



Policy Plan

Candidate Board 2020

'Non Blaterare, Sed Aedificare'



Policy Plan

Candidate Board 2020

Study Association Concept

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Preface

In front of you, you can find the policy plan of Candidate Board 2020. This plan describes the direction of ConcepT in 2020. This policy plan will be used as a guideline for Candidate Board 2020. The process of writing the policy plan has shown Candidate Board 2020 many insights into the association and has resulted in a lot of inspiration for improvements of ConcepT.

Candidate Board 2020 wants to thank multiple people that helped to establish this policy plan. First, the current board, consisting of Marit Lambers, Jop Keja, Luuk Nieuwenhuis, Renier Timmermans, Max de Vries and Ype Willemsen. Candidate Board 2020 has been trained by the current board and has been provided with advice and feedback. Candidate Board 2020 has experienced the assistance of Board 2019 as very helpful and guiding. Besides the current board, Candidate Board 2020 wants to thank the Council of Advisors, consisting of Saskia van Brenk, Kai Hermann, Daan Kampherbeek, Ramon Oppers and Willem Trommelen. Candidate Board 2020 has been given advice and feedback multiple times during the establishment of this policy plan. Candidate Board 2020 appreciates the time and effort that the members of the Council of Advisors have put in this policy plan. Finally, Candidate Board 2020 wants to thank the KasCo, consisting of Casper Bresters, Roy Dierx, Mike Flohr, Wouter Kampman and Wendie van der Meer for their help with the financial part of this policy plan. Their experience and advice have been of a great help in making the budget and understanding the financial situation of ConcepT.

Table of Contents

20	Preface	2
	Introduction	4
	Reading Guide	5
	1. Activism	6
	2. Substantive.....	9
25	3. Study	11
	4. Network	14
	5. Alumni	16
	6. Social	17
	7. Internationalisation	19
30	8. Financial	20
	9. Miscellaneous	21
	10. Feedback to Internationalisation Guideline and Strategic Plan.....	22
	Appendix 1: Budget 2020	24
	Explanation of Budget.....	29
35		

Introduction

- Over the years, study association ConceptT has grown into a strong and healthy association. ConceptT can be proud of its professionalism and open environment. The strong foundation of active members on which ConceptT builds, ensures every year is full of activities. However, ConceptT can expect to see some changes in the future. Besides, Candidate Board 2020 sees possible improvements on a few aspects. In this policy plan, these improvements will be turned into goals and the implementation of these goals.
- Since the beginning of academic year 2019-2020, the third year of the Bachelor programme is given completely in English. This results in a fully English Bachelor curriculum. The final phases of the transition from a Dutch to an international Bachelor programme have therefore started. ConceptT has also evolved during the internationalisation of the programme, becoming an international oriented association that is open for all students. The internationalisation of the association has resulted in an increase of international members.
- Just like Board 2019, Candidate Board 2020 consists of six members. However, Candidate Board 2020 will not have the same vice-functions as Board 2019. Last year a new vice-function, Vice Officer of External Affairs, was introduced. Candidate Board 2020 does not see the added value of this vice-function. Therefore, this vice-function will not be present in 2020.
- The goals that are described in this policy plan are partially based on advices given by Board 2019, but also on the Strategic Plan 2018-2020 and the own input of the members of Candidate Board 2020. Board 2019 has already implemented the foregoing development of some of the goals that are described in this policy plan. A continuation of their implementation will therefore be followed by Candidate Board 2020.
- Overall the same structure as previous years is chosen for this policy plan. It starts with presenting a reading guide. This reading guide is followed by the goals in different chapters, which will be elaborated on. The policy of Candidate Board 2020 is divided into nine chapters, being 'Activism', 'Substantive', 'Study', 'Network', 'Alumni', 'Social', 'Internationalisation', 'Financial' and 'Miscellaneous'. After the explanation of the policy of Candidate Board 2020, feedback will be given to the Strategic Plan 2018-2020 and the Internationalisation Guideline. At the end of the Policy Plan, the budget will be presented and explained.

Reading Guide

The following chapters are used in this policy plan. These chapters are primarily based on the Strategic Plan 2018-2020 and the Identity document ('*Identiteitsdocument*' in Dutch).

- 70 1. Activism
The chapter 'Activism' concerns everything that relates to organising activities of ConcepT. These activities include social as well as career related activities.
2. Substantive
The chapter 'Substantive' concerns all civil engineering-oriented activities organised by
- 75 3. Study
The chapter 'Study' concerns everything related to the education, including the internationalisation of the Bachelor programme.
4. Network
80 The chapter 'Network' concerns all matters that refer to contacts with external parties. This means the network with companies, knowledge organisations, institutes and other study associations.
5. Alumni
The chapter 'Alumni' concerns the activities related to contacts with alumni of civil engineering
- 85 6. Social
The chapter 'Social' concerns the contact with people within ConcepT, the participation to social activities of ConcepT and all other matters that strengthen social contacts within ConcepT.
7. Internationalisation
90 The chapter 'Internationalisation' concerns the ongoing internationalisation of ConcepT itself.
8. Financial
The chapter 'Financial' concerns the financial matters and position of ConcepT.
9. Miscellaneous
The chapter 'Miscellaneous' concerns all subjects that do not fall under the notion of any of the
- 95 other chapters.

In all above-mentioned chapters, the current situation will be addressed first (Position & Changes). Subsequently, the goals that Candidate Board 2020 sets itself will be described (Goals). After that, the way the goals will be implemented will be described (Implementation). Finally, every chapter ends with a short summary of the goals and according implementations.

100 Next to the above-mentioned chapters, a chapter is added in which feedback to the goals will be given with relation to the Strategic Plan and the Internationalisation Guideline. This chapter is called 'Feedback to Internationalisation Guideline and Strategic Plan'. In Appendix 1, the budget of 2020 is added, including an explanation of this budget.

105 Contrary to last year, the policy plan includes the chapter 'Internationalisation'. Last year the chapter was removed, since Board 2019 found that all advices from the Internationalisation Guideline were applied and standardised. However, Candidate Board thinks that these advices are not all applied and with the programme trending to the second phase of the 'Internationalisation Guideline' (between 30-60% international students), this chapter becomes of value again. Furthermore, Candidate Board 2020 thinks that the internationalisation of ConcepT should also be evaluated.

110 Because of this, Candidate Board 2020 has decided to add the chapter 'Internationalisation' again.

The chapters 'Alumni' and 'Miscellaneous' have been added this year. On the Semi-Annual General Meeting it was decided that the chapter 'Alumni' would be added to the policy plan, to make sure that the policy goals that concern alumni will be carried out. Besides that, 'Miscellaneous' is added, since Candidate Board 2020 has a certain goal that does not relate to any of the other chapters.

115 Abbreviations which can be found in this document are SP (Strategic Plan) and IG (Internationalisation Guideline). In this document, lateral-entry students are considered students who do not apply through the first year of the Bachelor of Civil Engineering at the University of Twente.

1. Activism

The chapter Activism concerns everything that is related to the organisation of activities within ConcepT. This means the organisation of both career related and social activities.

1.1 Position and changes

One of the starting points of activism at ConcepT is the committee market, where students can take a step towards becoming active by joining a committee. Candidate Board 2020 feels that the possibilities ConcepT and its committees offer, are currently not presented in the most optimal way.

In order to draw students, the committee market has been marketed with a free lunch. However, Candidate Board 2020 thinks that Beneden Peil does not offer enough space to run the committee market efficiently. There are long queues for the food with very little manoeuvring room left around the committees that are present. As a result, not all committees might be able to market themselves well, as it is simply too crowded. Moreover, the visitors themselves might not have enough time to visit every committee due to waiting times. On top of that, Candidate Board 2020 thinks that the committee booklet can be made more fitting to its purpose, conform to the Guideline Reform of Printed Media.

ConcepT organises a lot of social, educational and professional activities for its members. Some of these activities tend to repeat themselves each year, even in the exact details. For some committees, this occurs because there is little space for creativity due to, for example, low budgets, expectations of previous years or strict boundary conditions. This might not be a problem on itself, but doing everything the same as previous years, leaves little opportunity for the own input of the committee members.

When a project committee is finished, the committee members have gained a lot of experience and knowledge during their time in the committee. They have encountered problems and solved or dealt with them. These problems may be present every year and these vital pieces of information should be carried over to the subsequent project committees. However, this is not always done consistently or structurally, for example, an evaluation document is not always set up.

Enough active members are needed to maintain the current service level of ConcepT. However, the inflow of active members at ConcepT is currently under pressure by the language shift of the Bachelor programme from Dutch to English. During the last two years, this has probably resulted in a decrease in the number of Dutch registrations of the Bachelor programme. Dutch students appear to become active more often than international students, (current 1st year: approximately 100 students, of which 40 international students of which 7% active, 60 Dutch students of which 44% active) so in case the current trend holds, this could lead to a decrease in the number of active members. In case the number of active members decreases, the group of active members would need to be more efficient in order to consolidate the current service level. Another consequence of the decrease in the number of active members, is that it can sometimes lead to the loss of valuable knowledge.

1.2 Goals

Candidate Board 2020 wants to improve the provision of information on the possibilities ConcepT and its committees have to offer.

Candidate Board 2020 wants to stimulate committees to use their own input while keeping traditions in mind.

Candidate Board 2020 wants to streamline the transfer of enthusiasm and information from committee to committee.

Candidate Board 2020 wants to consolidate the current service level of ConcepT. (SP 3.2.1)

1.3 Implementation

Improve the provision of information on the possibilities ConceptT and its committees have to offer

Candidate Board 2020 wants to update the committee market booklet by focussing more on what committees do and what interested members can expect.

Furthermore, Candidate Board 2020 wants to organise the committee market on a location where there is enough space for committees to sufficiently promote themselves. A more spacious setup would also allow for a general presentation to kick off the market.

Stimulate committees to use their own input while keeping traditions in mind

Candidate Board 2020 wants to stimulate own input by not steering the new committee to the organised activities of previous years. In the meantime, the identity (including traditions) of ConceptT will be kept in mind. The concept of the activity can be the same, but the exact planning and content of activities does not have to be the same as the year before. In the first phase of the committee, Candidate Board 2020 wants to, for example, limit the information provision to function-specific guidelines. In a later stage, after for example a brainstorming session, more information will be revealed about the content and execution of the activity in previous years, without setting the boundary conditions too strict. However, if it turns out that an activity was already organised in the most optimal way, it is still perfectly fine if the activity is organised the same way as in previous years.

Streamline the transfer of enthusiasm and information from committee to committee

Candidate Board 2020 wants to stimulate and, when necessary, support committees to document advices of every activity or project the committee has done. These advices will be updated every year by each new committee.

Furthermore, Candidate Board 2020 wants to provide budget for every project committee to create an informal session (like a dinner, lunch or drink) during which information, enthusiasm and knowledge can be transferred by the previous committee. This moment should be planned in the early stages (after the brainstorming phase) of the new committee, to make sure that it is still useful to give tips. An additional advantage is that the bond between different generations will improve during these sessions.

Consolidate the current service level of ConceptT

Candidate Board 2020 wants to monitor the inflow and outflow of active students. This could be done proactively by asking active members what their future plans are with regards to their active career at ConceptT, at the end of a (project) committee. This could help to keep members active, since the reasons for not continuing with committees can be made clear. With that, Candidate Board 2020 can then adapt and respond to these reasons, even if it is something outside of the control of Candidate Board 2020 it will still help to get a better view on the number of active members.

In case of a low inflow of active members, as discussed in position and changes, it would be needed to maximize the efficiency of committees in order to keep the overall service level of ConceptT the same. Candidate Board 2020 wants to do this, by stimulating the development of new active members aimed towards improving their committee-related skills. This can be done by making guidelines for some key functions and positions, such as for making minutes, for leading a meeting or working with Adobe. This will allow committees to work more efficiently as less time is lost figuring out how things work, meaning that more work can be done in the same time. In the case that the number of active students would drop, this would also allow ConceptT to keep its service level at the current level.

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Goals and implementation

1.1 Improve the provision of information on the possibilities ConceptT and its committees have to offer

1. Update the committee market booklet.
2. Host the committee market in a more spacious environment.

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1.2 Stimulate committees to use their own input while keeping traditions in mind

1. Limiting the information provision to function-specific guidelines in the first phase of a committee.

1.3 Streamline the transfer of enthusiasm and information from committee to committee

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1. Stimulate structured evaluations for all activities that committees organise.
2. Organise an informal session for each project committee to transfer enthusiasm and knowledge.

1.4 Consolidate the current service level of ConceptT

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1. Maximise the activism potential by monitoring the inflow and outflow of members.
2. Improve the skill-level of active members.

2. Substantive

The chapter Substantive concerns the participation of students in broadening and deepening activities, which offer accessible insights in the future field of occupation of students. These activities are civil engineering oriented matters which are not directly part of or should not be part of the education.

2.1 Position and changes

ConcepT organises different types of activities to support the interaction between students and companies. The members of ConcepT attend the lunch lectures with a sufficient number to make it worthwhile for companies and students, however Candidate Board 2020 sees that this is not the case for excursions, which are sometimes even cancelled due to a shortage in subscriptions. Board 2018 and Board 2019 have already tried to implement activities that are in line with the curriculum, however this has not increased the attendance of excursions enough, due to the planning of the activities within the curriculum. Board 2018 has also found trouble in organising excursions that are in line with the curriculum, since companies were not interested in giving the excursions or the contact with the company was too slow.

Besides activities with companies in the work field of civil engineering, there are also some workshop possibilities to develop skills that are not directly related to civil engineering, which are often appreciated by members. Board 2019 has already organised workshops for LaTeX, LinkedIn and Excel, however, there is still potential for offering more of these activities. Furthermore, Candidate Board 2020 notices that these workshops were all scheduled in the same short period of time.

2.2 Goals

Candidate Board 2020 wants to ensure that every professional activity has a sufficient number of participants.

Candidate Board 2020 wants to organise a course aimed at improving extracurricular skills regularly. (SP 5.2.2)

2.3 Implementation

Ensure that every professional activity has a sufficient number of participants

Candidate Board 2020 would like to increase the number of participants of excursions, this will be done by ensuring that students are motivated and available for such activities. Candidate Board 2020 would like to continue matching activities with the curriculum, however Candidate Board 2020 wants to put more attention to the planning of these activities. To ensure that students will be able to attend excursions, Candidate Board 2020 wants to plan them in the first four weeks of the module.

Additionally, if Candidate Board 2020 estimates that there are not enough members interested in the excursion, Candidate Board 2020 wants to ask other study associations with the same interests, including associations from similar studies in different cities, if their members are willing to join the excursion. The other study associations can be invited right from the start of the organisation until the last day before the activity is taking place.

Organise a course aimed at improving extracurricular skills regularly

Candidate Board 2020 wants to offer courses aimed at improving extracurricular skills at least once per quartile.

Candidate Board 2020 also wants to investigate the possibility of organising these courses together with other study associations. Besides that, Candidate Board 2020 wants to have the option to invite other study associations to courses organised by ConcepT, if Candidate Board 2020 sees some overlap in interests with the other study associations. They could also be invited when the number of participants is not high enough to organise the course for ConcepT members alone.

Goals and implementation

2.1 Ensure that every professional activity has a sufficient number of participants

1. Plan the excursions in the first four weeks of the module.
2. Possibly invite other study associations to participate in the excursion.

2.2 Organise a course aimed at improving extracurricular skills regularly

1. Organise a course to improve the extracurricular skills of the members every quartile.
2. Involve other study associations in the organisation and/or participation of courses for extracurricular skills.

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280 **3. Study**

The chapter Study focuses on Bachelor students Civil Engineering, Master students Civil Engineering & Management, and Master students Construction Management & Engineering. Furthermore, safeguarding the quality of education is part of this chapter.

3.1 Position and changes

285 Board 2018 and Board 2019 started with attempting to improve the relationship between students and the Programme. Board 2019 discussed with the staff members what their vision is on this relationship. Board 2019 organised a couple of activities for both staff members and students but for most of the activities, only a few or even zero staff members showed up. An attempt was done to build a foundation, but the result was not as hoped-for, so the relationship between the students and the Programme can still be improved. In its Annual Report, Board 2019 has recommended
290 Candidate Board 2020 to improve and anchor the relationship between the students and staff members, while keeping the boundary conditions as described in the Annual Report of Board 2019 in mind. Improving the relationship between staff members and students, will lower the threshold for students to ask teachers for help.

295 Students experience a high study load, especially close to the exams and deadlines. During these periods, students are studying till late in the evening. Currently, there is little to no guidance available to help them with difficulties during stressful times. Board 2019 organised one tutor evening for Structural Mechanics in module 1 where student assistants were available to help, which was greatly appreciated among the students. Currently, the Tutor Pool is not working as it
300 should be. In 2019, most of the requests for a tutor remained unanswered due to not having enough tutors able to help in the Tutor Pool. Board 2019 tried to give the Tutor Pool a boost by adding new members, but the Tutor Pool is still not functioning well due to a lack of promotion. Another way to support students, is the online database with old exams and summaries on the ConcepT website. However, this database is not up to date. Some courses only have a Dutch version online even
305 though the course has been given in English for a few years. In 2019, there were little to no exams added to the database. Currently, no promotion is done for handing in old exams and summaries.

After a couple of years in transition, the Bachelor Civil Engineering is completely given in English. Even though the main language is English, this does not mean that all students integrate with their fellow students, which affects the quality of education. It is the responsibility of the faculty to
310 guarantee the quality of education. However, Candidate Board 2020 foresees problems regarding internationalisation, for example the shortage of available positions for Bachelor theses for non-Dutch speaking students. The University of Twente has a lot of services and online documents, but international students often do not know that these exist. Currently, specific points of internationalisation (e.g. translation of documents) are on the agenda during, for example, panel
315 discussions but not the process of internationalisation as a whole.

3.2 Goals

Candidate Board 2020 wants to anchor the relationship between students and the Programme.

Candidate Board 2020 wants to support members with their studies, especially during periods with a high workload.

320 Candidate Board 2020 wants to support members when problems occur regarding internationalisation of the study. (SP 4.2.2)

3.3 Implementation

Anchor the relationship between students and the Programme

325 Candidate Board 2020 wants to organise at least one informal activity each quartile for staff
members and students to anchor their bond. By organising the activities in a structured manner
(e.g. clear application procedure for staff members), there will be a better indication of the number
of participants that can be expected and thus Candidate Board 2020 can respond easier to that. If
330 more staff members are participating, the relationship between students and the Programme will be
anchored. An important step in this, is that from 2020 onwards, the Borrelcommittee will invite staff
members to the drinks on Fridays ('VriMiBo's). Furthermore, Candidate Board 2020 wants to
promote the activities actively and respond to the wishes of the staff members and students. To do
this, there will be close contact with the more involved staff members to set up ideas and promote
the activities amongst staff members. To motivate staff members to participate in the activities, it
335 will be made clear to them what the usefulness of improving the relationship between students and
staff members is. Candidate Board 2020 wants to take the advice of Board 2019, concerning
improving and anchoring the relationship between students and the Programme, into account.

Support members with their studies, especially during periods with a high workload

340 Candidate Board 2020 wants to organise a minimum of one study evening per quartile to support
members. To plan the date of these evenings, Candidate Board 2020 wants to take the upcoming
deadlines into account and plan the evening right in front of these deadlines.

Besides that, Candidate Board 2020 wants to organise tutor evenings in periods with a high
workload. Tutor evenings are study evenings focussed on one specific course where (a) student
assistant(s) will be present to help with difficulties. Candidate Board 2020 wants to actively and
345 regularly discuss the needs with students regarding study evenings including the presence of (a)
student assistant(s) to get a better insight in their wishes and needs. To facilitate a study evening
where a student assistant is present to help, it is the intention that the Programme will pay for the
student assistant. If it turns out that the Programme does not want to pay, then participants will
pay for the student assistant.

350 Moreover, Candidate Board 2020 wants to create a more effective Tutor Pool to support the members
with completing their studies. This will be done by promoting the Tutor Pool more to both the side
of students who can give tutoring and from the side of students who need tutoring. This
implementation follows from the advice of Board 2019 to Candidate Board 2020 in its Annual Report.

355 Furthermore, Candidate Board 2020 wants to investigate the database of summaries and old exams
on the ConcepT website to check which exams and summaries are missing or outdated. Besides
that, Candidate Board 2020 wants to stimulate students to use the database and hand in summaries
and old exams. This will be done by making students aware of the possibilities using posters and
verbal promotion. During the promotion of the database, a focus will be on the courses that have
little or no exams or summaries online (for example by hanging up a poster with missing exams). If
360 a member hands in a summary or old exam, the member will immediately be rewarded with a piece
of candy. Furthermore, in each quartile, a gift will be raffled among the students that hand in a
summary or are first to hand in a particular exam.

Support members when problems occur regarding internationalisation of the study

365 Candidate Board 2020 wants to support the students on the long-term, by stimulating the Programme to solve problems regarding the complete internationalisation of the Bachelor. Candidate Board 2020 wants to do this by stimulating the Programme to evaluate the complete internationalisation of the Bachelor. This will be done by addressing the current situation and the issues regarding internationalisation to the Programme and the Faculty. Candidate Board 2020 wants to stay involved in this evaluation regarding internationalisation of the study.

370 It will take time before the Programme starts to evaluate and starts working on the points of improvement. Therefore, Candidate Board 2020 wants to support students on the short-term by giving students advice when they are in a difficult situation regarding internationalisation. An example is that Candidate Board 2020 wants to refer international students to the right persons or online documents for practical issues regarding internationalisation. The shortage of available positions for Bachelor theses for non-Dutch speaking students is another example of where Candidate Board 2020 wants to support the students. For example, Candidate Board 2020 wants to give students advice on where they can find suitable (English) Bachelor theses that are available.

Goals and implementation

380 **3.1 Anchor the relationship between students and the Programme**

1. Organise at least one informal activity per quartile for staff members and students.

3.2 Support members with their studies, especially during periods with a high workload

1. Organise at least one study evening per quartile.
- 385 2. Organise tutor evenings during periods with a high workload.
3. Create a more effective Tutor Pool by promoting it more among the students.
4. Update the database of old exams and summaries and promote the database including handing in old exams and summaries.

3.3 Support members when problems occur regarding internationalisation of the study

- 390 1. Stimulate the Programme to evaluate the complete internationalisation of the Bachelor programme.
2. Give (international) students advices on how to deal with problems regarding internationalisation.

395 4. Network

Network refers to all activities related to contacts with external parties. For ConcepT, this means establishing and maintaining relationships that are not covered by social contacts.

4.1 Position and changes

400 ConcepT has a diverse and extensive network of companies with an expertise in/related to civil engineering. However, there are few international companies available in the company network of ConcepT. To represent the interest of international students and students with the wish to work or study abroad, a more international oriented network is desirable. It is difficult to add companies with an international work field to the network of ConcepT. The approach of the last years did not lead to the desired result. The problems that were experienced by previous boards are largely represented
405 by the low number of international students from the same country/region (2017), the different standards for professional activities regarding payment (2018) and the large amount of time that the contact with international companies consumes. Board 2019 already made a start by investigating what type of contact is effective when contacting international companies. In 2019, there has been a development in the attitude of the Faculty regarding contact with (international)
410 companies. Currently, there is a vacancy at the Faculty for a position for the coordination of linkages and contacts between the educational programme and the work field.

Besides becoming more international, the company network could be more approachable. For students it is crucial to come in contact with companies, for a thesis and a future job. Currently, some students experience difficulty with approaching companies. For master students, Board 2019
415 introduced the option to arrange a shadowing day with good contacts of ConcepT. A shadowing day is a day where a student can walk with an employee of a company for a day. This way the student can get a taste of the atmosphere of the company at a time that suits the student.

4.2 Goals

420 Candidate Board 2020 would like to extend the network with companies with an international work field. (SP 5.2.2)

Candidate Board 2020 wants to lower the threshold for students to approach companies.

4.3 Implementation

Extend the network with companies with an international work field

425 Candidate Board 2020 would like to expand the network of ConcepT with companies with an international work field. This way students get acquainted with civil engineering abroad and the international students are better represented. Candidate Board 2020 would like to look at a collaboration with the University of Twente to expand the network with international companies, as advised by Board 2019. Candidate Board 2020 wants to contact the spokesperson of the Faculty when the vacancy has been fulfilled.

430 Candidate Board 2020 wants to look at effective and time efficient measures to increase the amount of approached international companies, taking into account the advice of Board 2018 and Board 2019. Those time efficient measures will limit negative impacts on the current network of ConcepT, because the Officer of External Affairs will still have sufficient time for its daily tasks. The Candidate Officer of External Affairs plans to visit an exposition in a foreign country in 2020, likely Hannover
435 Messe.

Lower the threshold for students to approach companies

Candidate Board 2020 would like to organise at least two activities with an informal setting in collaboration with companies in 2020, for example a drink lecture ("borrel lezing"). If the setting of an activity has a strong informal aspect instead of solely professional, the companies tend to be more approachable.

Besides that, Candidate Board 2020 would like to extend the possibilities of following a shadowing day with knowledge institutes, such that there is a diverse choice of companies for the students to select from. Candidate Board 2020 would like to ensure a good distribution between types of companies and the expertise (within the work field of civil engineering) of those companies. Besides that, Candidate Board 2020 wants to make the possibility of shadowing days known under students by promoting it. Candidate Board 2020 also sees added value in more extensive information provision about the shadowing days for students.

Goals and implementation

4.1 Extend the network with companies with an international work field

- 1. Collaborate with the University of Twente in attracting foreign based companies.*
- 2. Focus on effective and time efficient measures to increase the number of approached companies and limit the negative impact on the current network of ConceptT.*

4.2 Lower the threshold for students to approach companies

- 1. Organise activities with an informal setting in collaboration with companies.*
- 2. Bring shadowing days under attention of students and extend provision of information.*

5. Alumni

The chapter Alumni refers to all activities related to contacts with alumni of the civil engineering programmes of the University of Twente.

5.1 Position and changes

The contact between alumni is handled by the alumni association Concreet. Concreet is a way for Concept to make use of the alumni network. However, in the past years this association has not been active and therefore the members of Concept could not benefit from the alumni network. The Board of Concreet will organise an activity for alumni in February 2020, with the aim to get alumni association Concreet active again. Furthermore, Candidate Board 2020 thinks that the effects of the multiannual plan, that has been set up for Concreet by the Board of Concreet, will have positive effects on the relationship between Concept and Concreet. A good relation between these associations and an active alumni association will ensure that Concept and its members can benefit from the knowledge and experience that the alumni have. This will be helpful for students, since the alumni can form a link between the civil engineering programmes at the University of Twente and potential jobs at different employees.

5.2 Goals

Candidate Board 2020 wants to make better use of contact with alumni of civil engineering programmes of the University of Twente to maximise the benefits for students. (SP 5.2.1)

5.3 Implementation

Make better use of contact with alumni of civil engineering programmes of the University of Twente to maximise the benefits for students

Candidate Board 2020 wants to strengthen the contact with alumni, so members can benefit from the experience and knowledge of the alumni in the field of civil engineering. To let the members of Concept benefit from the alumni, Candidate Board 2020 wants to organise one activity for students with alumni. During this activity, students can come in contact with alumni which can provide insights about the career path students can take. The alumni for these activities will be contacted by using the alumni association Concreet and the Alumni Office of the University of Twente.

Goals and implementation

5.1 Make better use of contact with alumni of civil engineering programmes of the University of Twente to maximise the benefits for students

- 1. Organise one activity for students together with alumni.*

6. Social

490 One of the tasks of the association ConceptT is to get its members in touch with each other. The chapter Social refers to matters that increase social interaction between members and making sure members will participate in social activities.

6.1 Position and changes

495 It is key to show new members what ConceptT can offer them. Besides the regular inflow of first year Bachelor students, ConceptT has lateral-entry students who join the civil engineering programmes as (pre-) Master student. Since there is no ConceptT-related activity for lateral-entry students with a contact level as intense as the Kick-In camp, they are not as easy to reach as first year Bachelor students. Previous boards of ConceptT have already set up a promotion structure related to lateral-entry students, starting by visiting the Master Kick-In and the Winter Kick-In. Still, Candidate Board 500 2020 thinks there is room for improvement regarding the promotion structure.

Master students have different needs than Bachelor students. Board members are often in contact with a broader selection of Bachelor students than Master students, so naturally the wishes and needs of Bachelor students are better known than those of Master students. As a result, more effort is needed to investigate the needs of Master students, which Board 2019 started doing by conducting 505 a survey. There has also been recent feedback that formerly active Master students have difficulties keeping up with what happens at ConceptT.

There is a shift in social media usage by the members of ConceptT. The use of Facebook and Twitter is in decline, while an increasing number of people focus on visually based platforms, like Instagram and Snapchat. Board 2019 has already started adapting to these changes by trying to use a ConceptT- 510 phone, but the phone did not fully function as desired. Therefore, there is still some room left for improvement of the use of digital promotion channels.

6.2 Goals

Candidate Board 2020 wants to get lateral-entry students more involved with ConceptT. (SP 6.2.2)

515 Candidate Board 2020 wants to strive for a match between demands of Master students and supply from ConceptT. (SP 6.2.1)

Candidate Board 2020 wants to adjust the promotion of ConceptT to the needs and wishes of the current society.

6.3 Implementation

Get lateral-entry students more involved with ConceptT

520 In order to achieve better name awareness, Candidate Board 2020 wants to build upon the current promotion setup by personally and actively promoting the presence of post Kick-In activities. Candidate Board 2020 wants to organise multiple events directed towards lateral-entry students and also have lecture talks directed at them, as lecture talks are often a very effective way to remind people of the upcoming activities.

Strive for a match between demands of Master students and supply from ConceptT

The results of the conducted survey at the end of 2019 by Board 2019 will be used as input for a plan of action. Candidate Board 2020 and the Master Committee are going to collaborate to investigate this more in depth, for example by talking to volunteering Master students one by one. The conclusions that can be drawn from the research, should result in the plan of action that could 530 be presented at the Semi-Annual General Meeting and be implemented during Quartile 1 and Quartile 2. In this way, Candidate Board 2020 wants to increase the amount of participating Master students. Moreover, Candidate Board 2020 plans to hold lecture talks at a few key Master courses in a way to reach as many Master students as possible.

Adjust the promotion of ConceptT to the needs and wishes of the current society

535 Candidate Board 2020 is going to evaluate the current use of social media by ConceptT and its members. Based on that, Candidate Board 2020 wants to investigate the most effective method of promotion via social media. Based on this investigation, the promotion plan of Board 2019 and other past experience, the promotion via social media is going to be made up to date.

Goals and implementation

540 ***6.1 Get lateral-entry students more involved with ConceptT***

1. Promote post Kick-In activities personally and actively.

6.2 Strive for a match between demands of Master students and supply from ConceptT

1. Deeper investigate the wishes and needs from Master students and respond to those.

6.3 Adjust the promotion of ConceptT to the needs and wishes of the current society

545 *1. Evaluate the social media usage and adapt to the outcomes.*

7. Internationalisation

Since the Bachelor programme Civil Engineering is a completely English programme, the number of international ConcepT members has increased. In this chapter, all matters that refer to the internationalisation of and within ConcepT itself will be discussed.

7.1 Position and changes

The aforementioned inflow of international students (see Chapter 1.1) provides the association with a lot of new cultures, whereas the Dutch culture is the leading culture at ConcepT. An increase of activism and involvement of international students at ConcepT is desired, which means that it is important to better integrate the international students with different cultures within ConcepT.

ConcepT has followed the Bachelor programme with regards to the language shift from Dutch to English. Still, a majority of the (active) members is Dutch. It is unknown how the members of ConcepT, both Dutch and international, have experienced the internationalisation process of ConcepT and how they feel about it now.

7.2 Goals

Candidate Board 2020 wants to stimulate the bond between both international and Dutch students and their bond with ConcepT itself. (SP 7.2.3, IG 2.1.4)

Candidate Board 2020 wants to evaluate how both international and Dutch members experience the internationalisation of ConcepT and respond to their opinions. (SP 7.2.1)

7.3 Implementation

Stimulate the bond between both international and Dutch students and their bond with ConcepT itself

Candidate Board 2020 plans on organising activities that should improve the bond between students from different cultures. In order to attract international students to a cultural bonding activity, the activity should offer them an opportunity to learn something about the culture, language and people of the Netherlands. Dutch students can be attracted to the activity by promoting it as an entertaining way of getting to know more about their own country and the students around them. This activity will be organised by Candidate Board 2020 and can be done after the Summer Kick-In as part of the after-intro activities. If the opportunity arises, it could also be an option to let (an) enthusiastic international student(s) organise a cultural activity based on their country of origin. In this way everyone gets to learn something in an enjoyable way that enhances the cohesion between ConcepT-members from different cultures.

Evaluate how both international and Dutch members experience the internationalisation of ConcepT and respond to their opinions

To achieve this goal, Candidate Board 2020 wants to investigate how both international members and Dutch members feel about the internationalisation of ConcepT to get an idea of their vision and experiences. After this investigation, Candidate Board 2020 wants to present its findings during the Semi-Annual General Meeting, after which Candidate Board 2020 wants to implement possible improvements that can be made for the association.

Goals and implementation

7.1 Stimulate the bond between both international and Dutch students and their bond with ConcepT itself

1. Organise a cultural bonding activity for international and Dutch students.

7.2 Evaluate how both international and Dutch members experience the internationalisation of ConcepT and respond to their opinions

1. Hold an investigation under the members of ConcepT regarding the internationalisation of ConcepT.

8. Financial

The chapter Financial concerns all actions that affect the financial situation of ConcepT either positively or negatively.

8.1 Position and Changes

ConcepT has been financially healthy for many years now. The accountancy is structured and well organised. Board 2018 has created insight in the liquidity of ConcepT and especially some liquidity shortages. Board 2019 has created structure in the direct debits by collecting them monthly, at the end of the month. These developments have made the financial situation and administration even more structured and transparent for members. Now, it is also the case, that in most years there is an unexpected positive balance at the end of the year. Because ConcepT is not allowed to make a profit, this money is spent in the last months of the year on matters that make sense at that moment.

8.2 Goals

Candidate Board 2020 wants to develop a structured plan for using unexpected surpluses on the budget.

8.3 Implementation

Develop a structured plan for using unexpected surpluses on the budget

First, Candidate Board 2020 wants to investigate what an acceptable and preferable equity would be for ConcepT, to ensure that possible surpluses on the budget can indeed be used. This will be done by looking at the expenses and revenues from previous and upcoming years, and the timing of these cashflows.

After this, Candidate Board 2020 wants to investigate the possibilities of using surpluses on the budget for more durable and future orientated matters, creating more certainty for the future and lowering the threshold for doing big expenses. For this, Candidate board 2020 wants to develop an advice for a structured plan which will be presented at the Semi-Annual General Meeting.

Goals and implementation

8.1 Develop a structured plan for using unexpected surpluses on the budget

- 1. Investigate what an acceptable and preferable equity would be for ConcepT.*
- 2. Investigate the possibilities of using surpluses of money for durable and future-orientated matters.*

9. Miscellaneous

The chapter Miscellaneous refers to all the subjects that do not fall under the notion of any of the other chapters.

9.1 Position and changes

- 625 The general trend in the Netherlands is to use more sustainable materials. The university is also working on this, for example by using solar panels for green energy and separating waste. However, ConceptT has not fully adjusted to this shift in material use. A lot of materials are used in a way that is often not sustainable. Take for example plastic, or sometimes cardboard, tableware or the number of printed documents. All of these are used frequently, but after use they are usually thrown away.
- 630 Right now, there is one dishwasher in the basement of the Horst, which is often occupied by other study associations. However, a development in the basement of the Horst is that there will be an industrial dishwasher, which will be paid for by the Faculty. Due to this development the dishwasher will be free to use more often, which gives opportunities for the use of more sustainable tableware at ConceptT.

9.2 Goals

- 635
- Candidate Board 2020 wants to make more efficient use of (sustainable) materials at ConceptT.

9.3 Implementation

Make more efficient use of (sustainable) materials at ConceptT

- 640 To achieve this goal, Candidate Board 2020 wants to investigate possibilities for more efficient use of materials and act accordingly. First, Candidate Board 2020 wants to limit the number of printed documents. This can be done by, for example, investigating the optimal amount of printed promotion material and the 'De Brug' regarding sustainability, while keeping the wishes and needs of the members in mind. Limiting the number of printed documents can also be done by looking at the amount of paper that is used by committees.
- 645 Secondly, Candidate Board 2020 wants to realise a transition of disposable plastic tableware to reusable tableware, including replacing disposable cups for reusable cups and mugs. This will be done by looking into different options for this transition and acting accordingly.

Goals and implementation

9.1 Make more efficient use of (sustainable) materials at ConceptT

- 650
- 1. Use printed documents more efficiently.*
 - 2. Realise a transition to reusable tableware.*

10. Feedback to Internationalisation Guideline and Strategic Plan

In this chapter, the goals, which Candidate Board 2020 wants to implement, and which relate to either the goals of the Strategic Plan 2018-2020 or the Internationalisation Guideline, will be appointed.

IG 2.1.4 Learning Dutch (Goal 7.2)

In the Internationalisation Guideline it was advised to offer a Dutch course for international students as ConcepT. However, instead of offering the international students a Dutch course that is organised by ConcepT, Candidate Board 2020 wants to organise a social activity. The focus of this activity would be to learn something about the Dutch language, some things about the Netherlands and its culture and to get to know more members of ConcepT. By organising an activity, the international students will not feel the pressure of following a course. It is important however, to get the Dutch students enthusiastic about this activity as well because this will also help with integration.

SP 3.2.1 Continue with adapting activism to the changing preferences and willingness of students (Goal 1.2)

To continue with adapting activism and retaining the strong position of ConcepT, Candidate Board 2020 will have to adapt to the changing inflow pattern of Bachelor students. With a decrease in the relative share of Dutch first-year students, it is going to be key to manage the current number of active students and to maximize their potential as active students.

SP 3.2.2 Familiarise lateral-entry students with ConcepT and possibilities for activism (Goal 6.1)

To familiarise lateral-entry students with ConcepT, Candidate Board 2020 is going to focus on a personal promotion plan for lateral-entry students. Multiple post Kick-In activities and lecture talks should ensure their knowledge of ConcepT.

SP 4.2.2 Ensure quality of education during transition to English and improve where possible (Goal 3.3)

To ensure quality of education during the transition to an international Bachelor programme, Candidate Board 2020 wants to stimulate the Programme to evaluate the internationalisation of the Bachelor programme. This evaluation will contribute to (the improvement of) the quality of education, especially when it comes to the influences of the internationalisation. In this way, ConcepT will take an active role in the advocacy of the student during the transition.

SP 5.2.1 Make better use of contact with alumni of Civil Engineering to maximise the potential benefits for students (Goal 5.2)

To maximize the potential benefits of better contact with alumni, Candidate Board 2020 wants to strengthen the contact with Alumni, so that every student can benefit from the experience and knowledge of the alumni of the civil engineering programmes of the University of Twente. To let the members of ConcepT benefit from the alumni, Candidate Board 2020 wants to organise at least one activity for students with alumni to strengthen the contact.

SP 5.2.2 Keep track of changing demands from students and external parties and adapt the content of the collaboration if required (Goal 2.2, Goal 4.2)

Candidate Board 2020 has noticed that students have a shift in interest regarding activities. Therefore, Candidate Board 2020 wants to offer courses aimed at improving extracurricular skills at least once per quartile.

To keep track of changing demands from students and external parties and adapting the content of the collaboration, Candidate Board 2020 wants to take multiple measures. Because of the increasing number of international members, Candidate Board 2020 would like to expand the network of ConcepT with additional international companies. This will not only benefit international students, but also Dutch students.

SP 6.2.1 Adapt the activities to the preferences and willingness of students. (Goal 6.2)

To adapt to the preferences and wishes of Master students, Candidate Board 2020 strives for a match between the demands of Master students and the supply of ConcepT. Candidate Board 2020 wants to do this by doing a deeper investigation in the wishes and needs from Master students and responding to that, while using the results from the survey conducted by Board 2019.

SP 6.2.2 Familiarise non-active members with ConcepT (Goal 6.2)

As a non-active member, it is hard to blend in in the group of active members. Therefore, Candidate Board 2020 wants to invest time in familiarising non-active students with ConcepT. In particular, Candidate Board 2020 wants to improve in engaging lateral-entry students.

SP 7.2.1 Keep track of the wishes of international students (Goal 7.2)

Candidate Board 2020 wants to investigate how both international members and Dutch members feel about the internationalisation of ConcepT to get an idea of their vision and experiences. After this investigation, Candidate Board 2020 wants to present its findings during the Semi-Annual General Meeting, after which Candidate Board 2020 wants to implement possible improvements that can be made for the association.

SP 7.2.3 Create an open atmosphere for international students and let them feel at home (Goal 7.2)

To create an open atmosphere for international students and to let them feel at home, Candidate Board 2020 would like to organise activities specifically aimed towards stimulating the bond between both international and Dutch students and their bond with ConcepT itself. During the activity both international and Dutch students have the opportunity to learn something about the Netherlands, including its culture, language and people. In this way everyone gets to learn something in an enjoyable way that enhances the cohesion between ConcepT-members from different cultures.

Appendix 1: Budget 2020

Budget 2020				
a	General	Income	Costs	Balance
1	Contribution	€ 6.700	€ -	€ 6.700
2	Allowance	€ 6.900	€ -	€ 6.900
3	General sponsoring	€ 4.175	€ 600	€ 3.575
4	Website	€ 11.900	€ 1.850	€ 10.050
5	De Brug	€ -	€ 200	€ -200
6	'Beneden Peil'	€ 4.500	€ 2.750	€ 1.750
7	Costs of representation	€ 1.175	€ 11.170	€ -9.995
8	Costs of organisation	€ 1.580	€ 16.935	€ -15.355
9	Consumptions	€ 3.600	€ 7.250	€ -3.650
10	Newspaper and magazines	€ -	€ 280	€ -280
11	Furniture of ConcepT room	€ -	€ 500	€ -500
12	Company dinner	€ 1.800	€ 1.000	€ 800
13	Unforeseen	€ -	€ 670	€ -670
	Subtotal (a)	€ 42.330	€ 43.205	€ -875

Budget 2019				
a	General	Income	Costs	Balance
1	Contribution	€ 6.650	€ -	€ 6.650
2	Allowance	€ 6.600	€ -	€ 6.600
3	ConcepT app	€ 750	€ 750	€ -
4	General sponsoring	€ 4.950	€ 300	€ 4.650
5	Website	€ 11.300	€ 1.700	€ 9.600
6	De Brug	€ -	€ 150	€ -150
7	'Beneden Peil'	€ 4.600	€ 4.850	€ -250
8	Costs of representation	€ 1.700	€ 11.576	€ -9.876
9	Costs of organisation	€ 1.127	€ 14.958	€ -13.831
10	Consumptions	€ 3.800	€ 8.600	€ -4.800
11	Study books	€ 1.500	€ 1.500	€ -
12	Newspaper and magazines	€ -	€ 400	€ -400
13	Furniture of ConcepT room	€ -	€ 500	€ -500
14	Company dinner	€ 1.800	€ 1.000	€ 800
15	Unforeseen	€ -	€ 643	€ -643
16	Cancelled debtors	€ -	€ -	€ -
17	Cancelled creditors	€ -	€ -	€ -
	Subtotal (a)	€ 44.777	€ 46.927	€ -2.150

Actual 2019		
Income	Costs	Balance
€ 6.766	€ -	€ 6.766
€ 6.877	€ -	€ 6.877
€ -	€ -	€ -
€ 5.591	€ 306	€ 5.285
€ 12.378	€ 1.841	€ 10.537
€ -	€ 151	€ -151
€ 4.524	€ 2.776	€ 1.748
€ 1.757	€ 10.912	€ -9.154
€ 1.376	€ 18.849	€ -17.473
€ 3.780	€ 6.833	€ -3.054
€ -	€ -	€ -
€ -	€ 258	€ -258
€ -	€ 3.196	€ -3.196
€ 2.000	€ 1.679	€ 321
€ 1.800	€ 859	€ 941
€ -	€ 780	€ -780
€ 32	€ -	€ 32
€ 46.880	€ 48.439	€ -1.559

Policy Plan Candidate Board 2020

Budget 2020				
b	Committees	Income	Costs	Balance
14	AkCie	€ 2.100	€ 3.300	€ -1.200
15	Almanaccommittee	€ 2.500	€ 3.000	€ -500
16	BetonBrouwers	€ 9.000	€ 9.000	€ -
17	Borrelcie	€ 73.000	€ 70.000	€ 3.000
18	BuLacommittee	€ 11.000	€ 11.000	€ -
19	ConcepTueelcommittee	€ 8.300	€ 9.400	€ -1.100
20	First Year Committee	€ 1.350	€ 1.950	€ -600
21	Galacommittee	€ 10.600	€ 11.400	€ -800
22	InterExcie	€ 10.425	€ 3.900	€ 6.525
23	KasCo	€ -	€ 50	€ -50
24	Kick-In-Campcommittee	€ 10.000	€ 11.300	€ -1.300
25	Mastercommittee	€ 2.000	€ 1.200	€ 800
26	Lustrumcommittee	€ 27.200	€ 27.200	€ -
27	Sportscommittee	€ 1.500	€ 2.400	€ -900
28	Symposium committee	€ 16.500	€ 16.500	€ -
	Subtotal (b)	€ 185.475,00	€ 181.600,00	€ 3.875,00

Budget 2019				
b	Committees	Income	Costs	Balance
18	AkCie	€ 1.600	€ 2.600	€ -1.000
19	Almanaccommittee	€ 2.500	€ 3.000	€ -500
20	BetonBrouwers	€ 9.500	€ 9.500	€ -
21	Borrelcie	€ 65.000	€ 61.000	€ 4.000
22	BuLacommittee	€ 10.500	€ 10.500	€ -
23	ConcepTueelcommittee	€ 9.500	€ 9.500	€ -
24	First Year Committee	€ 1.800	€ 2.650	€ -850
25	Galacommittee	€ 4.500	€ 5.300	€ -800
26	InterExcie	€ 10.200	€ 3.650	€ 6.550
27	KasCo	€ -	€ 50	€ -50
28	Kick-In-Campcommittee	€ 10.500	€ 11.500	€ -1.000
29	Lunchclub	€ 150	€ 150	€ -
30	Mastercommittee	€ 3.800	€ 4.100	€ -300
31	Study Tour Committee	€ 105.000	€ 105.000	€ -
32	Sportscommittee	€ 1.500	€ 2.400	€ -900
33	Symposium committee	€ 12.000	€ 12.000	€ -
34	CraTeX	€ 26.000	€ 26.000	€ -
	Subtotal (b)	€ 274.050,00	€ 268.900,00	€ 5.150,00

Actual 2019		
Income	Costs	Balance
€ 2.437	€ 3.520	€ -1.083
€ 2.550	€ 2.784	€ -234
€ 11.670	€ 11.670	€ -
€ 73.265	€ 70.074	€ 3.191
€ 11.808	€ 11.808	€ -0
€ 9.238	€ 9.717	€ -478
€ 1.298	€ 2.022	€ -724
€ 4.641	€ 5.441	€ -799
€ 9.930	€ 3.982	€ 5.948
€ -	€ 49	€ -49
€ 9.641	€ 9.861	€ -220
€ 114	€ 114	€ -1
€ 1.725	€ 1.311	€ 414
€ 104.717	€ 104.297	€ 420
€ 1.679	€ 2.579	€ -900
€ 16.150	€ 15.064	€ 1.086
€ 16.263	€ 16.263	€ -
€ 277.125,81	€ 270.556,64	€ 6.569,17

Budget 2020				
c	Provisions	Income	Costs	Balance
29	Lustrumreservation	€ -	€ 1.000	€ -1.000
30	Reservation 'Beneden Peil'	€ -	€ 500	€ -500
31	Reservation ICT	€ -	€ 1.500	€ -1.500
	Subtotal (c)	€ -	€ 3.000	€ -3.000

Budget 2019				
c	Provisions	Income	Costs	Balance
35	Lustrumreservation	€ -	€ 1.000	€ -1.000
36	Reservation 'Beneden Peil'	€ -	€ 500	€ -500
37	Reservation ICT	€ -	€ 1.500	€ -1.500
	Subtotal (c)	€ -	€ 3.000	€ -3.000

Actual 2019		
Income	Costs	Balance
€ -	€ 2.000	€ -2.000
€ -	€ 500	€ -500
€ -	€ 1.500	€ -1.500
€ -	€ 4.000	€ -4.000

Policy Plan Candidate Board 2020

Budget 2020				
Appendix 1				
6	Beneden Peil'	Income	Costs	Balance
1	Sponsoring	€ 4.500	€ -	€ 4.500
2	'Beneden Peil' rent	€ -	€ 2.750	€ -2.750
	Subtotal ('Beneden Peil')	€ 4.500	€ 2.750	€ 1.750

Budget 2019				
Appendix 1				
7	Beneden Peil'	Income	Costs	Balance
1	Sponsoring	€ 4.600	€ -	€ 4.600
2	Beneden Peil' rent	€ -	€ 4.300	€ -4.300
3	General costs	€ -	€ 550	€ -550
	Subtotal ('Beneden Peil')	€ 4.600	€ 4.850	€ -250

Actual 2019		
Appendix 1		
Income	Costs	Balance
€ 4.524	€ 86	€ 4.438
€ -	€ 2.690	€ -2.690
€ -		€ -
€ 4.524	€ 2.776	€ 1.748

Budget 2020				
Appendix 2				
7	Costs of representation	Income	Costs	Balance
1	Board clothing	€ -	€ 1.980	€ -1.980
2	Committee dinner	€ -	€ 750	€ -750
3	Committee clothing	€ -	€ 2.700	€ -2.700
4	Constitution cards	€ -	€ 265	€ -265
5	Contact associations within UT	€ -	€ 300	€ -300
6	Contact associations outside UT	€ -	€ 400	€ -400
7	Company visits	€ 250	€ 1.150	€ -900
8	Reunion with former boards	€ 600	€ 1.400	€ -800
9	Dry cleaning suits	€ -	€ 150	€ -150
10	Contact programme departments	€ 325	€ 825	€ -500
11	Compensation activities board	€ -	€ 450	€ -450
12	Miscellaneous	€ -	€ 800	€ -800
	Subtotal (Costs of representation)	€ 1.175	€ 11.170	€ -9.995

Budget 2019				
Appendix 2				
8	Costs of representation	Income	Costs	Balance
1	Board clothing	€ -	€ 1.980	€ -1.980
2	Committee dinner	€ -	€ 711	€ -711
3	Committee clothing	€ -	€ 2.925	€ -2.925
4	Constitution cards	€ -	€ 60	€ -60
5	Contact associations within UT	€ -	€ 300	€ -300
6	Contact associations outside UT	€ -	€ 300	€ -300
7	Company visits	€ 400	€ 1.700	€ -1.300
8	Reunion with former boards	€ 600	€ 1.400	€ -800
9	Dry cleaning suits	€ -	€ 150	€ -150
10	Contact programme departments	€ 700	€ 900	€ -200
11	Compensation activities board	€ -	€ 450	€ -450
12	Miscellaneous	€ -	€ 700	€ -700
	Subtotal (Costs of representation)	€ 1.700	€ 11.576	€ -9.876

Actual 2019		
Appendix 2		
Income	Costs	Balance
€ 173	€ 2.153	€ -1.980
€ -	€ 546	€ -546
€ -	€ 2.396	€ -2.396
€ -	€ 61	€ -61
€ 25	€ 306	€ -281
€ -	€ 284	€ -284
€ 219	€ 1.096	€ -877
€ 1.027	€ 1.827	€ -800
€ -	€ 150	€ -150
€ 313	€ 601	€ -288
€ -	€ 450	€ -450
€ -	€ 1.041	€ -1.041
€ 1.757	€ 10.912	€ -9.154

Policy Plan Candidate Board 2020

Budget 2020				
Appendix 3				
8	Costs of organisation	Income	Costs	Balance
Activities				
1	Active member activity	€ -	€ 2.600	€ -2.600
2	General Meeting	€ -	€ 2.700	€ -2.700
3	Policy activity with Candidate Board	€ -	€ 720	€ -720
4	Sinterklaas	€ -	€ 200	€ -200
5	Study aiding activities	€ 880	€ 1.200	€ -320
6	Remaining activities	€ 600	€ 1.200	€ -600
General				
7	Bank costs		€ 850	€ -850
8	Committee team building activity	€ -	€ 850	€ -850
9	Boardpresent	€ -	€ 300	€ -300
10	Committee presents	€ -	€ 150	€ -150
11	Office supplies	€ -	€ 100	€ -100
12	Licences	€ -	€ 1.400	€ -1.400
13	Ludieke actie	€ -	€ 300	€ -300
14	New board lunches	€ -	€ 250	€ -250
15	Board Teambuilding	€ -	€ 750	€ -750
16	Overleg Studieverenigingen	€ -	€ 70	€ -70
17	General postal expenses	€ -	€ 100	€ -100
18	Printing	€ 100	€ 550	€ -450
19	Telephone costs	€ -	€ 300	€ -300
20	Insurances	€ -	€ 620	€ -620
21	Recruitment active members	€ -	€ 750	€ -750
22	Committee tranfers	€ -	€ 300	€ -300
23	Acquaintance lateral entry students	€ -	€ 200	€ -200
24	External promotion ConcepT	€ -	€ 200	€ -200
25	Miscellaneous	€ -	€ 275	€ -275
	Subtotal (Costs of organisation)	€ 1.580	€ 16.935	€ -15.355

Budget 2019				
Appendix 3				
9	Costs of organisation	Income	Costs	Balance
Activities		Activities		
1	Active member activity	€ -	€ 2.600	€ -2.600
2	General Meeting	€ -	€ 2.700	€ -2.700
3	Policy activity with Candidate Board	€ -	€ 620	€ -620
4	Sinterklaas	€ -	€ 200	€ -200
5	Study aiding activities	€ 225	€ 375	€ -150
6	Remaining activities	€ 800	€ 1.200	€ -400
General				
7	Bank costs	€ 2	€ 700	€ -698
8	Committee team building activity	€ -	€ 428	€ -428
9	Boardpresent	€ -	€ 300	€ -300
10	Committee presents	€ -	€ 100	€ -100
11	Office supplies	€ -	€ 100	€ -100
12	Licences	€ -	€ 1.350	€ -1.350
13	Ludieke actie	€ -	€ 200	€ -200
14	New board lunches	€ -	€ 250	€ -250
15	Board Teambuilding	€ -	€ 600	€ -600
16	Overleg Studieverenigingen	€ -	€ 70	€ -70
17	General postal expenses	€ -	€ 350	€ -350
18	Printing	€ 100	€ 550	€ -450
19	Telephone costs	€ -	€ 300	€ -300
20	Insurances	€ -	€ 600	€ -600
21	Recruitment active members	€ -	€ 700	€ -700
22	Committee tranfers	€ -	€ 90	€ -90
23	Acquaintance lateral entry students	€ -	€ 50	€ -50
24	External promotion ConcepT	€ -	€ 250	€ -250
25	Miscellaneous	€ -	€ 275	€ -275
	Subtotal (Costs of organisation)	€ 1.127	€ 14.958	€ -13.831

Actual 2019		
Appendix 3		
Income	Costs	Balance
€ -	€ 4.793	€ -4.793
€ -	€ 2.415	€ -2.415
€ 60	€ 780	€ -720
€ -	€ 604	€ -604
€ 253	€ 377	€ -123
€ 745	€ 1.088	€ -344
General		
€ 174	€ 979	€ -806
€ -	€ 260	€ -260
€ -	€ 300	€ -300
€ -	€ 168	€ -168
€ -	€ 99	€ -99
€ -	€ 1.379	€ -1.379
€ 75	€ 387	€ -312
€ -	€ 246	€ -246
€ -	€ 600	€ -600
€ -	€ 70	€ -70
€ -	€ 261	€ -261
€ 69	€ 151	€ -82
€ -	€ 297	€ -297
€ -	€ 618	€ -618
€ -	€ 737	€ -737
€ -	€ 90	€ -90
€ -	€ -	€ -
€ -	€ 188	€ -188
€ -	€ 1.961	€ -1.961
€ 1.376	€ 18.849	€ -17.473

Policy Plan Candidate Board 2020

Budget 2020				
Appendix 4				
9	Consumptions	Income	Costs	Balance
1	Costs coffee/thee/choco	€ -	€ 3.500	€ -3.500
2	Revenue soda fridge	€ 1.300	€ 1.300	€ -
3	Revenue candy	€ 2.300	€ 2.300	€ -
4	Reward exams and summaries	€ -	€ 150	€ -150
Subtotal (consumptions)		€ 3.600	€ 7.250	€ -3.650

Budget 2019				
Appendix 4				
10	Consumptions	Income	Costs	Balance
1	Costs coffee/thee/choco	€ -	€ 4.750	€ -4.750
2	Revenue soda fridge	€ 1.500	€ 1.500	€ -
3	Revenue candy	€ 2.300	€ 2.300	€ -
4	Reward exams and summaries	€ -	€ 50	€ -50
Subtotal (consumptions)		€ 3.800	€ 8.600	€ -4.800

Actual 2019		
Appendix 4		
Income	Costs	Balance
€ -	€ 2.897	€ -2.897
€ 1.362	€ 1.580	€ -217
€ 2.418	€ 2.347	€ 71
€ -	€ 10	€ -10
€ 3.780	€ 6.833	€ -3.054

Budget 2020				
Post		Income	Costs	Balance
General		€ 42.330	€ 43.205	€ -875
Committees		€ 185.475	€ 181.600	€ 3.875
Provisions		€ -	€ 3.000	€ -3.000
Total		€ 227.805	€ 227.805	€ -

Budget 2019				
Post		Income	Costs	Balance
General		€ 44.777	€ 46.927	€ -2.150
Committees		€ 274.050	€ 268.900	€ 5.150
Provisions		€ -	€ 3.000	€ -3.000
Total		€ 318.827	€ 318.827	€ -

Actual 2019		
Income	Costs	Balance
€ 46.880	€ 48.439	€ -1.559
€ 277.126	€ 270.557	€ 6.569
€ -	€ 4.000	€ -4.000
€ 324.006	€ 322.996	€ 1.010

735 Explanation of Budget

Financial situation and sponsoring

740 The Strategic Plan 2015-2017 states that it is not necessary for ConcepT to budget a profit, because there is enough liquidity. Strategic Plan 2018-2020 does not feature a financial chapter. In 2016 and 2017 there was no loss on the budget. In 2018, there was a loss on the budget, but in 2019 there were big surpluses of money. Therefore, Candidate Board 2020 follows the same assumption of Board 2019, that the loss of 2018 was a one-off occurrence. For these reasons, the budget of 2020 does not future a profit.

745 The total sponsor income in 2020 will be similar to the sponsor income in 2018. However, the sponsor income on direct mailing and the ConcepTueel is expected to be lower. This is because Board 2019 has completed a lot of contracts on direct mailing and the ConcepTueel in 2019 and do not pass on as many contracts as Board 2018.

Several posts have been changed, deleted or added. This, because Candidate Board 2020 thinks it represents the actuality better this way, to realize the policy plan, or because a post was no longer applicable, respectively.

750 The posts on the budget that need additional explanation have been explained below. Most of these posts have changed compared to the budget of 2019.

General

- | | | |
|-----|-----------------------|--|
| 1. | Contribution | The contribution is based on the average of the last 4 years. Since it is difficult to estimate the exact number of members. |
| 755 | 2. Allowance | The allowance is based on the last 4 years, seeing a trend of slight increase every year. |
| 760 | 3. General sponsoring | The expected sponsor income for general activities is expected to be a little lower than in 2019 because Board 2019 did a lot of direct mailing, but did not pass any direct mailing on to 2020. Also, the costs for sponsored college blocks is covered by this post. |

Committees

- | | | |
|-----|---------------------------|---|
| 14. | AkCie | Candidate Board 2020 wants to give committees more space to organise creative activities. Therefore, the budget for the AkCie is increased with 200 euros. (Goal 1.2) |
| 765 | 17. Borrelcie | 2020 will be the first year that Beneden Peil is only run by ConcepT. This means that more income is expected due to more constitution drinks and graduation drinks. But also, more expenses are expected because more regular drinks are now planned. Looking at the results of last year, a profit of 3000 euro is budgeted. |
| 770 | 19. ConcepTueel committee | The costs for the ConcepTueel are expected to be the same as last year. The income however, is expected to be a lot lower, because Board 2019 passes a lot less contracted sponsoring for the ConcepTueel than Board 2018 did. It is expected that the same number of contracts can be signed in 2020, as were signed in 2019, causing the total sponsor income to be lower than in 2019. |
| 775 | 20. First year committee | In previous years, the end of the year activity was very expensive because the budget for the first year committee turned out to be too high. The first-year party is expected to have no loss. Therefore, the budget for the First Year Committee is lowered with 250 euros. Still keeping space in the budget for creativity. |
| 780 | | |

785	21. Gala committee	The Lustrum gala is planned to be on an external location with a dinner. Therefore, the expenses are a lot higher than in 2019. Just like last year, ConcepT will contribute 800 euros. To make the gala possible, 600 euros is contributed by the lustrumcommittee and 1000 euros, surplus on the budget of 2019, is extra contributed by ConcepT.
	24. Kick-in camp committee	The income and expenses are based on the budgets of 2018 and 2019. To give space for more creativity the budget is increased with 200 euros compared to 2019. (Goal 1.2)
790	25. Mastercommittee	The Mastercommittee will organise a variety of activities next year for which they will receive sponsor income. The CBC is not budgeted because it is unsure if the Mastercommittee will be able to organise it. If they do, it will probably have no effect on the balance.
795	28. Symposiumcommittee	The expenses of the symposium are expected to be higher than last year due to an increase in the price of the 'Grolsch Veste'. The sponsor income is expected to cover the expenses, however if not, the university will cover the loss.

Appendix 1 – Beneden Peil

800	6.2 Beneden Peil rent	The rent of Beneden Peil has significantly decreased by the University. According to the budget of the university and the contract with the Faculty, the expenses for ConcepT will be around €2750,-
	6.3 General costs	The post general costs has been deleted because the expenses for general costs of Beneden Peil are already covered by the posts 'Borrelcommittee' and 'reservation Beneden Peil.'

805 Appendix 2 – Costs of representation

	7.1 Board clothing	Just like last year, 330 euro per board member is budgeted.
	7.4 Constitution cards	The costs for sending the constitution cards has been transferred from postal expenses to this post, therefore the expenses will be higher than 2019.
810	7.6 Contact associations outside UT	Candidate Board wants to visit both Cheops and PS on their constitution drink and get acquainted with their boards. This, to increase the bond between our study associations. Candidate Board 2020 also wants to organise an activity with one of the two associations. This can be better organised in person. Therefore, the travel expenses that are covered by this post will be higher than the years before.
815		
	7.7 Company visits	The 'Betondag' is changed to the 'Beton experience' which has free access. It is expected that the travel costs made for this, are completely covered by the 'Betonvereniging'. Therefore, the expenses are lower. Candidate Board 2020 want to visit Hannover Messe, 100 euro is budgeted for this.
820		
	7.10 Contact programme departments	Candidate Board 2020 wants to organise an informal activity with the programme departments every quartile. Therefore, the expenses are expected to be higher than in 2019. (Goal 3.1)

825	7.12 Miscellaneous	General costs for get-well-soon-cards, business cards and other types of cards will be covered by this post. Like last year, Christmas cards will also be covered by this post. Costs of postage stamps will increase from 60 cents to 82 cents, but Candidate Board 2020 wants to send less paper Christmas cards. Therefore, the expenses will be higher than budgeted in 2019, but not as high as the actual expenses of Board 2019.
830		

Budget Appendix 3 – Costs of organisation

835	8.3 Policy activity with Candidate Board	The expenses in this post consists of 120 euro for Candidate Board clothing and 100 euro per Candidate Board member. It is calculated on the assumption that Candidate Board 2021 consist of 6 people.
840	8.5 Study aiding activities	Candidate Board 2020 wants to organise one study evening per quartile with an option for dinner. Participants will pay a small amount for dinner. Furthermore, Candidate Board 2020 wants to organise tutor evenings, with student assistant(s) present. These student assistants will be paid, either by the study programme or by the participants. Therefore, the costs and expenses will be higher than in 2019. (Goal 3.2)
845	8.6 Remaining activities	Candidate Board 2020 wants to organise an extracurricular course every quartile. Therefore, the expenses will be higher than in 2019. (Goal 2.2)
	8.7 Bank costs	Every year the bank costs increase a little bit. A more expensive direct debit is expected after the lustrum. Therefore, the expenses will be higher than 2019.
850	8.8 Committee team building activity	Candidate Board 2020 sees an added value in the committee team building activities that Board 2019 introduced. Candidate Board 2020 wants to expand this to every committee. Except for the Study Tour Committee and Symposium Committee as they have their own budget for teambuilding.
855	8.15 Board teambuilding	Like every year, 100 euro per board member is budgeted for a teambuilding activity. On top of that, 25 euro per board member is budgeted for participating in the Student Union Associations weekend.
860	8.17 General postal expenses	The expenses for sending constitution cards is covered by the post constitution cards. Therefore, the expenses on this post are lower than in 2019.
865	8.22 Committee transfers	Candidate Board 2020 values the transfer of knowledge and enthusiasm in project committees. Therefore, Candidate Board 2020 wants to create, extra budget for every project committee to create an informal session during which information and enthusiasm and knowledge can be transferred by the previous committee. Therefore, the expenses will be higher than in 2019. (Goal 1.3)
870	8.23 Acquaintance lateral entry students	Candidate Board 2020 wants to involve lateral entry student more with ConcepT. Therefore, the budget for lunches is increased with extra budget for a social activity. (Goal 6.1)

Appendix 4 – Consumptions

- 875 9.1 Costs coffee/thee/chocolate milk In 2019, on average, 70 euro less per month is spend on coffee. This, because the new coffee that Board 2019 introduced is cheaper than the old one. Also, less coffee is drunk. Candidate Board 2020 expects the decreasing costs will be a trend that continues in 2020. But because the decrease is only seen for one year the average of 2018 and 2019 is budgeted.
- 880 9.4 Reward exams and summaries Candidate Board 2020 wants to reward students that hand in exams or summaries immediately with something from the candy screen. Besides that, Candidate Board 2020 want to raffle a gift every quartile under students that handed in an exam or summary. (Goal 3.2)