

CODE OF CONDUCT FOR THE INTRODUCTION PERIOD

of the Commissie Kennismakingstijden Maastricht (KMTM committee)

GENERAL STUDENT ASSOCIATIONS 2023

The code of conduct for the introduction period is a translation of the 'Gedragscode introductietijd'. This translation has no legal force.

1. Objective and general principles

The aim of the introduction period of a student association is to familiarise prospective members with the different facets of the association, to introduce them to current members and to foster strong bonds between prospective members.

The Commissie Kennismakingstijden Maastricht (KMTM committee) has drawn up this Code of Conduct for the Introduction Period for student associations to use as a guide during the introduction period. The KMTM committee is composed of:

- the Deputy Director of the Student Services Centre (SSC);
- the head of the Personal & Professional Development department (SSC);
- a student member of the University Council (UC);
- a UM Psychologist;
- a lawyer;
- Project Manager Student wellbeing;
- the UM confidential adviser for students; and
- a media relations adviser from the Marketing and Communications department- media relations consultant.

The purpose of this code of conduct is to mutually agree on how to organise a valuable introduction time that contributes to a positive start to the Maastricht student life. Appropriate in our contemporary culture, in a safe environment and with respect for the integrity of the participants.

The code takes as its points of departure the following principles:

- The board and the senate of a student association are responsible for the policy, the organisation and the implementation of the introduction period as a whole, both within and outside the association building or clubhouse.¹
- The board and the senate consider it essential to protect and promote the personal integrity, hygiene and physical and mental health of prospective members during the introduction period.
- The board and the senate are responsible for ensuring that the introduction period and the accompanying initiation programme are in line with socially accepted standards.
- The board and the senate are responsible for the adherence of their association to this code of conduct.

¹ This includes external visits to independent student associations and association housing.

2. Responsibilities of the board or senate of the student association

Approval of introduction programme

1. The board or senate of the student association approves the entire programme for the introduction period, is aware of all initiation activities in advance and has access to all activities.

Composition of introduction committee and subcommittees

2. The board or senate installs the introduction committee and the subcommittees needed for the introduction period.

Alcohol policy

3. The board or senate is responsible for limiting the alcohol consumption of prospective members, members of the introduction committee and its subcommittees, and other members of the student association during the introduction period. Providing current or prospective members under the age of 18 with alcohol is a punishable offence. The board or senate is responsible for ensuring that prospective members are neither required nor encouraged to consume alcohol during the introduction period of the student association. The national prevention agreement focuses on reducing smoking, obesity and problematic alcohol consumption: <https://www.rijksoverheid.nl/documenten/convenanten/2018/11/23/nationaal-preventieakkoord>.

For more information about alcohol, see www.alcoholinfo.nl and alcohol and drug policy of the Trimbos Institute.

Drugs ban

4. The board or senate is responsible for ensuring compliance with the ban on the use of drugs within the student association, not only by prospective members and members of the introduction committee and its subcommittees, but also by other members of the student association during the introduction period.

For more information about drugs, see www.drugsinfo.nl and alcohol and drug policy of the Trimbos Institute.

No confidentiality agreement

5. The board or senate ensures that prospective members are not sworn to secrecy in any way about the content or nature of the initiation programme and the activities of the introduction period.² If during the introduction period prospective members are expected to sign a contract (other than a confidentiality agreement, which is not permitted), they must be provided with a copy of the contract prior to the introduction period. Prospective members must also receive a copy of any contracts they sign.

² Humorous surprises which are in keeping with the spirit of the introduction period can, of course, still be kept secret so as not to lose the element of surprise.

Dissemination of code of conduct

6. The board or senate ensures that this code of conduct is communicated to all members of the introduction committee of the student association at least two weeks before the start of the introduction period. Prospective members are alerted to the existence of this code when signing up for the introduction period. The code can be found on the UM website: from www.maastrichtuniversity.nl, go to Support/During your studies/Your registration at Maastricht University/UM regulations and decrees/[Guidelines and codes of conduct](#).

Information provision for prospective members and their parents

7. The board or senate ensures that, before registering for the introduction period, prospective members are informed either orally or in writing of the broad outline of the initiation programme, including its nature, style and atmosphere, such that prospective members know what to expect. It is also advisable for the board or senate, through the prospective members, to provide the parents/guardians/contact persons of the prospective members with information on the content of the initiation programme and how they can best reach prospective members during the introduction period.

Confidential inspection of initiation programme

8. The KMTM committee is informed of the content of the introduction period by means of a written programme and timetable. These documents are treated confidentially: they are not accessible by the student member of the KMTM committee. Both documents must be submitted no later than 1 July to the secretariat of the KMTM committee (email kmtm@maastrichtuniversity.nl).

3. Safeguarding of personal integrity, hygiene and physical and mental health

Personal integrity

9. Physical or emotional abuse of prospective members is prohibited. This includes:
 - the use of discriminatory terms related to a person's race, beliefs or social opinions, gender, sexual orientation, background, disability or illness;
 - forcing or pressuring prospective members to engage in humiliating acts;
 - abuse of power;
 - (Sexual) harassment and/or transgressive behaviour, both verbal and non-verbal.

Health

10. Each prospective member will be offered sufficient clean/drinkable water, preferably running water/non-alcoholic drinks. That's about two litres of water / non-alcoholic drinks spread over the day. The prospective members will always have the opportunity to drink during the introductory period. The prospective members should not be forced to consume food or drinks in any way.
11. Members and prospective members limit / prevent the intake of substances that can be harmful to health, such as laughing gas, poisonous or caustic substances and food or drinks. Members and prospective members shall not be forced to smoke.

12. All prospective members must fill in a medical intake form. If a prospective member draws attention on this form to special circumstances of a medical and/or psychological nature which suggest that he/she ought not to participate in (parts of) the introduction period, the medical intake form shall be submitted for advice to a member of the student association who is in at least the second year of their studies (if possible, a master's student in Medicine). The recommendations made by this member – which may include not admitting the prospective member to the introduction period – shall be complied with in full. In case of doubt about the suitability of the prospective member for the introduction programme, contact the the UM Psychologist of the KMTM committee.
13. If a prospective member cannot participate in (parts of) the introduction period for medical or psychological reasons and/or due to a disability, an alternative programme or solution shall be offered wherever possible. The arrangements shall in all cases be in accordance with the Equal Treatment Act (*Wet gelijke behandeling op grond van handicap of chronische ziekte*).
14. Prospective members must be informed about who has access to the medical intake form.
15. Pursuant to the General Data Protection Regulation (GDPR), the student association is responsible for the personal data (including medical data) of prospective members and shall treat these data in accordance with the GDPR.
16. The medical data of prospective members must be treated confidentially by all members of the student association, and may only be viewed by members of the association who need this information in order to perform their tasks. Medical data must not be accessible to all members of the association without good reason. Medical data must be stored securely, for example by means of passwords and encryption. Furthermore, medical data must be permanently destroyed no later than three months after the end of the introduction period. The student association shall incorporate the destruction of personal medical data into its work processes, or will develop a new procedure for this.
17. Written agreements shall be made with one or more authorised doctors concerning their presence, reachability and availability for all days of the introduction period. The agreements are recorded in the written programme for the introduction period. If a hospital with an emergency department is located in the immediate vicinity of the location of an introduction activity, it is not necessary to make prior written agreements with doctors in the area in question.
18. Appropriate steps need to be taken to ensure appropriate on-site first-aid provision. For every 50 attendees, there needs to be at least one person with a valid emergency assistance (BHV) diploma present in order to make appropriate referrals in the case of accidents or incidents. For medical help, a valid first-aid (EHBO) diploma is the minimum requirement.
19. In the event of a pandemic or other health risk, the guidelines of the National Institute for Public Health and the Environment, RIVM (<https://www.rivm.nl/>) and UM safety protocols must be followed. The board is responsible for enforcing these regulations.

Sleep

20. Prospective members must get *at least* six consecutive hours of sleep per night. Only one night during the introduction period may be treated as an exception to this rule. If prospective members' sleep is interrupted, they are given the opportunity to compensate for the interruption(s). If prospective members have study activities the next morning, they must be given adequate time for sleep. Study activities which are scheduled immediately before or after introduction activities always have priority.

Time-out

21. Prospective members are given the opportunity to make use of a 'time-out'. The board or senate ensures that the form which this time-out takes is recorded in the programme and/or the schedule for the introduction period.

Hygiene

22. Prospective members have adequate opportunity to engage in good hygienic practices during the introduction period. This means that, as a minimum, they are given the opportunity to

- wash themselves daily as needed and brush their teeth;³
- make use of sanitary facilities (which are fit for purpose and available in sufficient quantity) as needed.⁴

In the case of contagious disorders, appropriate preventive measures shall be taken.

Mental health

23. The board or senate and the introduction committee pay close attention to the psychological wellbeing of the prospective members. Both the board/senate and the introduction committee follow the recommendations of the UM Psychologist as listed in Appendix 2, which forms part of this code of conduct. By signing the code of conduct, the board indicates that it is aware of the recommendations and shall act in accordance with them.

4. Coordination with other introduction periods or faculty activities

24. The activities of the faculty introductions always take priority over the introduction period of the student associations. The introduction programmes of the student associations are scheduled such that they do not interfere with tutorials, lectures or other mandatory faculty activities, and also take into account travel time.

³ It goes without saying that prospective members must be able to use their own toothbrush.

⁴ An adequate number of clean toilets and hand-washing facilities must be available.

5. Responsibility of internal dependencies

25. a) Parts of the introduction period organised by subgroups within the student association, such as internal dependencies, are considered part of the introduction programme of the student association, for which the board or senate of the association bears responsibility. This includes initiations performed by dependent subgroups within the student association. Such dependencies and/or other subgroups within the association may only be entrusted with organising part of the programme if and after they have indicated that they will comply in full with this code of conduct.
- b) The student association will draw up guidelines for dependencies (whether or not they are independent legal entities) for the introduction period. These guidelines shall contain at least the same elements as the present code of conduct.

6. Confidential adviser and UM Psychologists

26. Independent confidential advisers are appointed within the student association for the duration of the introduction period. These confidential advisers are independent, they are not part of the board, senate or KMT organisation. These advisers have direct access to the board or senate and to the complaints officer or committee.
27. Prospective members have direct access to the confidential advisers of the student association at all times. These advisers take an active role in monitoring the medical and psychological wellbeing of prospective members.
28. Prospective members are informed that the university has a UM confidential adviser and UM Psychologists. Prospective members are given the phone numbers of the UM confidential adviser and UM Psychologists.
29. Current and prospective members with questions about the principles and implementation of the code of conduct can address them to the KMTM committee.
30. At least half of the board members per board (50% rounded up if necessary) and the (new) confidential advisers per association are obliged to follow a training on Social Security each year.

7. Complaints procedure within the student association

31. Within the introduction committee and its subcommittees, the board or senate appoints an independent internal complaints officer or installs a complaints committee. In addition, the board/senate ensures that a complaints procedure for the introduction period is in place and can be accessed, without prior permission, by all prospective members. All current and prospective members are eligible to file a complaint with the complaints officer or committee about the way in which they or others have been treated by members of the student association or others involved with the association.

Anonymous complaints shall not be processed unless the complainant has a compelling reason to remain anonymous and the complaint can be properly investigated despite this anonymity.

The complaints procedure for the introduction period shall be submitted to the secretariat of the KMTM committee (being the secretary of the Student Guidance department of the SSC) and to the Complaints Service Point (CSP).

32. The complaints officer or complaints committee gives the complainant and the person to whose conduct the complaint pertains the opportunity to be heard. Within three weeks of receipt of the complaint, the complaints officer or complaints committee makes a recommendation to the board or senate of the student association on the merits of the complaint and the measures to be taken.
33. Within three weeks of receipt of this recommendation, the board or senate of the student association informs the complainant in writing of the findings of the investigation into the complaint, the conclusions of the board/senate, the reasons for these conclusions, and any measures that have been or will be taken.
34. Depending on the severity of the complaint and to the extent that the matter has not already been settled to the satisfaction of the prospective member and any other parties involved, the complaint may be reported by the complaints officer/complaints committee or the complainant him/herself to the SSC director.
The board or senate of the student association informs the Deputy Director of the outcome of the complaint.
35. The association is obliged to inform prospective members where they can direct complaints to within UM. Complaints can be filed with the [Complaints Service Point](mailto:complaintsservicepoint@maastrichtuniversity.nl) (CSP), complaintsservicepoint@maastrichtuniversity.nl.

8. Duty to report incidents

36. All incidents must, as soon as possible, be reported by both phone and email to the Deputy Director of the Student Services Centre Mrs Birgitte Hendrickx. If the SSC Deputy Director cannot be reached by phone and there is reason to believe the incident could lead to media attention or questions on social media, the incident must be reported by phone directly to the UM spokesperson, Ms Josephine Knegtering. Within 24 hours of the incident, the association must explain in writing (by letter or email) the context of the incident and, if applicable, which measures will be taken by the board/senate.
37. The Deputy Director reports incidents to the UM Executive Board.

9. Sanctions

38. Should a student association fail to comply in full with this code of conduct, the SSC director may, following consultation with the UM Executive Board, impose one or more sanctions on the board or senate of the association. To this end the SSC director hears both sides of the story and determines his standpoint after consultation with the Executive Board. The KMTM committee is informed of the (intended) sanction(s) and is, if needed, involved in the decision-making process. The sanctions may be either material or immaterial and are determined in proportion to the severity and nature of the incident which violated the rules as set out above.

Possible sanctions include:

- an official warning;
- complete or partial termination or suspension of UM's relationship with the student association and its subcomponents;
- withdrawal or suspension of the administrative grants/financial support for board members allocated to the student association and its subcomponents for a period to be determined by the SSC director;
- suspension of other grants and resources, or the requirement to return these grants/resources;
- non-assignment of INKOM group(s).

10. Handover to new board

39. In the event of an impending change of board, the board or senate of the student association shall ensure that the new board or senate is informed of and has access to this code of conduct before the new board or senate is officially installed.

11. Validity

40. Each year, the new board of the student association is asked to sign the applicable code of conduct for the introduction period. The current code remains valid until the new one has been signed. The old board ensures that the new board is aware of the existence of this code of conduct.

This Code of Conduct for the Introduction Period was adopted on in 2023 by the Commissie Kennismakingstijden Maastricht (KMTM committee).

On behalf of the Executive Board
Maastricht University,

Birgitte Hendrickx MSc
Deputy Director Student Services Centre

General student associations

<p>Date:</p> <p>Name:</p> <p>Signature:</p> <p>President, SV Circumflex</p>	<p>Date:</p> <p>Name:</p> <p>Signature:</p> <p>2nd representative, SV Circumflex</p>
<p>Date:</p> <p>Name:</p> <p>Signature:</p> <p>President, SV KoKo</p>	<p>Date:</p> <p>Name:</p> <p>Signature:</p> <p>2nd representative, SV KoKo</p>
<p>Date:</p> <p>Name:</p> <p>Signature:</p> <p>President, MSRV Saurus</p>	<p>Date:</p> <p>Name:</p> <p>Signature:</p> <p>2nd representative, MSRV Saurus</p>

Appendix 1

to the Code of Conduct for the Introduction Period of the Commissie Kennismakingstijden Maastricht (KMTM committee)

As a student organisation, what could you pay attention to in order to have the most enjoyable Introductory period possible for prospective members?

Guidelines from the KMTM Committee:

Toilets:

Sufficient toilets should be provided that are easily accessible, well lit and not too far away. They should also be accessible (and lit) at night.

Sleeping areas:

Spacing between sleeping places should be at least 80 cm, this because of hygiene and in order to e.g. transmission of viruses/bacteria (e.g. meningitis/meningitis) prevention. You should also sleep in your own sleeping bag because of hygiene. The outbreak of scabies has been increasing sharply in student houses recently, for example.

Water:

Running water from the tap should be available at the location (no watering can/garden hose). Stagnant water can be dangerous due to legionella contamination.

Insurance:

Remember students are insured. An accident is in a small corner. Therefore, consider health insurance, <https://www.maastrichtuniversity.nl/support/during-your-studies/money-matters/compulsory-health-insurance>, but also a liability insurance.

We advise students to register with a GP in Maastricht: <https://hapmaastricht.nl/en/>

International students:

Give more attention to the international student. Provide information such as a packing list also in English.

Building safety:

Make sure the building is safe, such as keeping emergency exits clear, fire extinguishers, smoke detectors, first aid box etc.

Activities:

Activities should not be too mentally and physically demanding. If you plan an activity, there should be a certain reasoning behind it, e.g. teamwork, creativity, etc.

Appendix 2

to the Code of Conduct for the Introduction Period of the Commissie Kennismakingstijden Maastricht (KMTM committee)

How can student associations ensure that the introduction period is as enjoyable as possible for prospective members?

Recommendations by the UM Psychologist

1. As a student association, make sure you have a clear and concrete idea of what prospective members should learn or experience during their introduction period.
2. Identify the most appropriate assignments, exercises and games to achieve these learning objectives.
3. Keep in mind that, from a pedagogical perspective, rewarding people is much more effective and long lasting than punishing them.
4. Consider how you can create a sense of bonding and belonging between and among current and prospective members.
5. Ensure that you have comprehensive written guidelines in place, setting out what does and does not count as acceptable behaviour.
6. Ensure that the board or senate takes responsibility for:
 - a) communicating these guidelines to all members of the association
 - b) actively promoting the guidelines, and
 - c) making agreements about holding one another to account with respect to these guidelines (potentially by means of rewards/sanctions).
7. Ensure that members take issues raised by prospective members seriously, whether they concern important emotions or complaints.
8. If you have an introduction period/initiation programme, ensure that prospective members are informed in advance about the process involved, i.e. how the student association intends to reach its chosen objectives. This enables prospective members to make an informed decision on whether they want to participate or not.
9. Limit the introduction period to a realistic period of time: more than one or two weeks can be detrimental to members' studies and other activities and can have a negative impact on the group process.
10. Prospective members must not be forced in any way to incur additional costs that are not necessary for the smooth running of the introduction period.
11. Keywords during the introduction period should be terms like respect, challenge, encouragement, support, self-insight, setting limits, tapping and developing personal qualities, and cooperation between current and prospective members. Try to prioritise and promote these. Change the world, starting with yourself!
12. In case of doubt, consult the UM Psychologist and/or the confidential adviser of the KMTM committee.
13. Make sure you are registered with a family doctor in your area and that you have valid health insurance.

Addendum Code of Conduct Introduction Period General Student Association 2023

The board of the student association sees added value and importance in acting according to the Code of Conduct for the Introduction Period in order to guarantee quality and safety during the introduction period. Because the board also believes that this code of conduct is not only important during the introduction period, but also during other activities and events of the student association, the board of the student association wants to extend this to their student members, not only during the introduction period.

Therefore, the board of the student association is also responsible for ensuring that the Code of Conduct for the Introduction Period applies to all activities and events throughout the academic year for the sake of the safety and health of its student members and to prevent problems. The board hereby declares the Code of Conduct Introduction Period 2023 applicable during the entire academic year.

This addendum was adopted in March 2023 by the Maastricht Introductory Period Committee (KMTM).

On behalf of the Executive Board
Maastricht University

Birgitte Hendrickx MSc
Deputy Director Student Services Centre