

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 15 September 2023

Contents

General provisions	5
Article 1 Objectives	5
Article 2 Values and code of conduct	5
Sui generis organisations	6
Article 3 Brussels Studentengenootschap 'geen taal, geen vrijheid', Studiekring Vrij Onderzoek, de Moeial magazine and Overkoepelende Studentendienst	6
Article 4 Functional advice	6
Article 5 Statutes	6
Article 6 Annual report	6
Article 7 Trusted person with sui generis organisation	7
Organisation of the student life	8
Article 8 The student life at the VUB	8
Article 9 Types of recognition of student organisations	8
Article 10 Application for recognition as a student organisation	8
Article 11 Provisional recognition	10
Article 12 Loss of recognition as a student organisation	11
Article 13 Dissolution of recognised student organisations	11
Article 14 Rights and obligations of the recognised student organisations	12
Article 15 Trusted person	12
Article 16 Incompatibilities	14
Article 17 Complaints about non-adherence to the statutes of a recognised student organisation	14
Article 18 Sanctions via the BSGgtgv	14
Safety measures	14
Article 19 Minimum safety and conduct regulations for all activities, including initiations 14	14
Article 20 Use of images, music and amplified noise	15
Article 21 Emergency situations	15
Article 22 Safety and nuisance	15
Grants	16
Grant Advisory and Appeals Committee	16
Article 23 Grant Advisory and Appeals Committee	16
Project grants and sponsoring by the Student Council	16
Article 24 Objective of the project grants and grants via the Student Council	16
Article 25 Conditions for the application for project grants	16
Article 26 Procedure for awarding project grants	17
Article 27 Implementation and payment of a subsidised project	18
Article 28 Sponsoring by the Student Council	18
Subsidising of recognised student organisations	18
Article 29 Grants to recognised student organisations	18
Article 30 Application of grants and conditions	19
Article 31 Allocation of grants for activities and non-profit organisation costs for student organisations with ordinary recognition	19
Article 32 Grants to recognised student organisations for prevention of harmful alcohol use	21
Article 33 Withholding of grants in the event of non-submission of annual reports	21
Article 34 Appeal by recognised student organisations against the decision of the BSGgtgv concerning the awarding of points for the allocation of grants	21

Infrastructure	22
Activity locations	22
Article 35 Activities on campus	22
Esplanade activities	22
Article 36 Activities on the esplanade of the Brussels Humanities, Sciences & Engineering Campus	22
Lounges	22
Article 37 Lounges	22
Article 38 Lounge Bar 1050	23
Article 39 Basic Fit Lounge 1090	24
Article 40 Additional cleaning costs if the Lounge Bar 1050 or Basic Fit Lounge 1090 is not cleared up	25
Rooms	25
Article 41 Classrooms	25
Article 42 Rooms allocated to student organisations	26
Article 43 Sanctions in relation to nuisance in club rooms	26
Events rooms and tent	27
Article 44 Events rooms and tent	27
Article 45 Drawing lots and coordination	27
Article 46 Participants at the drawing of lots and the sequence of allocation for the BSG hall and the tent	27
Article 47 Defence against suspension of collaborating student organisations from the drawing of lots	28
Article 48 Technical defects	28
Publicity and communication to the student community	28
Article 49 Physical promotion in the restaurant on the Brussels Humanities, Sciences & Engineering Campus	28
Article 50 Notice boards and poster boards	28
Article 51 Notice boards for recognised organisations	28
Article 52 Complaints about breaches of the poster distribution regulations	29
Article 53 Sanctions for breaches of the poster distribution regulations	29
Article 54 Mediation in the event of breaches of the poster distribution regulations	30
Article 55 Appeal against decisions linked to breaches of the poster distribution regulations	30
VUB services	30
Article 56 Administrative coaching and communication advice	30
Article 57 Insurance	31
Article 58 Hiring of material	31
Article 59 Hiring of vehicles	31
Article 60 Catering	31
Article 61 Promotional menu in the VUB-student restaurants	31
Article 62 Sustainability	31
Final provisions	31
Article 63 Withdrawal of rights of use in the event of nuisance or failure to observe regulations	31
Article 64 Compensation for damage caused	32
Article 65 Payment of fines and damages	32
Article 66 Responsibility for incidents	32
Article 67 Disputing decisions	32
Article 68 Further appeal	32
Article 69 Competent courts	32
Article 70 Changes	32

Addendum: Flemish framework for initiation and other student-centred activities	33
Addendum: VUB initiation framework	35
Context	35
Definitions	35
Abbreviations	36
General	36
Rights and obligations	36
Forbidden practices	38
Organisation and safety	39
Supervisory Body for Student Initiation Activities	41
Sanctions	41
Addendum: Protocol transgressive behaviour within student organisations	44
Transgressive behaviour	44
Report 44	
Consequence within the student organisation	44
Communication	45
Central trusted person	45

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 organisations, the Brussels Studentengenootschap 'geen taal, geen vrijheid';
- the student magazine de Moeial;
- the Studiekring Vrij Onderzoek;
- the Overkoepelende Studentendienst 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, including coercion via peer pressure. 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.

§ 3 Respect for internal and external legislation

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

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 Poincaré)

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).

§ 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 organisations

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

The de facto organisations 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 organisations contain the following elements at least:

- The organisation respects the principle of Free Research;
- The organisation obtains formal advice from the Student Council for changing the statutes;
- The organisation specifies a registered office;
- The organisation does not discriminate in any way and it adheres to the codes of conduct as specified in [article 2](#);
- The organisation commits itself to observation of the obligation of the trusted persons as specified in [article 14](#);
- The organisation 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 organisations are published on the student portal following approval of the annual reports.

Article 6 *Annual report*

§ 1 Sui generis organisations justify their operations in an annual report after the appointment of the new committee (or linguistic equivalent). They submit their annual report to the Student Life Coordinator by 15 July at the latest and the Student Life Coordinator places it on the agenda of the final plenary assembly of the academic year of the Student Council for approval.

§ 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 organisation in question. During this process, the Student Council takes into consideration the internal autonomy of the sui generis organisations. 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 prepared in Assist 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.

Article 7 *Trusted person with sui generis organisation*

§ 1 Each sui generis organisation appoints at least one trusted person.

If the trusted person is absent for a long period during the academic year, the sui-generis organisation is obligated to replace them.

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

§ 3 The sui generis organisation commits itself to communicating in writing to its members the contact details of the trusted person and the VUB Reporting Point.

§ 4 The trusted person commits himself/herself to participating in the general training session for trusted persons which is offered free of charge by the VUB at the start of the academic year. In addition, several intervision moments are provided throughout the academic year. The trustee engages in at least one intervision moment per semester.

§ 5 The trusted person has a duty of discretion and can always contact the VUB Reporting Centre and/or Student Life Coordinator for support. Even when the confidant makes further referrals, the duty of discretion remains.

§ 6 The trusted person is available primarily to members of their own sui-generis organisation. In second order, members of other student organisations or of the wider student population can contact them as long as the report concerns a member of the sui-generis organisation of the trusted person concerned or of sui-generis organisation as a whole.

§ 7 The trusted person is a first point of contact about welfare problems such as transgressive behaviour, conflicts, abuse of power... within the sui-generis organisation. The trusted person is authorised to take the following actions:

- Have an conversation with the reporter;
- If agreed by the reporter, have an individual conversation with the other person(s) involved. If a member of another student organisation is involved, the trusted person of that student organisation or the core board may be informed and involved.
- If agreed by both reporter and the other person(s) involved, a joint discussion may take place. Ideally, this should take place under the supervision of the VUB Reporting Centre in the case of cross-border behaviour or by the Student Life Coordinator.
- Informing the reporter of possible assistance internal or external to the VUB.

§ 8 The (core) board of the sui-generis organisation always retains ultimate responsibility for activities, even if a trusted person is present.

Organisation of the student life

Article 8 *The student life at the VUB*

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

Article 9 *Types of recognition of student organisations*

There are two sorts of recognitions for student organisations:

- Organisations with ordinary recognition are de facto organisations or non-profit organisations which are recognised by the Student Council as they have VUB students as their main target group;
- Organisations with functional recognition are de facto organisations or non-profit organisations 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.

Organisations 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 10 *Application for recognition as a student organisation*

§ 1 Application

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

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

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

2° In the application for recognition, the candidate organisation 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 organisation 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 organisation⁵;
- A complete list of the committee;
- The statutes of the student organisation;
- A confirmation of the acknowledgement of the Student Life Codex;
- A long-term objective supplemented with a (provisional) programme;
- An overview of the financial resources;
- If the student organisation 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 organisation objective. This is supplemented by a reasoned explanation which confirms how the objectives, activities and points of view of the organisation are compatible with the European Convention on Human Rights and protocols;
- If the organisation chooses an address on the campus as its registered address: an agreement for the use of this right signed by the applicant⁶.

⁵ To receive a template please contact the Coordinator for Student Life via studentenwerking@vub.be.

⁶ Recognised student organisations can apply to have their registered address set at the address p/a BSGgtgv, Vrije Universiteit Brussel, – Main campus, Pleinlaan 2, 1050 Brussel, building F, room F070, or Vrije Universiteit Brussel – Health Campus, Laarbeeklaan 103, 1090 Brussel, provided that an agreement to this end is signed with the VUB.

§ 2 Conditions which the statutes must meet

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

- The student organisation respects the principle of Free Research;
- The student organisation has clear objectives from which it is clear what the advantages will be for student life at the VUB;
- The student organisation establishes a registered office, an address outside the VUB if preferred;
- The student organisation does not discriminate in any way and it adheres to the codes of conduct as specified in [article 2](#);
- The student organisation commits itself to observation of the obligation of the trusted persons as specified in [article 15](#);
- The student organisation makes a clear distinction between the different types of membership and associated rights and obligations;
- The student organisation provides a clear procedure for the suspension and dismissal of members;
- In the case of a parent organisation:
 - The statutes of the organisation 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 organisation.

2° The following elements as a minimum must be included in the statutes for **student organisations seeking ordinary recognition**:

- The student organisation 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;
- 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 organisation has a regulation concerning incompatibilities as specified in [article 16](#);
- The student organisation 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 organisations seeking functional recognition**:

- A minimum of 50% of the members entitled to vote are students;
- A minimum of one of the key committee members is a VUB student;
- The student organisation 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 academic year. All recognitions take effect from the academic year which follows that of the recognition.

2° Each organisation 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.⁷ The Student Life Coordinator will share

⁷ The application for recognition must be submitted to the email address studentenwerking@vub.be.

the contact details of the candidate organisation with the Studiekring Vrij Onderzoek, the BSGgtgv and the Committee for Applications for Recognition of the BSGgtgv. 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 organisation 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 organisation without consequence along with a statement that the application is incomplete.

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

5° The candidate organisation 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.⁸

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

- 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.

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 organisation within seven working days providing details of why the application was refused. The candidate organisation 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](#).

8° If the Student Council decides to deviate from the advice of the BSGgtgv and/or the Studiekring Vrij Onderzoek, then the Student Council will provide explicit details in the report of the assembly concerning the reasoning behind the deviation from the advice of BSGgtgv and/or the Studiekring Vrij Onderzoek.

Article 11 Provisional recognition

§ 1 If the application for recognition is approved, the organisation will go through a period of three years of provisional recognition. During this period, the organisation obtains the statute of provisionally recognised organisation 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 and the Studiekring Vrij Onderzoek to decide

- to award the organisation the statute of definitively recognised organisation;

⁸ 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.

- or to extend the period of provisional recognition by a maximum of two years on a one-off basis;
- or to withdraw the statute of provisional recognition.

[Article 10](#), §3, °6-8 is applicable in the event of extension or withdrawal of the provisional recognition by the Student Council.

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

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

§ 4 The statute of provisional recognition can be withdrawn prematurely if a provisionally recognised organisation fails to meet its reporting obligations to the BSGgtgv in three successive periods. The BSGgtgv places the withdrawal on the agenda with the Student Council for approval and informs the organisation and the Student Life Coordinator about this.

§ 6 An organisation which receives ordinary recognition, and has already gone through a complete period of provisional recognition as a functional organisation, is freed from a new period of provisional recognition and immediately receives the statute of organisation with definitive ordinary recognition, provided that the procedure for ordinary recognition described in [article 10](#) is completed.

§ 7 If an organisation decides to change statute during its period of provisional recognition, the period of provisional recognition which has already elapsed will be transferred to the new statute.

Article 12 *Loss of recognition as a student organisation*

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

- If a student organisation 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 organisations, 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 organisation causes serious nuisance or commits breaches;
- If a student organisation has outstanding payments to the VUB;
- If a student organisation has outstanding payments to external companies which contact the VUB for payment;
- If a student organisation 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 13 *Dissolution of recognised student organisations*

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

The Student Life Coordinator will support the organisation 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 organisation will be used for within the student life at the VUB.

Article 14 *Rights and obligations of the recognised student organisations*

§ 1 All recognised organisations are obliged:

- To adhere to the Student Life Codex and the other internal and external legislation;
- To get each member of the organisation to act in agreement with the statutes of the organisation;
- To be present at the chairman's convention;
- To be present at the general information session which is organised at the start of the academic year by the BSGgtgv and the Coordinator of Student Life;
- 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](#) and the [VUB initiation framework](#). These are included as an addendum with the Student Life Codex.

§ 2 All recognised organisations deliver an annual report to the BSGgtgv, by 15 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 organisation must provide additional information on request of the BSGgtgv.

§ 3 Each recognised organisation 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 organisation will deliver both the old and the new statutes to the BSGgtgv and the Coordinator of Student Life.

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

If there is a change to the minimum statutes, each recognised student organisation 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 organisations may use the logo of the VUB and VUB in their name.

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

Article 15 *Trusted person*

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

- A student organisation 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 organisation will exceptionally appoint one trusted person;

- A student organisation which does not organise an initiation ceremony or another initiation ritual has \geq 15 committee members will appoint at least one trusted person;
- A student organisation which which does not organise an initiation ceremony or another initiation ritual 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 organisation falls under, the decision of the BSGgtgv is decisive. It is the responsibility of the student organisation to contact the BSGgtgv if there is any doubt.

If the trusted person is absent for a long period during the academic year, the sui-generis organisation is obligated to replace them.

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

§ 3 The student organisation 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/herself to participating in the general training session for trusted persons which is offered free of charge by the VUB at the start of the academic year. In addition, several intervision moments are provided throughout the academic year. The trustee engages in at least one intervision moment per semester.

§ 5 The trusted person has a duty of discretion and can always contact the VUB Reporting Centre and/or Student Life Coordinator for support. Even when the confidant makes further referrals, the duty of discretion remains.

§ 6 The trusted person is available primarily to members of their own student organisation. In second order, members of other student organisations or of the wider student population can contact them as long as the report concerns a member of the student organisation of the trusted person concerned or of student organisation as a whole.

§ 7 The trusted person is a first point of contact about welfare problems such as transgressive behaviour, conflicts, abuse of power... within the student organisation. The trusted person is authorised to take the following actions:

- Have an conversation with the reporter;
- If agreed by the reporter, have an individual conversation with the other person(s) involved. If a member of another student organisation is involved, the trusted person of that student organisation or the core board may be informed and involved.
- If agreed by both reporter and the other person(s) involved, a joint discussion may take place. Ideally, this should take place under the supervision of the VUB Reporting Centre in the case of cross-border behaviour or by the Student Life Coordinator.
- Informing the reporter of possible assistance internal or external to the VUB.

§ 8 The (core) board of the student organisation always retains ultimate responsibility for activities, even if a trusted person is present.

Article 16 *Incompatibilities*

A role as chairperson, vice-chairperson, secretary or treasurer, or their linguistic equivalents, within a recognised organisation, the BSGgtgv, Studiekring Vrij Onderzoek, de Moeial magazine or Overkoepelende Studentendienst cannot be combined with such a role within another recognised student organisation, the BSGgtgv, Studiekring Vrij Onderzoek, de Moeial magazine or Overkoepelende Studentendienst vzw. It is also not combinable with the position of chairperson or vice-chairperson of the Student Council and Stuvo Council.

Article 17 *Complaints about non-adherence to the statutes of a recognised student organisation*

In the event of non-adherence to the statutes of a student organisation, a complaint can be submitted to the Chairperson of the General Assembly of the organisation 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 18 *Sanctions via the BSGgtgv*

In the case of serious nuisance or breaches, the BSGgtgv can also decide that the recognised student organisation can no longer make use of facilities or benefits other than those which recognised organisations normally have an entitlement to, or the BSGgtgv can move to the submission of a proposal for suspension of the recognition of the organisation 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 organisation involved in its reasoning.

Safety measures

Article 19 *Minimum safety and conduct regulations for all activities, including initiations*

§ 1 Each organisation 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 activities and inform the emergency services if necessary.

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

§ 3 It is in any case forbidden for organisations:

- 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). Offal consists of things which may be completely or partially unsuitable for human food chains or which are available in the regular food retail.⁹

§ 4 Organisations which organise activities with amplified noise are obliged to offer earplugs free of charge. These are available free of charge at the Student Information . During these activities they must use the measurement, recording or noise limitation apparatus which is in situ or mobile versions of it as prescribed in [article 20](#).

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

⁹ Subject to proof to the contrary - detailed proof of payment from the relevant food shop - food that is not routinely available in the regular food retail (e.g. supermarket or butcher's shop) is considered as offal.

§ 6 All organisations operating and/or organising activities on the VUB campuses and/or using VUB facilities are obliged to comply with the VUB initiation framework during initiation (pledge) activities.

§ 7 Student organisations should offer still water with all activities at the very least.

§ 9 Sanctions in the event of non-adherence to these regulations are specified in [article 12](#).

Article 20 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.

§ 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.¹⁰

Article 21 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 22 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.

¹⁰ 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.

Grants

Grant Advisory and Appeals Committee

Article 23 *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 organisations 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.

Project grants and sponsoring by the Student Council

Article 24 *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 25 *Conditions for the application for project grants*

§ 1 Every VUB-student can apply for project grants, both in their own name and for a recognised student organisation.

§ 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' if the initiative has yet to take place;

- 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 within a period of five years;
- The project should not be a TD, gala ball or similar activity..

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.

§ 4 Only project-related costs will be accepted. The following costs are not eligible for subsidy:

- Expenditure on drinks and food
- Investment costs

Article 26 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.

In the absence of the applicant or his delegate at the meeting, the application will be adjourned to the next meeting of the Advisory and Appeals Committee. However, in such a situation, the Advisory and Appeals Committee may decide to give a negative opinion on an application if it does not meet the required conditions, violates provisions in the Student Life Codex or any discriminatory measure cannot be objectively and reasonably justified.

§ 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-campus¹¹ (): 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

¹¹ 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.

- 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 judges, based on the submitted application, that it does not meet the specified conditions, violates provisions in this Student Life Codex or that any discriminatory measure cannot be objectively and reasonably justified, the Student Council may refuse to award project grants

Article 27 *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 including all proofs of payment 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.

§ 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.
- The financial report is incomplete.

Article 28 *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 organisations

Article 29 *Grants to recognised student organisations*

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

All recognised student organisations, regardless of their status, may apply for project grants or subsidies from the Student Council as stipulated in article 24 and article 28

§ 2 The VUB refunds in full the costs which student organisations with ordinary recognition have to pay for the publication in the Belgian Official Gazette of the establishment of the organisation as a non-profit organisation, subject to submission of proof of payment to the BSGgtgv.

The VUB refunds in full the costs which student organisations with ordinary recognition have to pay for the publication of changes to their non-profit articles or the organisation committee in the Belgian Official Gazette, subject to submission of proof of payment to the BSGgtgv.

The non-profit costs will be reimbursed with the grants for the second semester.

§ 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 30 Application of grants and conditions

§ 1 Only student organisations with ordinary recognition can gain grants. The student organisations 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 organisations must meet the following conditions:

- membership of the organisation 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 in the same semester;
- 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.

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

- the activities which they organise together with another student organisation;
- the activities in which they participate but which they themselves have not organised.

Article 31 Allocation of grants for activities and non-profit organisation costs for student organisations with ordinary recognition

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

§ 2 The BSGgtgv awards points for activities which meet the conditions specified in [article 29](#), and which the student organisations 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 organisation 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 organisation 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 organisations 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 team¹² 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 organisation with a different working language: 3 points
 - At least 5 participants

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

§ 5 Student organisations with provisional recognition are awarded a grant of €250 annually or €125 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:

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

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

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

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

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

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 organisations for the period in question.

The annual budget is allocated evenly over both grant periods.

¹² Basketball team of 5 people or football team of 11 people for example

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

The organisations 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 for approval to the Student Council, after which the grants will be paid out.

Article 32 Grants to recognised student organisations for prevention of harmful alcohol use

Recognised student organisations receive a refund of 50% of the costs for the purchase of low-alcohol or alcohol-free beer¹³ for pledge activities notified to the BOS, the initiation cantus and St.-Vé on the condition that:

- at least one third of the beer sold has a low alcohol content;
- the organisation can provide proof of the total number of litres of beer sold and the costs incurred for low-alcohol beer;
- the organisation sends this application to studentenwerking@vub.be by 1 December at the latest.

The annual budget is distributed according to a distribution key, more specifically 2/3 of the budget is reserved for costs incurred in the first semester and 1/3 of the budget for those in the second semester.

Article 33 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 organisation if the organisation 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 34 Appeal by recognised student organisations against the decision of the BSGgtgv concerning the awarding of points for the allocation of grants

Organisations 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 organisation concerned.

The Grant Advisory and Appeals Committee will inform the BSGgtgv and the student organisation 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.

¹³ Beer with a maximum alcohol content of 3.3%

Infrastructure

Activity locations

Article 35 **Activities on campus**

§ 1 The VUB-campus provide 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 organisations);

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

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

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

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 36 **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 37 **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 organisation 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 use¹⁴.

§ 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 38 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.

§ 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.

¹⁴ For Lounge Bar 1050 this is stated on the application form.

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 LOUNGE B, 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.

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

Article 39 *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 40 *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 41 *Classrooms*

§ 1 General

The use of classrooms is determined by the VUB¹⁵.

The recognised organisations 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.

§ 2 Application

1° Only the Chairperson, Vice-Chairperson, Secretary or Treasurer of an organisation 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.

§ 3 Cancellation

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

If an organisation 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.

¹⁵ The classroom arrangements can be consulted via the [student portal](#).

Article 42 *Rooms allocated to student organisations*

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

- The student organisations with ordinary recognition share an assigned room which only these student organisations use provided that they wish this;
- The student organisations Solvay Kring, VRG, LWK, PPK, KEPS, Mesacosa and Perskring have a room for the exclusive use by their own student organisation 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 organisations and applies the following principles:

- One storage space will be managed by the BSGgtgv so it can be allocated to recognised student organisations with temporary acute storage needs for a short period.
- The organisations 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 organisation.
- If any storage space is not allocated, other recognised student organisations 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 organisations, and it will do this in the form of a proposal to the Student Council. In addition, the BSGgtgv together with the Student Life Coordinator evaluates the use of the rooms by the recognised student organisations on a regular basis 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 organisations which have recently gained ordinary recognition and wish to have a room.

§ 4 Recognised student organisations will use the (shared) room properly. The organisations will respect the legal stipulations, particularly those concerning the maximum level of occupancy of the rooms. Recognised student organisations 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 organisations 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 20:00 hours); in the event of frequent complaints, this will be extended to 22:00 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 43 *Sanctions in relation to nuisance in club rooms*

§ 1 If student organisations 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 organisation loses access to the (shared) room for 24 hours. If the dirt or

- mess is present for longer than 12 hours, then the organisation 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 organisation loses access to its allocated room for 48 hours.
- in the event of vandalism by a student organisation: the organisation 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 organisation concerned. A penalty of €50 will then be added for each additional complaint during the current academic year. The organisation 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 organisations will verify complaints which come in during office hours. Campus security will be responsible for this outside of office hours.

Events rooms and tent

Article 44 *Events rooms and tent*

§ 1 Only recognised student organisations can make use of the BSG hall and BOJ hall. 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 tent 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 45 *Drawing lots and coordination*

§ 1 The BSGgtgv organises the drawing of lots for use of the BSG hall and the tent 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 Main Campus

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

Article 46 *Participants at the drawing of lots and the sequence of allocation for the BSG hall and the tent*

§ 1 De Moeial magazine, Studiekring Vrij Onderzoek, Overkoepelende Studentendienst vzw 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 All recognised student organisations can participate in the draw. Functionally and temporarily recognised organisation can only draw lots for the remaining dates in the tent and BSG hall.

The following sequence is operated for the allocation of tent and BSG hall:

1. special dates for the BSG hall and tent, justified to and approved by the draw convention;
2. dates for tent TDs;
3. dates for baptismal TDs and for transfers in the BSG hall;
4. First draw for TDs in the BSG hall. Organisations that have obtained a special date, are not eligible for this;
5. First draw for cantuses in the BSG hall. Organisations that have obtained a special date, are not eligible for this;
6. Second draw for TDs in the BSG hall;
7. Second draw for cantuses in the BSG hall;

8. Other tent TDs or other events/ activities in the tent, including for functional and temporary student organisations;
9. Other cantuses and TDs in the BSG hall, also for functionally and temporarily recognised student organisations;
10. Lottery of dates for all activities for all.

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

Article 47 *Defence against suspension of collaborating student organisations from the drawing of lots*

In case of non-compliance with the regulation on cooperation between student organisations, the BSGgtgv president may decide on a suspension for the next draw. Organisations can appeal the suspension according to the Student Facilities Appeal Procedure.

Article 48 *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 49 *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 50 *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 51 *Notice boards for recognised organisations*

§ 1 Only the recognised student organisations, the BSGgtgv, de Moeial magazine, Studiekring Vrij Onderzoek, Overkoepelende Studentendienst vzw and the Student Council may make use of the notice boards and notice poles. The poster distribution regulations are applicable for all users.

§ 2 It is prohibited to:

- Use the billboards and poles for communication about political parties, narcotics , cigarettes and denominational matters;
- Stick up on locations other than the billboards and poles provided for that purpose;
- Pasting posters of activities - regardless of the format - which take place within the period of one week - 7 days. This provision also applies to posters marked 'BSG poster permission 2 weeks';
- Poster earlier than one week in advance for an activity, unless the BSGgtgv has permission to poster two weeks in advance - for one activity per semester only;
- Include the words 'BSG sticking permission 2 weeks' on the posters without permission from the BSGgtgv;

- Attach posters with adhesive material other than wallpaper glue to the billboards and poles.

§ 3 Posters for activities on the VUB campuses with access control must have the words 'Student card required' clearly legible - at least character size 25 and colour in contrast with the background.

§ 4 A student union that sticks early without permission from the BSGgtgv:

- cannot claim any guaranteed minimum during the period it is pasting too early;
- has no recourse against over pasting by other student organisations.

Article 52 *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 board member of the organisation 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 organisation 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 organisation 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 chairperson of BSGgtgv shall assess the admissibility of each complaint and determine the amount of the fine in accordance with the guidelines of these regulations. The chairperson of BSGgtgv must motivate this decision.

§ 4 The BSGgtgv reserves the right to determine violations itself if the poster violates internal and external regulations.

Article 53 *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 organisation 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 and 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 organisation 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 organisation 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 organisation life at the VUB.

Article 54 *Mediation in the event of breaches of the poster distribution regulations*

Recognised student organisations 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 55 *Appeal against decisions linked to breaches of the poster distribution regulations*

The organisation against whom the fine is issued or whose complaint was declared inadmissible by the BSGgtgv president retains the right to appeal under the student facilities appeal procedure.

VUB services

Article 56 *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 organisations 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 media¹⁶, 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.

¹⁶ Including via the Facebook page [Student Events VUB](#)

Article 57 Insurance

All students of the VUB are insured against physical accidents which may occur during normal activities.¹⁷

Article 58 Hiring of material

[Various material](#) for infrastructure can be loaned or hired via Facility Services on the Brussels Main Campus

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

Article 59 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.¹⁸

Article 60 Catering

Catering during a meeting or other event can be reserved via the VUB-restaurant¹⁹.

Students or organisations can request an invoice made out to a private individual with an address outside the campus. Recognised student organisations can purchase catering via BSGgtgv.

Article 61 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 organisations 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. However, the head of services can always refuse the request.

Article 62 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 63 Withdrawal of rights of use in the event of nuisance or failure to observe regulations

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 organisation involved in its reasoning. The person or organisation involved may defend themselves or lodge an appeal in accordance with the procedure for Student Services.

¹⁷ Information related to insurance for students is available via the Insurance Department or on their [Sharepoint page](#).

¹⁸ Further information about bicycle hire is available on the [student portal](#) and on the Brik [website](#).

¹⁹ Further information about catering and placing of orders is available on the [student portal](#).

Article 64 Compensation for damage caused

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

Article 65 Payment of fines and damages

The responsible bodies concerned will notify the student or student organisation 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 66 Responsibility for incidents

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

Article 67 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.

Article 68 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 59 Competent courts

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

Article 70 Changes²⁰

The BSGgtgv, de Moeial magazine, the Studiekring Vrij Onderzoek and the Overkoepelende Studentendienst vzw 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.

²⁰ 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 organisations²¹ 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.

²¹ 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 organisations or non-profit organisations which focus on students of the Flemish colleges and universities with their activities, regardless of the specific name which the organisation uses.

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 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.

Addendum: VUB initiation framework

Context

Student life and student folklore have been inextricably linked for centuries. The aim of student folklore is to bring students into contact with one another and with older generations and thus create friendships. However, in recent years the folklore has been under pressure both internally and externally due to a few regrettable events.

This is why the initiating student organisations, the Student Council and the VUB decided to sit down together and reflect about the current implementation of student folklore and the discussion points regarding it. The result was this initiation framework, which has the aim of preventing undesirable behaviour during student initiation activities and creating a safe environment for all participants without detracting from the folklore traditions.

The student organisations are committed to bringing the initiation framework to the attention of their members and also signing this on an annual basis. The organisations hereby demonstrate that they wish to maintain student folklore in harmony with the whole VUB community.

Definitions

Pledge (schacht)	A student who joins a student organisation with the aim of becoming a fellow member but who has not yet completed the full student initiation programme.
Student initiation activity	An activity organised for pledges at which attendance may or may not be obligatory and at which they have to carry out a unique task to successfully complete the programme leading to status as a fellow member, such as a student tour, pre-initiation, initiation, hat initiation, initiation activities and cantus... ²²
(post)Initiation	A student initiation activity in which students are initiated in the folklore part of a student organisation.
Pledge sale (schachtenverkoop)	An activity where a bid is made for a student - in kind (e.g. alcohol) or with drink vouchers, money etc. -with the expectation of a gesture in return by the student.
Person responsible for initiation	A committee member who (jointly) undertakes the organisation of a student initiation activity and directly assumes the ultimate (joint) responsibility for this. The person responsible for initiation can never be the trusted person.
Intoxicating substances	Substances which affect judgement, such as alcohol, drugs, certain medicines (e.g. sleeping pills and tranquillisers), etc.
Togas	The umbrella term for Chairperson, Vice-Chairperson and a third committee member (person responsible for folklore or master of initiation or cantor) together at initiating organisations who wear a toga.

²² Each organisation must decide individually which student initiation activities the pledge must attend in order to become a fellow member.

Schachtenkot (Demarcated zone) A demarcated zone during the initiation which acts as a *safe space* for students.

Abbreviations

BOS Begeleidingsorgaan Schachtenactiviteiten (Supervisory Body for Student Initiation Activities)

BSGgtgv Brussels StudentenGenootschap – geen taal, geen vrijheid (Brussels Student organisation - no language, no freedom)

General

Article 1 Values and code of conduct

§ 1 All organisations which are active and/or organise activities on VUB campuses and/or make use of VUB facilities adhere to this framework.

§ 2 The organisation respects the legislation of VUB and the external legislation at all times.

§ 3 In accordance with the VUB Code of Conduct²³, it is expected that all students will behave responsibly both on and alongside the VUB campuses in their capacity as students. They treat each other with respect, taking each other's physical and psychological integrity into consideration.

Any form of unacceptable behaviour - bullying, verbal and physical violence, racism and sexually unacceptable behaviour - and discrimination 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, including coercion via peer pressure. This applies for direct communication via words and for images, actions, behaviours, and for online communication.

Article 2 Members

§ 1 The organisation informs all members about this initiation framework in writing and sets the acceptance of it as a condition for membership.²⁴

§ 2 Participation in student initiation activities may never be set as a condition for membership.

Rights and obligations

Article 3 Viewing the initiation framework

§ 1 The organisation informs the pledges about the content of the initiation framework. The pledges are entitled to access the initiation framework at any time if there is any doubt about the correctness of a specific task or action by the person(s) responsible for the initiation.

§ 2 The pledge who judges that a specific task or action of a person or persons responsible for initiation is in contravention of the initiation framework is entitled to contact the BOS at any time, maintaining anonymity where appropriate.

²³ The VUB Code of Conduct can be consulted [here](#).

²⁴ This provision must be included in the statutes of the organisation.

Article 4 Withdrawal

§ 1 Any pledge can decide to no longer participate in a student initiation activity at any time. This decision will have no consequences for the pledge in question with the exception of the stopping of the student initiation programme and removal of the exclusive rights resulting from being initiated.²⁵

§ 2 Every pledge also has the right to refuse to perform a specific task during a student initiation activity. In such a situation the organisation will provide an alternative task if necessary, which must never be a hidden sanction linked to the original task. If the pledge continues to refuse without providing clear justification for this, the organisation may decide to remove the pledge from the student initiation activity and possibly stop this person's student initiation programme.

§ 3 The organisation informs the pledge in advance in writing of the rights stated in paragraph 1 and 2 of this article.

Article 5 Storage of possessions

§ 1 Pledges have the right to safe storage of their personal possessions and valuables during student initiation activities. The organisation makes clear agreements with the pledges about this and provides a secure storage space. Pledges can never be forced to have possessions put into storage.

§ 2 An organisation is not liable for possible damage to personal possessions of a pledge if this pledge does not adhere to the agreements concerning storage or refuses to have possessions stored.

Article 6 Educational activities

The organisation organises the student initiation activities for periods which do not overlap with educational activities to the extent that this is possible.

Article 7 Information

§ 1 The organisation communicates the contact details of the internal trusted person/persons, the central trusted person of the BSGgtgv, the VUB Reporting Centre and the BOS to the pledges in writing.

§ 2 The organisation informs the pledge about the outline of the content and the course of the student initiation activities so that they can make an informed decision about whether or not to participate.

Article 8 Health Conditions

§ 1 The pledge is strongly recommended to inform the organisation in person about medical issues which represent a real and preventable danger for specific tasks so that these can be taken into consideration during the student initiation activities or the planning of them.

§ 2 The organisation is justified in refusing a pledge entry to a student initiation activity if this student's state of health gives rise to too many risks. In such a situation the organisation will endeavour to implement the activity or task differently so that the pledge can participate.

Article 9 Underage pledges

The organisation may only allow an underage pledge access to the initiation on receipt of written consent from the student's parent(s) or legal guardian. It must be possible to present the written consent on request.

Article 10 Exclusion of participants

The organisation is entitled to exclude pledges and other participants such as committee members, other members and third parties from a student initiation activity if they contravene the initiation framework in any way.

²⁵ Access to initiations or to committee functions which are statutorily reserved for those who have been initiated for example.

Forbidden practices

Article 11 Prohibition of hazardous products

§ 1 During student initiation activities it is prohibited to

- force pledges to eat or to drink;
- use live animals, carcasses, blood and slaughter waste, including fish waste. Slaughter waste is matter which is not suitable for human consumption following the slaughter of an animal or is not available in regular food retail commerce²⁶;
- use human and/or animal waste (e.g. urine, faeces, vomit, etc.);
- offer out of date food and products or quantities which present a risk to health (e.g. raw meat/poultry, egg, fish oil etc.) for consumption;
- use hazardous chemical substances (e.g. a harmful dose of methylene blue), risky mixtures and other hazardous substances;
- expose pledges to cold or extreme weather conditions for a long period without the necessary precautions.
- serve strong liquor to underage pledges.

§ 2 During student initiation activities it is essential that people handle products which are safe in themselves with great care if they can become dangerous in the event of excessive consumption (e.g. water). People must also be aware of the dangers associated with excessive consumption of alcohol, and strong liquor in particular.

Article 12 Use of alcohol by pledges

§ 1 A student initiation activity must never be focused on getting a pledge drunk. The organisations therefore commit themselves to never offering alcohol to pledges who threaten to exceed the alcohol level of 2.0 promille²⁷. The organisation will provide a low-alcohol or alcohol-free alternative during all student initiation activities, and it will actively offer it to participants.

§ 2 Pledges must remain fully sober during the naked section of an initiation. During other initiations the pledges must not exceed the alcohol content of 1 promille²⁷. The organisation is entitled and obliged to act in accordance with article 10 if this provision is contravened.

§ 3 If it becomes apparent that a pledge is no longer able to function normally and/or presents a danger to himself/herself and the environment due to (excessive) alcohol consumption, then the organisation must remove this pledge from the student initiation activity and provide safe accompaniment to a safe location (e.g., student accommodation).

§ 4 The organisations provide still water for all student initiation activities. Pledges are entitled to ask for water at any time.

Article 13 Prohibited student initiation activities

§ 1 During student initiation activities the organisation takes care to ensure that the sexual integrity of the pledges is safeguarded. In addition, the organisation refrains from imposing tasks of a sexualising and/or erotic nature (e.g. stripping, rowing, etc.).

§ 2 An organisation may not organise a pledge sale.

²⁶ Unless proof to the contrary is provided – detailed proof of payment for the food item in question – foodstuffs which are not available as standard in regular retail food commerce (e.g. supermarket or butcher's shop) will be regarded as slaughter waste.

²⁷ 2 promille equates to approximately 8 to 10 glasses.

Organisation and safety

Article 14 Registration obligation

§ 1 The organisations must register their student initiation activities with the BOS by 1 October at the latest in the first semester and by 1 March at the latest in the second semester. The following things must be stated:

- Activity
- Date
- Time
- Location or planned route if several locations are involved
- Responsible person(s) at the location and their mobile phone number(s)
- If an activity takes place at various locations outside the campus: state assumed time of presence for each location

§ 2 Changes to the planning must be reported to the BOS by email 48 hours prior to the student initiation activity at the latest. If these notifications are passed on late or not provided at all, the organisation will face sanctions in line with article 32 and the BOS will bring the activity to a halt immediately once this state of affairs is established, except in the case of force majeure (e.g. weather conditions).

§ 3 If a student initiation activity takes place at a location outside the Brussels Capital Region, both the BOS and the student life coordinator must be informed of this by email.

Article 15 Waste and infrastructure

§ 1 Following completion of an initiation activity on campus, all the waste must be cleared up and disposed of at a location intended for this purpose within 12 hours. The organisations are obliged to request the correct waste containers from Infradesk or external partners at least 14 days in advance.

§ 2 Agreements are made between the organisation and the VUB on an annual basis regarding the assembly and dismantling of the initiation infrastructure. Additional costs can be charged to the organisation in the event of damage or failure to adhere to agreements.

Article 16 Access to student initiation activities

The organisations are obliged to refuse VUB staff²⁸ and fellows²⁹ access to the student initiation activities with a naked section, including initiation. The organisation of the access control is set on an annual basis in consultation with the BOS, the Faculty Convention and/or the relevant organisations and VUB.

Article 17 General security during student initiation activities

§ 1 All organisations monitor their student initiation activities for safe running. This includes assessing and preventing health risks - physical and mental - and other safety risks. Suitable (medical) support is provided during the student initiation activities and the emergency services are contacted if necessary.

§ 2 The organisation will share all information concerning a student initiation activity with the emergency services, the BOS and third parties which guarantee the safety of the pledges, or which must be aware of the student initiation activity (e.g. the VUB campus security service or the student life coordinator).

Article 18 First Aid

§ 1 At least one first aid box must be present and available during student initiation activities. The make-up of the first aid box is communicated by the BOS at the start of the academic year. The organisation will also provide sufficient thermal blankets. There must be at least one thermal blanket for every three students.

²⁸ All staff members who are employed by the VUB, including staff members in the capacity of working students, with the exception of staff members who are only appointed to the UZ Brussel (university hospital) on the condition that they are not involved in teaching activities and/or do not have direct contact with students within the framework of teaching.

²⁹ Doctoral fellows and post-doctoral researchers who are linked to the VUB but do not have an employment connection with it.

§ 2 Each organisation will appoint at least one person responsible for first aid who must remain present and not be under the influence of intoxicating substances under any circumstances. The person responsible for first aid can demonstrate that they have completed a first aid course offered via the VUB by producing a certificate³⁰.

Article 19 Intoxicating substances

§ 1 Anyone who has direct contact³¹ with the students prior to, during or following the naked section of a student initiation activity must under no circumstances be under the influence of intoxicating substances for the complete period of contact.

§ 2 During student initiation activities other than those mentioned in § 1 of this article, the person or persons responsible for initiation will abstain from intoxicating substances for the complete period of the activity and the trusted person must not exceed the alcohol level of 0.5 promille.

§ 3 The BOS can subject committee members, pledges, other members and third parties who show signs of intoxication during a student initiation activity to a check by means of a breath test. If the rules connected to alcohol consumption are not followed, the BOS will impose a sanction at the location in accordance with article 29 or 30. In this process the BOS can decide to remove anyone who refuses a breath test from the student initiation activity.

Article 20 Trusted persons

§ 1 At least two trusted persons must be present and continuously available at the (pre-/post)initiation. At least one trusted person must be present and available at other student initiation activities.

§ 2 Before the initiation, the trusted persons organise a group discussion with the pledges where the initiation and the concerns regarding it are discussed in a safe environment – without togas, tamers of freshers (schachtentemmers) and initiation committee. The organisation is free to organise additional individual discussions.

§ 3 All those present check on the well-being of the students during the student initiation activities and intervene if the boundaries of the students are not being respected. There are sufficient committee members present at all student initiation activities who also supervise this.

Article 21 Integrity of pledges

§ 1 During activities with a naked section, including initiations, only the committee members of the initiating organisation, the controlling members of the BOS and people about whom the pledges and the BOS were informed in advance (e.g., initiation jury) may have direct contact with the pledges. Other members and third parties are in attendance at all times.

§ 2 During the naked section of an activity, including initiations, only the togas, the trusted persons, the person responsible for initiation and members of the initiation committee about whom the pledges were previously informed may enter the demarcated safe zone.

Article 22 Visual material

§ 1 All those present at student initiation activities will ask for the consent of pledges expressly and in advance for the taking of photos or making videos. The people who create this visual material will only distribute it with express prior consent via the channels stated to the student.

§ 2 In deviation from § 1, the presence of recorded material is not permitted at activities with a naked section, including initiations.

³⁰ Committee members who receive first aid lessons as part of their regular curriculum are exempted from this course.

³¹ Direct contact is (physical or verbal) contact in which one is actively involved in the imposing of tasks on students, leading to a power relationship.

Article 23 Use of amplified sound

An organisation which uses amplified sound at its initiation must offer earplugs - available at the Student Information - to all participants free of charge.

Article 24 Bystanders

During student initiation activities the organisation must always take into account (chance) passers-by or bystanders who are not versed in the folklore traditions, as a result of which certain actions or objects could cause (extreme) confusion or concern.

Supervisory Body for Student Initiation Activities

Article 25 Supervisory Body for Student Initiation Activities (BOS)

§ 1 The Supervisory Body for Student Initiation Activities (BOS) and the student life coordinator are responsible for the supervision and support of the organisations when student initiation activities are being organised. The BOS also takes care to ensure safe running of student initiation activities by means of checks.

§ 2 The operation and the composition of the BOS is stated in the internal regulation, which is accepted by the initiation convention³² and which safeguards the independence, integrity and functionality of the BOS. Each BOS member is presumed to be aware of the internal regulation and to take it fully on board when implementing the checks. The internal regulation is also submitted to the Student Council by way of formal notification.student

Article 26 Checking and control of student initiation activities

§ 1 The members of the BOS who are responsible for checking student initiation activities have the right to interrupt a student initiation activity to carry out checks at any time. If the BOS is not granted access or it becomes impossible to carry out a check, sanctions will be imposed in accordance with article 31.

§ 2 The BOS always carries out an unannounced check during an initiation. A student tour (schachtentocht), a pre-initiation, a hat initiation (klakkendoop) and a post-initiation can also be subject to on-the-spot checks. In addition, the BOS can decide to check student initiation activities other than those stated above if there is a suspicion or a report of infringements.

Article 27 Establishment of infringements

Infringements of the initiation framework must be reported to the BOS via email as quickly as possible.

Article 28 Complaints concerning the BOS

Complaints concerning the BOS (members and operation) must be submitted to the student life coordinator via email as quickly as possible³³

Sanctions

Article 29 Infringements of the first degree

§ 1 Infringements of the first degree are slight infringements of the initiation framework which have minimal consequences for the general safety of the pledges, and which can easily be rectified. Examples of infringements of the first degree: failure to respect the deadlines set, forgetting to provide a first-aid box or earplugs, or one committee member that is under the influence of intoxicating substances. This is not an all-encompassing summary.

§ 2 In the event of infringements of the first degree, the BOS issues a reasoned warning in writing to the organisation concerned within 48 hours. A copy is also passed on to the student life coordinator.

³² The initiation convention is a convention in which all recognised initiating organisations at the VUB are represented. Initiating organisations which are not recognised can also be included in the convention following voluntary signature of the initiation framework. All members of the initiation convention have voting rights regardless of their recognition status.

³³ studentenwerking@vub.be

§ 3 If the organisation refuses to rectify the infringement immediately and this presents a safety risk for the participants according to the controlling members of the BOS, the infringement is immediately classified as an infringement of the second degree.

§ 4 Following a third warning during the ongoing academic year, the organisation will be invited to a discussion with the student life coordinator and a delegate of the BOS.

Article 30 Infringements of the second degree

§ 1 Infringements of the second degree are infringements which directly contravene the initiation framework. Examples of infringements of the second degree: making use of human and animal excrement, allowing unauthorised persons into the demarcated safe zone, organisation - at least two committee members - under the influence of intoxicating substances or the admission of VUB staff. This is not an all-encompassing summary.

§ 2 In the event of infringements of the second degree, the BOS will stop the student initiation activity immediately. As part of this process, a reasoned written report will be drawn up which will be passed on to the student life coordinator and the vice rector for Education and Student Affairs and/or their deputy within 48 hours³⁴. In the report, the BOS formulates a proposal for sanctions to the vice rector.

The vice rector decides whether sanctions need to be imposed on the organisation involved and which sanctions these may be once the organisation has been interviewed. When doing so, the vice rector can provide reasoning for deviating from the proposal of the BOS. The decision of the vice rector is then submitted to the Student Council by way of formal notification.

§ 3 If the organisation refuses to stop the student initiation activity, the infringement is classified as an infringement of the third degree.

Article 31 Infringements of the third degree

§ 1 Infringements of the third degree are infringements which endanger the safety of the students and/or which risk prosecution. Examples of infringements of the third degree: refusing access to the BOS, distribution of illegal substances, the refusal of urgent medical intervention, failure to provide assistance to people in need, the refusal of a request by a student to stop a task, or exposing a student to dangerous situations. This is not an all-encompassing summary.

§ 2 In the event of infringements of the third degree, the BOS stops the student initiation activity immediately and passes on a written report to the student life coordinator and the vice rector within 48 hours. The organisation is immediately rendered inactive in anticipation of the sanctions imposed by the vice rector. The decision of the vice rector is the submitted to the Student Council by way of formal notification.

Article 32 Appeal

§ 1 A student organisation can lodge an appeal against a decision of the BOS or the vice rector in line with the regulation concerning appealing against decisions in application of the Student Services policy³⁵

§ 2 The appeal must be submitted within a maximum of fourteen days following announcement of the contested decision by email or by registered letter³⁶ for the attention of the vice rector for Education and Student Affairs. The applicant must include the following elements in the application at the very least:

- The identity: name (as stated on the identity card or passport), enrolment number and contact details of the applicant. If applicable, the applicant will also state which sui generis organisation or recognised student organisation he/she is acting for and in what capacity the applicant is doing so.
- A statement indicating which decision concerning which service or which sui generis organisation

³⁴ Within the framework of this regulation, the vice rector for Education and Student Affaires can delegate their authority to one of the members of the independent academic staff appointed for this purpose by the Executive Board on the recommendation of the vice rector. The vice rector is referred to on many occasions in this regulation and this means the vice rector for Education and Student Affairs or their deputy.

³⁵ The regulation can be consulted [here](#).

³⁶ Via vicerector.os@vub.be or to the vice rector for Education and Student Affairs, Pleinlaan 2, 1050 Brussel

is involved, and the date on which the decision was taken.

- Clarification about why the applicant does not agree with the decision, to be documented with arguments and evidence (testimonials, letters, extracts, contracts, invoices).

If the requirements described in this paragraph are not met, the appeal will be considered inadmissible.

Article 33 Contraventions of the criminal code

If possible, contraventions of the criminal code are established (e.g., the possession of illegal substances), the BOS will inform the campus security service and/or the police immediately. The BOS must additionally inform the vice rector about the findings.

Article 34 Individual sanctions

A student who infringes the stipulations in this initiation framework also leaves himself or herself open to sanctions as stipulated in the code of conduct for students at Vrije Universiteit Brussel.

Addendum: Protocol transgressive behaviour within student organisations

Transgressive behaviour

Transgressive behaviour:

- Violence (physical, verbal, psychological)
- sexual transgressive behaviour
- racism and discrimination
- ...

Within the context of student life and student organisations. (Member of a student organisation, between members, associated with activities of a student organisation...)

Report

A report about a member of a student organisation can be made to:

- 1) The trusted person of a student organisation or the VUB reporting centre.
- 2) The (core)board.
- 3) The central trusted person of BSGgtg

Preferably, this order is followed, but the reporter has a free choice of where to report.

After a report is done, following steps are possible:

- Meeting with the reporter

At this meeting, the time will be taken to listen to the reporter's story and its further expectations. Information will be given about possible support inside and outside the VUB (psychologist, VUB Reporting Centre, police, Brussels Care Centre after Sexual Violence...). The reporter decides about further steps.

- Separate meeting with the person about whom the report is made

There can be a meeting with the person about whom the report is made. The student has then the possibility to talk about the incident. This is only possible with the reporter's permission.

If later decisions will be made about this person's role or membership in the student organisation, at least one meeting should have taken place to hear this person's story.

- Joint meeting between reporter and reported person

If all involved parties agree, a mediating meeting can be organised. Preferably, this takes place under guidance of the VUB reporting centre, which will manage this meeting.

- Inform (core)board

With a view to further steps within the student organisation and only with the reporter's permission, the chair and/ or (core)board of student organisation may be informed of the report. The trusted person retains the duty of discretion and the (core) board also handles this information confidentially.

- Refer

If the meeting reveals that the report concerns (possible) criminal offences or other serious facts, the trusted person or the (core)board informs about the possible further steps inside and outside the VUB, such as VUB Reporting Centre, disciplinary procedure, police, Brussels Care Centre after Sexual Violence, etc.

Consequence within the student organisation

After that the (core)board is informed about the report and all involved parties have been heard by the trusted person of the student organisation, the decisions mentioned below are possible. The trusted person is involved in this procedure and has an advisory role.

1) Preventive inactivity:

At the stage of the meetings with involved parties and possible consultation with the board of another student organisation. The inactivity may be for a maximum of one semester, extendable to one academic year or if there is a final decision in disciplinary procedure.

2) Without consequences

No further action will be taken on the report.

3) Suspension

Suspension may be for a maximum of one semester, extendable to one academic year or if there is a final decision in disciplinary procedure.

4) Removal

Removal from board and/ or from student organisation

The way of decision, as well as the minimum time limits in case of preventive inactivity and suspension, are determined in accordance with the statutes of the student organization. If the reported person is member of several student organisations, each organization may take a decision (separately).

The student organisation will make a decision that is proportionate and consider possible recurrence. The (core)board can always consult VUB Reporting Centre and/ or Student Life Coordinator for advice.

Communication

Both the reported and the reported person are kept informed by the competent person(s) of the steps and decisions taken. If decisions are taken, they will be motivated by the core board and at least verbally.

If the decision has consequences for the entire student organisation, a general communication will be done within the organization. At this, facts are handled with discretion. The student organisation can always contact Student Information for communication advice.

Central trusted person

The central trusted person is the umbrella trusted person for all student organisations. The reporter in question will ideally go first to the trusted person or core board attached to student organization. If the situation is such that these are not suitable or require external help, the central trusted person can be contacted. The central confidant has a mediating role here.