

Administrative regulations study tours, approved at March 31st, 2021

Definitions

Art. 1

- 1 By regulations is meant: these administrative regulations of Stichting van der Waals Buitenlandse Excursies.
- 2 By foundation is meant: 'Stichting van der Waals Buitenlandse Excursies'.
- 3 By board is meant: the board of the foundation.
- 4 By excursion is meant: a visit of a company, institute or university that is focused on acquiring insight, knowledge or experience in the scientific or technical field
- 5 By BuEx and the study tour is meant: a study tour abroad, organised by a committee of the foundation, with one or more excursions included in the travel schedule.
- 6 By committee is meant: the committee which organises the study tour.
- 7 By registrant is meant: someone who has a signed certificate of registration of the Eindhoven University of Technology.
- 8 By participant is meant: someone who has a valid participant contract with the committee.
- 9 By study association is meant: SVTN "J.D. van der Waals"
- 10 By member is meant: someone who is a member of the study association.
- 11 By propaedeutic certificate is meant: the propaedeutic certificate of the department of Applied Physics at the Eindhoven University of Technology, or another certificate recognized as equivalent by this department. By the propaedeutic certificate is also meant achieving all obligated first-years courses and two course electives, in the case no propaedeutic certificated where handed over.
- 12 By scientific supervisor is meant: someone who is part of the scientific staff of the department of Applied Physics at the Eindhoven University of Technology, who attends the study tour as a supervisor
- 13 By travel continuation is meant: not making use of the organised transport from Eindhoven to Prague nor the transport from Pilsen to Eindhoven.
- 14 By person who continues to travel is meant: a participant who travels directly before or after the study tour but pays the exact some contribution as a person who does not continue to travel.

Budget

Art. 2

- 1 Before registration for the study tour takes place, a budget created by the committee needs to be approved by the board of the foundation.
- 2 If no action is taken in accordance with the first paragraph of this article, or if, in opinion of the board of the foundation, unreasonable expenses are incurred outside the budget, the expenses may be recovered from the committee members who organise the study tour.

Registration

Art. 3

- 1 Registration for the study tour is in principle open to all members.
- 2 The registration is open for a minimum of two weeks. If, after this period, the number of registrants is less than the number of places available, the committee may extend the registration period for a period determined by themselves. When all places have been filled, the extended registration period ends.
- 3 The opening and closing date for registration need to be announced at least before the opening date. Preferably it is published via the website of the study association and screens.
- 4 At the moment of closing the registrations, it is fixed whether a participant will or will not travel directly after or before the study tour aboard Czech Republic 2021, this cannot be adjusted.
- 5 Registration implies a declaration of agreement with these regulations.
- 6 At the registration a deposit of €75,- must be paid. The registrant will receive a receipt of the payment in the form of a confirmation e-mail. The receipt is also a certificate of registration. The deposit of €75,- needs to be paid digital to NL17 ABNA 0474 2904 84. A confirmation e-mail will be sent by the committee when the deposit is received. Exceptions on this can be made on an individual bases by the board in consultation with the committee.
- 7 The committee will ensure that everyone who registers receives a printout or digitally signed copy of these regulations and a date on which the lottery will take place.
- 8 The study tour has a minimum of 20 participants. At least twelve of these participants need to join the entire journey. The remaining spots will be available for participants who continues to travel before or after the study tour (which are called transit places). In the case there are fewer transit places than candidates, there will be drawn lots for these places. This lottery will take place after the lottery for the participants. In case a participant is eliminated for the transit place and therefore does not want to join the study tour, the participant is obligated to pay the entire journey unless a substitute participant is found.

Admission

Art. 4

- 1 If after the registration period mentioned in article 3, second paragraph, the number of registrants is higher than the available places, the committee will determine the order of admission for the study tour. Admission is granted for as many enrolments as there are places available.
- 2 The date at which the determination of the order of admission will take place needs to be established at the beginning of the registration period.
- 3 Committee members and scientific supervisors are always admitted.
- 4 The committee can, in consultation with the board, record a target group for the study tour. This group shall be established before the start of the registration period. A target group consists of people who are more interested in participating the study tour than others.
- 5 For the lottery the registrants are divided into the following categories:
 - a Members who were subscribed for the study tour abroad 2020 – Malaysia and Singapore. For this group, six places are available. Students who are eliminated for this category will join the next category to which they belong.
 - b Members in possession of a propaedeutic certificate.
 - c Members which are at the date of determination of the order of admission longer than one year registered at the department of Applied Physics at the Eindhoven University of Technology.
 - d Members.
- 6 The categories will be granted in the order of a up to and including d, starting with category a. Within each category the admission will be determined by drawing lots.
- 7 The category for members who were subscribed for the study tour abroad 2020 (Art. 5 5a) will be included in the Administrative regulations of the study tour abroad 2021 and the study tour abroad 2022. After the study tour abroad 2022, this category will expire. Members who were subscribed for the study tour abroad 2020 and will join the study tour abroad 2021 will lose their priority position for the study tour abroad 2022.
- 8 Being subscribed for the study tour abroad 2021 and joining the study tour abroad 2021 will not be taken into account when creating the categories for the lottery of future study tours abroad.
- 9 The lottery will take place with closed notes on which the names of the registrants in the relevant category are written down.

Supervision

Art. 5

- 1 The determination of the order of admission is attended by a supervisor, appointed by the board in consultation with the committee. In order to ensure objectivity, the supervisor is not registered for the study tour and not a member of the committee.
- 2 The supervisor shall ensure that the determination of the order of admission is objective and in accordance to the rules of these regulations. The supervisor will report about this determination to the board.
- 3 If the supervisor or the board considers that the determination of the order of admission is not in accordance to these regulations, the board can, in consultation with the supervisor invalidate the determination of the order of admission.
- 4 If the determination of the order of admission is invalid, a new determination of the order of admission needs to take place. A new supervisor can be appointed for this.

Contract

Art. 6

- 1 Persons who can participate after the admission has been established must sign a participant contract before the 14th of May and this contract needs to be handed in at the commissioner of the study tour abroad 2021 or a board member of the foundation before May 14th, 2021. The deposit from article 3, sixth paragraph, will then be deducted from the participant's contribution.
- 2 Persons who have been placed on the reserve list after the admission, will immediately receive their deposit from article 3, fifth paragraph.

Hardship clause

Art. 7

1. In cases where neither these rules nor the participant contract provides, the committee shall decide with the approval of the board of the foundation.

Receipt for the deposit and the certificate of registration

Receipt for the deposit of €75,- for the study tour abroad 2021: Czech Republic.
This deposit is paid to foundation JD-Buex and its entry is confirmed by the committee or the foundation JD-Buex.

Signature commissioner of the study tour abroad 2021 or
a board member of foundation JD-Buex:

This receipt is also a certificate of registration for the study tour abroad Czech Republic 2021.

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