

How-To accredit an initiative

If you have any questions, please contact us via **Mail**

You want to form an accredited student initiative at the RWTH Aachen?
We summarized all the steps you need to follow.

Student Initiative

Accredited student initiatives at the RWTH are student organizations, which are eligible in the eyes of the RWTH. As student initiative you are not dependent on the RWTH, but you have many advantages which you can use and you act under the name of the RWTH. An accreditation has a validity for two years. After that you have to hand in your application for re-accreditation independently. If you are not a registered association, you can request an accreditation on trial for one year.

Advantages

If your association is listed as accredited initiative, you can take advantage of the following supporting offers of the RWTH:

- Use and booking of RWTH premises. This includes lecture or seminar rooms for your regular meetings or individual events. RWTH cannot provide you with your own room for permanent use.
- Possibilities for financial support from student body funds. Have a look at our **guidelines** for applications to the StuPa.
- IT services of the university, e.g. mail & website domain
- Leave of absence for time-intensive positions in your initiative. Please read our **guide** to leave of absence.
- For international associations: Aid for intercultural events (funding from the DAAD and the Federal Foreign Office)

Requirements

The University does not give the title to everybody. Your association will be checked in terms of form and content. You have to meet the following conditions:

- Registration as an association in the register of associations. You can find information about the new foundation of an association on this on our **website** or make an individual consultation appointment with us to go through rights/obligations/draft statutes
- At least half of your voting members must be enrolled students at RWTH Aachen University
- a patron. Patronage is an idealistic promotion of the purposes of the association and is not associated with any legal/content-related obligations. The patron serves as a contact person for the university in the event of a conflict. In order to be able to assume patronage, the person must have a lasting connection to the university and want to support your ideas/activities (e.g. professor).
- All students must be able to join your initiative, regardless of gender, origin, race, language, home country, religion and background.

The work of your association must comply with certain principles. E.g. you may not pursue any anti-constitutional goals and discrimination of any kind is prohibited. You must be religiously and politically neutral, i.e. the association may not support any political party. Religious associations are only permitted if interreligious and intercultural exchange is promoted. You can read more about the process and requirements in the **accreditation guidelines** and get help and further information on the **website** of the support for student initiatives at the RWTH.

Disclaimer:

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Procedure

Contact the Student Initiatives Office (studini@rwth-aachen.de) for initial information and a consultation appointment.

An application must then be submitted for accreditation. You will find the corresponding link to the LUCOM form in the download area of the same **website**. If your application is approved, your organization will receive a letter of accreditation and an RWTH institution number.

Accreditation

The following should be included in your accreditation application (you will find detailed information in the **guide!**):

- List of members (divided according to RWTH affiliation, preferably with matriculation number)
- Valid association rules (e.g. statutes)
- A contact person and correspondence address
- Current (online) excerpt from the register of associations, if already registered; if older than 6 months, but no change to the board, a valid explanatory protocol (e.g. of the general meeting) is sufficient
 - if part of an umbrella organization: declaration of assumption of liability for robbery bookings & minutes of the election of the local board)
- Informal, signed confirmation from a patron
- Activity report on planned development (simple tabular report)

Reaccreditation

In addition, it is due for reaccreditation at the latest:

- Application for membership in English (reading aid)
- Association rules in English (reading aid)
- Accessibility on social media & website:
- The above-mentioned documents as well as basic information and event advertising are also available in English
- Activity report of the previous accreditation period
- (Register extract, if accreditation on probation in the first year without association registration)

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