

Guide on How to Gain Accreditation as an International Student Initiative at RWTH Aachen University

Upon application, student associations can be officially accredited as student initiatives at RWTH Aachen University, if they meet the following requirements:

- The members of the association must be predominantly made up of enrolled students of RWTH Aachen University. A current list of members must be submitted to verify this requirement.
- Associations are required to submit a **statute, rules of procedure or similar document** which provides information on the objectives and organizational structure of the association. The association must be entered in the register of associations, i.e. it must be a **registered association (e.V.)**.

If the association has been newly established, it can be accredited for a period of **one year on probation** (first accreditation). Within one year after accreditation, an extract from the register of associations must be submitted. If the proof of entry in the register of associations has not been submitted within the probationary period and, as a result, the association's accreditation has been withdrawn, a new application for accreditation will only be approved if, among other requirements, the entry in the register of associations is proven at the time of re-application.

- To this end, a current **extract from the register of associations** (not older than 6 months) is to be presented. If it is a local group of a nationally or internationally operating association, a confirmation of the assumption of liability for room bookings by the umbrella association/superordinate association must be submitted.
- A **patron** from the University must be named. This should be an authority figure with a permanent link to the University, such as a university professor. The patron is to confirm his or her patronage in an informal letter of confirmation.
- A **contact person** as well as a **correspondence address in the city of the home university** must be provided. To this end, the **Registration of Board Members and Contact Details of the Association** form must be filled out and submitted.

Department 2.0 will verify whether the association meets the accreditation requirements. Please submit this information and documentation to Department 2.0 using this link:

https://formular.zhv.rwth-aachen.de/lip/action/invoke.do?id=IVZ_INRANTRAG.

Associations are required to adhere to the following principles:

- Associations that pursue **anticonstitutional goals** are not accredited.
- This also applies to associations that practice **any kind of discrimination** in the pursuit of their objectives. In this context, Article 3 (3) of the Basic Law applies: No person shall be favored or disfavored because of sex, parentage, race, language, homeland and origin, faith or religious or political opinions. No person shall be disfavored because of disability. Accreditation can only be awarded if membership is open to all students regardless of their sex, parentage, race, language, home and origin, faith, religious or political beliefs. If discrimination of this kind on the part of the association becomes known after accreditation has been granted, accreditation will be withdrawn or not renewed.
- RWTH is politically neutral. It is also neutral in terms of religion. This means that **groups belonging to a political party** and groups that are **essentially supported by a political party** will not be accredited as student initiatives. The same applies to initiatives that **focus on religious purposes**. Associations that promote intercultural exchange and dialogue between the religions are eligible for accreditation.
- Primarily, an association's activities should focus on the **supervision, support and advising of students and doctoral candidates** as well as the **promotion of intercultural exchange** at the University.
- Accredited associations are obliged to respond to inquiries from the University and to participate in mandatory events.
- Associations are obliged to comply with the **guidelines for room allocation** when booking a room. In case of violations, associations may lose eligibility to make room bookings or even lose their accreditation.
- National associations are managed by Department 1.0 – Academic Affairs and Registrar's Office.
- National associations whose members are not predominantly students at RWTH Aachen University, are managed by Department 9.0 – Legal Affairs.

Each accreditation, with the exception of the probationary accreditation, is granted for a period of **two years**. Before the expiry of this period, the documents listed above must be re-submitted. This allows Department 2.0 to check whether the accreditation requirements are still met. If this is the case, accreditation is extended for a further two years.