

Participation Contract and Regulations

Foreign Trip 2022

S.A. Astatine

Undersigned

Representatives S.A. Astatine: Mister Mark Schleidt, Commissioner of external affairs; Miss Julia Vendrig, Treasurer; Miss Laura Rodriguez Comas, Chair of the foreign trip committee; henceforth referred to as “Astatine”,

and

participant, henceforth referred to as “participant”

declare to agree with the participation regulations for the Astatine foreign trip in May 2022. The participation regulations consist of 5 pages and in total 14 articles.

Hereby the participant authorizes Astatine to bill the participation, the contribution stated in article 4 of the participation contract, from the following bank account.

IBAN number:

Location bank:

Thus duplicated,

Location:

Date:

Enschede

.... - – 2022

| | |
|---|---|
| On behalf of S.A. Astatine: Mark Schleidt Commissioner of external affairs | On behalf of S.A. Astatine: Julia Vendrig Treasurer |
| On behalf of the committee: Laura Rodriguez Comas Chair of the foreign trip committee | The participant: Name: Signature..... |

Paraph: _____

Article 1: Definitions

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|----------------------------|---|
| Astatine | The study association S.A. Astatine |
| Board | The current association board of S.A. Astatine |
| Foreign Trip | The trip with excursions to foreign companies and cities within Europe organized by S.A. Astatine, often referred to as BuCom |
| BuCom | The trip with excursion to foreign companies and cities within Europe organized by S.A. Astatine, often referred to as foreign trip |
| Committee | The 5 people organizing the foreign trip on behalf of S.A. Astatine: Joschka Beck, Nienke Buskens, Mees van Deijl, Bas van der Meer, and Laura Rodriguez Comas |
| Participant | Signee of this contract |
| Participation regulations | The regulations containing all the agreed upon responsibilities between participant, committee and board |
| Participation contract | The contract between participant, committee and board members by which the participants contract is ratified, this document |
| Participation contribution | The financial contribution of the participant or the committee member to the foreign trip |
| Advisory members | The persons responsible for contact between the board and the committee and/or responsible for guiding the committee through the proper organization of the trip. For the committee of 2021/2022 this will be Mark Schleidt and Stéphan Bosman respectively |
| EC | Study attainment and performance of students of higher education across the European Union, or simply study points, as defined by the European Credit Transfer and Accumulation System (ECTS) |
| Privacy policy | Document set up by the committee and the board clarifying the collecting and storage procedure of any personal data from participants. This document can be found in the website |
| Website | The website set up by the committee showcasing all details regarding the trip. Including, but not limited to, day-to-day planning, main sponsors, and sign-up procedure. The URL for the website is: https://web.astatine.utwente.nl/bucom22/ |

Article 2: Definition of the foreign trip

1. From Saturday the 21st of May 2022 through Saturday the 28th of May 2022 there will be a foreign trip to France and Spain.
2. Astatine provides and pays for breakfast for the participants from Sunday the 22nd of May 2022 up to and including Saturday the 28th of May 2022. During the whole trip, lunch and dinner have to be paid for by the participants themselves, unless a group dinner is planned by

- the committee.
- 3. The participants must take care of any travel and cancellation insurance themselves.
- 4. Sleeping arrangements and travel arrangements during the foreign trip will be provided by Astatine.

Article 3: Participants

- 1. The foreign trip offers places for a maximum of 70 participants. This includes all four board members, the advisory member to the committee, three members from the 2019/2021 BuCom committee, and the current committee. 57 places remain for other individuals who apply to participate.
- 2. Participants should be an ordinary member, extraordinary member, alumni member, member of merit, or employee member of Astatine.
- 3. Participants shall be selected from the applicants as follows: Primary members who have never previously participated in a similar foreign trip by S.A. Astatine shall be given priority over other applicants. All remaining places shall be given to the remaining applicants in a random order which will be decided by a lottery. If more than 57 individuals sign up to participate in the foreign trip, a reserve list shall be made, listing the unaccommodated applicants in the order they were drawn.
- 4. The participant is required to have 30 EC in the bachelor Advanced Technology at the University of Twente before the trip if he/she is an ordinary member of Astatine.

Article 4: Payment

- 1. The participation contribution of this foreign trip will be **€250, -**.
- 2. The participant agrees that **€150,-** of the participation contribution will be invoiced from his/her bank account automatically by Astatine, before the **21st of May 2022**. The remainder of the contribution will be invoiced after the foreign trip.
- 3. In the case, for whatever reason, that the said amount has not been completely paid by the **21st of May 2022**, the participant loses their place on the list of participants. Furthermore, the right to further participation in the foreign trip will be denied. The costs incurred up till then by the (ex-) member in question are his or her own responsibility.
- 4. If the costs for the Foreign Trip are more than the budgeted **€250, -** per participant, then the difference will be paid by S.A. Astatine.
- 5. If the costs of the trip are less than the budgeted **€250, -** per participant, the excess will be returned to the participants up to a maximum of **€100,-** per participant. The rest of the money will go to S.A. Astatine.

Article 5: Documents

- 1. The participant is expected to possess the documents necessary for passage into and out of the destination countries at departure and during the foreign trip. These may include a valid passport or European identity card, a visa, relevant health documents, or the necessary insurance papers. Although these documents have to be taken care of by the participant him- or herself, Astatine will offer advice about applying for a Visa to students for whom this is necessary, as well as an overview of the relevant documentation needed through the website of the study trip.
- 2. When a participant cannot, or not completely, participate in the foreign trip because of missing documents, the costs for this and of all associated consequences are his/her own responsibility.
- 3. When a participant provides the committee with invalid or wrong personal information at subscription, the costs of all associated consequences are his/her own responsibility.
- 4. In the case that the costs of the trip are less than the expected **€250,-**, the BuCom may reserve the right to use some of the extra funds to help cover the costs of Visas for students who need Visas.

Article 6: Participant's shirts

1. The participant receives a participant's shirt at the beginning of the trip.
2. The participant is obliged to wear the participants-shirt in an externally visible manner during the excursions to companies, (research) institutes, and universities. Exemption can be granted by the committee.

Article 7: Behavior during the foreign trip

1. The participant is obliged to stick to the committee-determined excursion program. This clause is subject to the exception stated in article 10 paragraph 1.
2. The participant can be charged for any costs made by Astatine in case that the participant does not bring items stated as "mandatory" on the packing list, which can be found on the website, with him/her during the foreign trip.
3. The participant is obliged to behave according to European/local law and regulations during the foreign trip.
4. It is strictly forbidden for the participant to take anything with him/her that is illegal or illegal to import into the Netherlands or any of the destination countries during the foreign trip. All costs, including indirect costs by disturbances arisen by this are to be accounted for by the participant that brought the illegal item(s).
5. A participant causing nuisance or inconvenience, as determined by the committee, in a way that hampers or obstructs a good execution or preparation of the foreign trip schedule, can be expelled from further participation of the foreign trip. All costs arisen by this will be the responsibility of the participant causing nuisance or inconvenience.

Article 8: Liability

1. The final responsibility for any failings in the organization of the Foreign Trip is with the board, excepting those cases treated in article 8, paragraphs 2,3 and 4.
2. An exception on article 8 paragraph 1 follows when it can be proven beyond any doubt by an external instance that the committee was negligent. In this case, the entire committee will be held responsible, unless an external instance can prove that the negligence did not occur on account of the whole committee but on account of one or more members of the committee. In this case, the financially disadvantageous consequences can be charged on an individual basis to the negligent committee members.
3. An exception on article 8 paragraph 1 follows when it can be proven beyond reasonable doubt, by an external instance that one or more participants were negligent. In this case, the relevant participant(s) can be held responsible, making it possible to charge any financially disadvantageous consequences on them.
4. An exception on article 8 paragraph 1 follows when it can be proven any doubt that by an external instance that the foreign trip was canceled because of unforeseen circumstances and impotence of the committee.
5. The participant is responsible for any damages caused by his or herself and must have a liability insurance which provides coverage in the countries visited.
6. The participant indemnifies the committee and Astatine of all claims by third parties with relation to the damage done by the participant to third parties.
7. When the program cannot be executed or cannot be executed completely as a consequence of circumstances beyond the committee's control, the committee cannot be held responsible.

Article 9: Complaints

1. Any complaints can be submitted to the committee. This can be done up to two weeks after the foreign trip.
2. Submitted complaints will be dealt with by the committee. The participant will get a message regarding the settlement of his/her complaint within 14 working days.

Article 10: Changes

1. Individual deviations from the travel and/or excursion program at the request of a participant are possible after consultation with, and consent from, the committee.
2. The committee reserves the right to make changes to the itinerary, transportation, excursions and accommodation. The committee is obligated to minimize any adverse consequences for participants that follow from these changes.

Article 11: Exemption from Non-Financial Obligations

1. In case of special personal circumstances, the committee, with permission from the board, may relieve the participant of (non-financial) obligations which follow from this contract.

Article 12: Cancellation

1. In case of insurmountable financial or organizational difficulties, the committee has the right to cancel the foreign trip before the departure date. The participants have the right to a refund of 100% of the total payment.
2. In case that the committee cancels the foreign trip due to unavoidable circumstances, the participants have the right to a refund of all retrievable money. By 'unavoidable circumstances', it is meant any exterior cause that disrupts continuation of the trip, such as: war, flooding, transportation cancellation and other similar circumstances.
3. In case that a participant withdraws from the foreign trip due to unavoidable circumstances, he or she will receive their contribution back. By 'unavoidable circumstances', it is meant any exterior cause that disrupts participation in the foreign trip, such as: war, mobilization, flooding, riots, and other similar circumstances. Furthermore, personal circumstances such as illness with a doctor's note or serious family issues can be decided by the committee to be unavoidable circumstances. To clarify, financial and study related withdrawals are not considered unavoidable circumstances.
4. If a participant withdraws from participation in the foreign trip, he or she will receive their contribution back if a replacement participant can be found that will take over all of the obligations specified in the regulations. If there are still candidates on the list of reserve candidates outlined in Article 3, paragraph 3, candidates on this list will be offered the vacant spot in the order that they appear on the list. Any extra costs incurred due to the withdrawing participant's withdrawal will be covered by the withdrawing participant.
5. If a participant withdraws from the participation in the foreign trip for any other reason than those stated in Article 12, paragraph 2, the committee may decide that the participant in question will receive a part of his/her contribution back, if such a refund has no adverse financial consequences for Astatine, the committee and the other participants. This refund can be given out at the discretion of the committee. Any extra costs incurred due to the participant's withdrawal from the Foreign Trip are borne by the withdrawing participant.

Article 13: Final determination

1. If a situation arises which this contract does not cover, the outcome will be decided by the committee, with the committee being accountable to the board.

Article 14 : Personal information disclosure

1. The committee has explained which data from the participants will be collected, the purpose of this data collection, and how the data will be processed. This information can be found in the privacy policy, available through the website by all possible members
2. By signing this contract, the participant agrees to the terms described in the privacy policy