

Translation of Study Tour Regulation **Society of Aerospace Students (VSV) 'Leonardo da Vinci'**

These regulations are a mutual agreement between the VSV, the Study Tour Committee and Study Tour Participants on several subjects, specified below. These regulations have to be read and approved by all participating parties. This is done by signing the Study Tour Contract.

ARTICLE 1. General

1. The Study Tour Committee is responsible for the overall organization of the Study Tour. The VSV board and the Study Tour Participants should be kept informed about the latest updates.
2. The Study Tour Committee must justify its decisions to the board of the VSV.
3. A Study Tour exists of company visits, case studies, a Study Tour program and writing a report before the Study Tour (Pre-Tour Report) and a report after the Study Tour (Tour-Report).
4. The Study Tour program consists of all activities organized by the study tour committee during the study tour.
5. The Study Tour is finished when the board of the VSV has approved both profits and deficits.
6. The Study Tour Committee must exist of at least four (4) and at most seven (7) persons. The Study Tour Committee must contain at least one and at most two VSV board members. At least two VSV board members must stay at home.
7. At least one VSV board member in function must take part in the Study Tour.
8. At the moment of final subscription, the Study Tour Committee must hand over a copy of the Study Tour Regulation to the participants.

ARTICLE 2. Duration of the Study Tour

1. The duration of the Study Tour is determined by the Study Tour committee and recorded in the Study Tour program.
2. The Study Tour Committee provides the possibility to get back to the Netherlands immediately after the duration of the Study Tour is expired.
3. If a participant decides to depart before or after the set date of departure, this is done on the responsibility of the participant.
4. During the Study Tour a participant can be obliged to participate in an activity belonging to the Study Tour program
5. The Study Tour program is determined by the Study Tour Committee.
6. The Study Tour Committee holds the right to make changes to the Study Tour program

ARTICLE 3. The Travel Sum

1. The Travel costs are related to the Study Tour program as is determined by the Study Tour Committee.
2. The Travel costs contain at least:
 - a. The costs for transportation during the Study Tour, the transportation from the Netherlands to the destination and back.
 - b. Costs of common breakfast and dinner during the Tour part. These costs are based on average prices, determined by the Study Tour Committee.
 - c. The costs of accommodation during the Tour program.
3. Study Tour Participants have to pay a provisional travel sum. The provisional travel sum serves as an advanced payment.
4. No participation in transport that is arranged by the study tour committee will not result in a different travel sum.
5. The final travel sum is determined by means of the final Study Tour balance.
6. The final Study Tour balance is based on the difference between profits and deficits of the Study Tour.
7. Both the budget and the final balance have to be approved by the board of the VSV 'Leonardo da Vinci'. The final balance must be presented at an GMA of the VSV 'Leonardo da Vinci'.
8. In case profit is made by a Study Tour, organized by the VSV 'Leonardo da Vinci', this profit is divided as follows:
 - a. First, all guaranties must be paid back.
 - b. The remaining profit will be divided between all participants and the VSV 'Leonardo da Vinci'. The profit will be divided in the same proportions as the deposit of both parties has been. The sum of money that the participant will receive is determined as follows: $(\text{participant inlay}/\text{total profits per person}) * \text{remaining money per person}$. Participant inlay means both the temporary travel costs, as well as the inlay by means of the case study.
 - c. In case the VSV 'Leonardo da Vinci' invested money for the Study Tour, it retrieves that money, after the money is resituated.
 - d. If more money is left over, companies are asked whether they have a problem with the VSV 'Leonardo da Vinci' keeping the money, to organize other activities. If a company does not agree, it gets money back according to the following key: $(\text{Sponsor fee of the company}/\text{total sponsor fee}) * \text{residue}$.
9. In case a loss is made on the Study Tour, the participants can be asked to pay up to 10 percent on top of the determined travel fee. The participant is obliged to pay this money. The total travel fee may not exceed the determined maximum travel fee (110% of preliminary travel fee) .

ARTICLE 4. The security fee (deposit)

1. The security fee is 10 percent of the determined travel fee, being minimally 50 EUR and should be paid within three weeks after notification of participation.
2. In the following cases the security fee is paid back:
 - a. The Study Tour is cancelled
 - b. The participant completed his tasks according to article 6.10 and the participant caused no damage for which he is responsible.

ARTICLE 5. The payment conditions with respect to the (temporary) payment.

The Study Tour Committee determines the deadlines on which the down-payments must have been paid. These down payments are at least 10 percent of the total payment and minimally 125 EUR. In case a participant does not pay this down payment before the determined deadline, the Study Tour Committee has the right to exclude the participant and has the right to keep the security fee.

ARTICLE 6. Prerequisites for participation and drawing.

1. Only those, who are registered as an Aerospace Engineering student and are member of the Student Society of Aerospace Engineering Students 'Leonardo da Vinci', are allowed to participate in the Study Tour.
2. The participant has to have the ability to subscribe for the Study Tour at least six months before the start of the Study Tour itself.
3. The participant has to have accomplished at least 120 ECTS of the bachelor Aerospace Engineering or follow a master program of Aerospace engineering on the date of selection or drawing.
4. The number of participants is determined by the study tour committee.
5. A participant is responsible for having all the right documents and insurance to go to the countries the Study Tour is visiting, as described in Article 8 and Article 10.
6. A participant is responsible for his personal medical precautions.
7. A participant is obliged to follow the contract of the Study Tour. The Study Tour committee has the right to join the Study Tour, without participating in selection or draws.
8. The Study Tour committee has the right to, without selection or lottery, take part in the Study Tour.
9. In the event that the study tour committee contains only one VSV board member, a second VSV board member may participate in the study tour without participating in the selection procedure or draw
10. The Study Tour committee is allowed to give every participant a task involving preparation, execution or finishing of the Study Tour. The participant is then obliged to complete this task. If he does not complete this task (well), this participant can be excluded from the Study Tour and his security fee will not be returned.
11. When a participant does not comply with one of these conditions, then he will be excluded from participation without having the right of restitution of the money paid.
12. When a participant quits participating without a legitimate reason, he is obliged to pay the payment terms that have passed.
13. Before students can subscribe, the Study Tour committee must be able to present an estimated cost of participation and a maximum cost of participation.

ARTICLE 7. The selection procedure

1. The subscriptions are divided in two groups:
 - Group 1 consists of students who never joined a Study Tour
 - Group 2 consists of students who have joined a Study Tour
2. When there are more subscriptions for the Study Tour than there are places, selection takes place. The procedure of selection is divided into two rounds and works as follows:
For group 1, first a ranking is made, which ranks the most suited participant up to the least suited participant. This ranking is determined taking two factors into account, which are the study progress and motivation. When little students from group 1 subscribe for the Study Tour than there are places open, students from group 2 are allowed to enter. Again these students are ranked in rank of suitability.
The study phase in which a student can be is: bachelor or master. This phase has a weighing factor of 25 % in the final judgment. The following points are given to the study phases
 - Bachelor: 4 points
 - Master: 10 points

The letter of motivation is judged by an independent jury. This letter may consist of 600 words maximally. The jury gives a mark for this letter, which can be a: 0, 0.5, 1.0, 1.5, 2.0 ... 10. This mark has a weighing factor of 75 % in the final judgment.

3. The letter of motivation is made anonymous by the Study Tour committee, by giving it a 4 digit arbitrary number. The relation between that number and the student is presented after the presentation of the ranking by the jury.
4. The judgment of the letter of motivation by the jury is combined with the study phase and this combination will give the ranking of subscriptions for the first round.
5. The second round is an interview of 15 minutes. For these interviews an independent selection committee will be pointed out consisting of students and a member of the AE staff who have experience with the organization of a study tour but no involvement in the organization of this particular study tour. This selection committee will define the final ranking and thus the definitive list of participants. They will also put together a ranked list of back-up participants.
6. The selection must take place at least four months before the start of the study tour.
7. In case it is impossible to appoint an independent jury, a draw is done. The same groups are used as presented in point 4. For both groups a ranking is made by this draw. The places for the tour are filled according to these rankings, filling them first with students from group 1 and if places are left open, these are filled with people from group 2. The rest of the subscriptions are placed on a list in the same ranking.

ARTICLE 8. Documents.

1. The participant has to own a passport that is valid up to 6 months after the return date during the whole Study Tour.
2. When a participant is unable to continue the tour, due to not having a valid passport, then all costs made by the consequences of that, have to be paid by the participant.
3. The Study Tour committee takes care of the procedures for required travel documents, like visa.
4. Documents that are required for requesting the visa should be delivered by the participant.
5. The participant provides all required personal information that the Study Tour committee thinks is necessary for the Study Tour.

ARTICLE 9. Cancellation of the Study Tour.

1. If the Study Tour is unable to take place due to special circumstances for all participants together, the Study Tour contract is retracted as soon as possible. All money already paid is paid back to the participant as soon as possible. This is done when the Study Tour committee or the VSV 'Leonardo da Vinci' are to blame for these special circumstances.
2. In case nor the Study Tour committee nor the VSV 'Leonardo da Vinci' are to blame for these special circumstances, then we speak of superior power. The amounts of money that are paid minus the yet made and unrefundable costs will be paid back. In any case, superior power consists of: traffic disturbance on land, on water and in the air, machine fracture, war, mobilization, disturbance in energy supply, epidemics, strikes and exclusion, sabotage, terrorism, fire, floods, earthquakes. In case of superior power, an eventual shortage of money will not be covered by the VSV 'Leonardo da Vinci', yet by the participants.
3. In case a participant is unable to attend the Study Tour as a consequence of superior power, he should report this to the Study Tour committee as soon as possible. The Study Tour committee determines whether superior power indeed plays part and will search for a suiting solution in negotiation with the participant. If the Study Tour committee determines that the participant is unable to attend the Study Tour due to superior power, the part of the paid terms that is not used yet to pay off costs that are already made will be resituated. Any forms of study are never counted as superior power.

ARTICLE 10. Responsibility and exclusion

1. The Study Tour committee is never responsible for damage done by theft and/or loss during the Study Tour. The Study Tour committee is not responsible for the disadvantageous consequences the participants have due to participating the Study Tour.
2. A participant is obliged to follow the Study Tour committee instructions related to the execution of the Study tour contract and is responsible for all damage caused by his/her unwanted behaviours, judged by the Study Tour committee
3. The participant that causes hinder or inconveniences in such a way that a good execution of the participants contract is hindered in a strong manner, the Study Tour committee has the right to exclude the participant from (continuing) the Study Tour. All costs involved in this exclusion have to be paid by this participant.
4. Every participant must be insured, whether via the Study Tour committee or by himself. If this is not the case, the VSV 'Leonardo da Vinci' is not responsible for anything that happens to this participant.

Approved during the 308th ALV of the VSV 'Leonardo da Vinci' on the 11th of September 2012.