.

VUB services

Article 55 **Administrative coaching and communication advice**

§1 Every student who wishes to take an initiative on behalf of student life at the VUB can receive administrative coaching from the Student Information to help them negotiate the administrative and logistical regulations of the VUB or external regulations.

Recognised student associations can also receive advice at the Student Information for meeting the obligations of the legislation concerning non-profit organisations and the administrative rules of the VUB.

§2 The Student Information also provides communication advice. The service can provide support when thinking up promotional campaigns, in the case of a media crisis or in the case of dealing with complaints by third parties. If necessary, Student Information will contact or refer to other services of the university.

The operational implementation remains in the hands of the organisers/students.

In exceptional situations, the university itself can direct the communication in consultation with the responsible students involved.

§3 Student Information provides students with various methods for announcing their activities: events calendar, screens, social media¹⁸, newsletter, etc.

Direct email sent to large groups of students can only be considered in the case of essential messages of general importance.

§5 The respective responsible persons of the services or communication channels involved decide whether or not to provide publicity for an event or whether or not to allow a promotional initiative to take place. They can request additional information before granting permission.

Article 56 **Insurance**

All students of the VUB are insured against physical accidents which may occur during normal activities.¹⁹

Article 57 **Hiring of material**

[Various material](#) for infrastructure can be loaned or hired via Facility Services on the Brussels Humanities, Sciences & Engineering Campus.

On the Brussels Health Campus this support is provided by the [Congress Department](#).

Article 58 **Hiring of vehicles**

A student who has been in possession of a valid driving licence for at least one year and who has reached the age of at least 21 can [hire a VUB car or van](#).

It is possible to hire bicycles at various points in the immediate vicinity.²⁰

¹⁸ Including via the Facebook page [Student Events VUB](#)

¹⁹ Information related to insurance for students is available via the Insurance Department or on their [Sharepoint page](#).

²⁰ Further information about bicycle hire is available on the [student portal](#) and on the Brik [website](#).

Article 59 Catering

Catering during a meeting or other event can be reserved via the VUB-restaurant²¹. Students or organisations can request an invoice made out to a private individual with an address outside the campus. Recognised student associations can purchase catering via BSGgtgv.

Article 60 Promotional menu in the VUB-student restaurants

The restaurant's promotional package provides the opportunity of having a special menu with mention of an activity. All recognised associations or students who wish to make use of this can submit a request to the head of services at the restaurant up to three weeks in advance via vubrestaurant@vub.be.

Article 61 Sustainability

The [Green Team](#) offers a network of speakers and organisations, and sometimes even financial support, for activities which benefit sustainability and mobility.

Final provisions

Article 62 Withdrawal of rights of use in the event of nuisance or failure to observe regulations

§1 If a student or a student organisation causes too much nuisance or does so too frequently, or fails to observe the provisions of the internal or external regulations, the responsible person involved can decide to withdraw the rights of the student or organisation concerned to make use of the relevant facilities or the benefits for a specified period.

The defence of the person or organisation involved will be heard, possibly in writing, before a decision is taken.

The responsible person involved will provide reasoning for the decision and will consider the nuisance caused against the interests of the student or student association involved in its reasoning. The person or organisation involved may defend themselves or lodge an appeal in accordance with the procedure for Student Services.

Article 63 Compensation for damage caused

The VUB or the responsible person concerned will send a bill to the student or association(s) concerned for all the damage caused. A minimum of €50 will be charged.

Article 64 Payment of fines and damages

The responsible bodies concerned will notify the student or student association concerned in writing of fines and compensation to be paid, specifying the terms and procedures of payment. The amounts must be paid in full via bank transfer within 30 calendar days of receipt of the bill.

Article 65 Responsibility for incidents

Neither the VUB, nor the Student Council, nor the BSGgtgv is responsible for possible accidents and/or thefts.

Article 66 Disputing decisions

Decisions can be disputed via a written and reasoned request to the responsible person who has taken the decision. Disputes concerning charges imposed do not give any right to deferral of payment. A credit note can be prepared later if necessary.

²¹ Further information about catering and placing of orders is available on the [student portal](#).

Article 67 Further appeal

If their rights are disregarded, students or student organisations can lodge further appeal with the Vice-Rector for Educational and Student Affairs in accordance with the Student Services appeals procedure.

Article 68 Competent courts

If legal proceedings seem to be inevitable, only the courts of the district of Brussels are competent.

Article 69 Changes²²

The BSGgtgv, the Moeial magazine, the Free Research study circle and the Umbrella Student Service can propose or advise changes to the Student Life Codex on their own initiative. They can also introduce their arguments during the meetings via their representative, who is present as an advisory member in the Student Council.

²² The Student Council is authorised to take policy decisions and to approve regulations within the area of authority of Student Services via the participation regulation, article 3 , §3.

Addendum: Flemish framework for initiation and other student-centred activities

The student organisations²³ in Flanders have a long tradition to look back on. With their activities they wish to reinforce the mutual solidarity and friendship between students. These are activities which students undertake in an atmosphere of fraternisation in the rich student life and they must provide pleasant memories for the student. Humour, friendship and freedom from violence must be a common theme in this.

These traditions do of course go hand in hand with the necessary obligations, responsibilities and agreements. The student organisations must be expected to run their (initiation) activities in a pleasant, grown-up and responsible manner, leaving space for traditions to be actively questioned.

Efforts are currently being made at the level of institutions of higher education and local level to make the student organisations aware of their responsibilities via initiation charters, initiation decrees or other frameworks of agreements, and to support them in a good, pleasant and inclusive organisation of their (initiation) activities. That results in a broad range of nice initiatives with and for the students.

In order to support the educational institutions and the local level and to aim for consistency in agreement and regulations, a few general principles are summed up in this Flemish framework, which student organisations must take into consideration as part of their responsibility.

1. Student organisations **respect the valid legislation and regulations.**

In this way the students respect public order at all times and avoid causing a noise nuisance and other sorts of nuisance. They do not cause any damage to public or private property.

Students respect traffic regulations during (initiation) activities on public roads. Hindering traffic or the emergency services is not permitted.

Public drunkenness and indecency are not permitted.

2. Student organisations allow themselves to be guided by respect for humans and respect for everyone's convictions and privacy, as well as for society and its goods, in their conduct and social relations. They do not discriminate.

3. Student organisations have respect, and they ensure the **well-being of their members and participants in their (initiation) activities.**

The humiliation of people or causing physical damage is prohibited. No single form of physical violence or unacceptable behaviour is permitted.

4. Participants in the (initiation) activities **have the right to refuse consumption of food and drink. It is not permissible to get somebody drunk.** The student organisations will show concern about the well-being of a participant if this participant should nevertheless be drunk and could represent a danger to himself or other people.

Student organisations must not serve any strong drinks to people who are underage.

5. Student organisations must **not compel students to take part in their (initiation) activities.**

They can also not force a participant to complete the (initiation) activity. Each participant must have complete freedom to decide to no longer participate in the (initiation) activity at any time.

6. Student organisations **monitor the safe running of their (initiation) activities.** This means accessing and preventing health and safety risks. Among other things, they focus on the prevention of physical injuries and ensure that the health of the participants is not endangered. They will provide

²³ Within this framework, "student organisations" are deemed to be: all student organisations linked to Flemish universities and colleges, student clubs and all other de facto associations or non-profit associations which focus on students of the Flemish colleges and universities with their activities, regardless of the specific name which the association uses.

suitable medical support during their (initiation) activities and inform the emergency services if necessary.

7. The **parents or legal guardians of underage participants** in the (initiation) activities **must agree to** the participation in the (initiation) activity.

8. The **organiser, the responsible persons and the supervisors** of the (initiation) activities **abstain from alcohol consumption** or the use of **other stimulants or prohibited substances**.

9. The principles within this framework **apply at every place where the (initiation) activities are organised**.

10. The Flemish universities and colleges can subject the student organisations and their students **to their internal procedures**, with **the imposition of (disciplinary) sanctions** as a possible consequence, in the event of non-observance or violation of the principles of this framework. Students and student organisations are open to possible civil, criminal or disciplinary consequences in the event of transgressions of this framework.

The student organisations commit themselves to applying the principles without prejudice. They commit themselves to making all their members aware of the content of this framework and making them observe it.

The students also adhere to the existing local charters and the internal regulations of their college or university. The Flemish universities and colleges commit themselves to ensuring that the principles, as stated in this framework, ultimately find a place within their own regulations.