



Study Active Certificate

Study Association for Media
and Culture AKT

Signed by:

Chair of study association AKT, Mirthe Dopper

Course coordinator, Ingrid Hoofd

Table of contents

Introduction 3

General guidelines 4

Committees.....	5
Activities.....	6

Specifically for AKT 7

Committees.....	7
Board & other (university) bodies.....	8
Visiting AKTivities.....	9

Introduction

This file was written by the University Working Group 2025–26, consisting of Ymke Leune, Valérie Faase and Toon Franssen, on behalf of study association AKT.

The Study Active Certificate (SAC) is a certificate introduced by the study association Utrechtse Aardwetenschappen Vereniging (U.A.V.) of the Faculty of Geosciences. This certificate is awarded to their members, which demonstrates that a student has engaged in extracurricular activities within Utrecht University and the study association alongside their studies. These activities are not part of the degree program, but a supplement to the curriculum offered by the university. These activities include, among others, attending education- and/or career-related activities, committee work (within the study association), or taking up a position within the university, such as being a member of the Faculty Council.

The SAC is an official document recognized by the study program, faculty, and study association, demonstrating that the student has developed and dedicated themselves alongside their studies. This can be advantageous for the student in their future career compared to others who do not possess such a *Study Active Certificate*. AKT has decided to also apply this certificate to the Media and Culture program in the academic year 2026-2027. To guarantee the value of the certificate, AKT has largely adopted the certificate from SV Contact van Communicatie- en Informatiewetenschappen (Communication & Information Studies) and, where necessary, adapted it to specific situations for AKT.

A point system is used to track which activities students participate in. Upon achieving a minimum number of points, the SAC is awarded to the student concerned upon receiving their bachelor's degree. The student is personally responsible for informing the current board that they are collecting points for the SAC. Members must report their newly accumulated points to the responsible board member every block. A member of the board keeps track of these points and checks them. This is the secretary of every board, unless otherwise stated. Notification of participation and the points obtained must be sent to board@akt-online.nl. When a student graduates from their bachelor's program, a member of the board checks whether this person has obtained sufficient credits and communicates this to the student concerned. In the event of a positive result, the study program is informed of this and signs the SAC. The chair of the board of AKT also signs the certificate.

To obtain the certificate, a minimum number of points must be achieved in two components, namely committees and activities. For 'Committees', a minimum of six points has been set, while for 'Activities', there is a minimum of fourteen points. This brings the total minimum points to be achieved for this certificate to twenty points.

For clarification: boardpoints (such as AKT Board – 10 points) can be used for both the 'Committees' and 'Activities' components, as work was performed during the completed year that is applicable to the nature of both components. It is up to the student to distribute this between both categories.

General guidelines

For clarification: These guidelines are based on the guidelines of the Study Active Certificate as introduced at the Faculty of Geosciences and adapted at the Faculty of Humanities.

- If a committee member or board organizes an activity, points will only be awarded if there is actual participation in the activity.
- For all committees, points are awarded per participation. In the event of early termination of a committee or board year, the board of the relevant study association will award an appropriate number of points for the participation.
- In the event that a board member serves a full committee year in addition to their position, the usual committee points are awarded.
- Participatory bodies (and other functions within student representation) at Utrecht University, such as the Programme Committee, the Faculty Council, and the University Council, can also be counted towards points for the SAC. In this regard, the student must take the initiative with the board to be awarded the points.
- Students are responsible for submitting their grades themselves; grades cannot be awarded retroactively once the academic year has ended and the board has changed. It is the student's responsibility to follow up on this themselves and to ensure that their points have been submitted to the board on time.
- At their graduation ceremony, students are presented with the Study Active Certificate on behalf of the programme coordinator(s) and the chair of the study association. In addition to the certificate, they also receive a testimonial stating their earned credits and the committees and activities on which these credits were based. These are arranged by academic year.
- Prior to the diploma ceremony, the secretary of the board notifies the students who have obtained their SAC, enclosing their testimonial. This is done at least two weeks in advance; the student has one week to lodge an objection with the board if the testimonial is incomplete and/or incorrect.
- The Board is authorized – with valid reason – to deviate from the point system as indicated in this document for the year in question. The General Meeting always has the option to reverse this decision.
- Adjustments to the main outlines of the SAC must be discussed with the General Meeting.

Committees

This concerns participation in boards/committees of both the university and the study association. This primarily involves organizing activities within the association and monitoring the quality of education. Participation in a body within the study association, such as the Advisory Council or the Active Members Council, also counts. A distinction is made here between boards/committees that are relaxing in nature and boards/committees that are educational in nature. Within this, a distinction is also made based on the workload for the board/committee:

Nature	Time indication	Number of points
Educational	0-1 hour per week	2 points
Educational	2-3 hours per week	3 points
Educational	4-5 hours per week	4 points
Educational	6+ hours per week	5 points
Relaxing	0-1 hour per week	1 point
Relaxing	2-3 hours per week	2 points
Relaxing	4-5 hours per week	3 points
Relaxing	6+ hours per week	4 points
Board	N/A	10 points

Activities

This concerns activities that provide in-depth knowledge for the relevant field of study or are career-oriented. This involves, for example, the participation in workshops, lectures, or company excursions. If you serve a year on the board, you are required to attend all activities. Therefore, you only receive points for the board year and not for individual participation in the organized activities (with the exception of activities organized by the faculty and/or the university, where board participation is not mandatory).

Type of activity	Number of points
Participate in an educational study trip <i>For each educational travel element, such as visiting a university, company, museum, etc., this must be stated in the association's annual report.</i>	maximum of 4 points 1 point
Symposium/congress all day	2 points
Symposium/congress half day	1 point
Company excursions/career day full day	3 points
Company excursion/career day half day	2 points
Participate in the educational conversation	1 point
Lectures/workshops	1 point

Specifically for AKT

For clarification: The point distribution is based on the guidelines mentioned in the previous chapter (General Guidelines) and adapted to the study association itself. The point distribution below must therefore also be used to obtain the SAC at AKT (unless the board decides otherwise).

When establishing a new committee, the board bases the point count on the guidelines as stated in the chapter on this subject (General Guidelines) and compares it with the committees listed below. In this way, the value of each new committee is tracked annually. This file must be approved by the General Meeting at least every 3 years in the event of changes to committees.

Committees

Commission	Number of points per participation
AKT on screen	2 points
AKT on stage	2 points
AKTie	1 point
AlmanAKT	2 points
InterAKT	3 points
PLAKT	2 points
FEESSIE	1 point
Introcie	4 points
Kampcie	3 points
Educalumni	4 points
Lustrum Committee	3 points
Workgroup (various)	x points
Statutes Workgroup	3 points

Board & other (university) bodies

Board and other bodies	Number of points per participation
Board study association AKT	10 points
Audit committee (KCC)	2 points
Advisory Board	3 points

Faculty and university bodies	Number of points per participation
University assessor (studentassessor CvB)	10 points
Faculty assessor (studentassessor Humanities)	8 points
Departement assessor (studentassessor MCW)	4 points
University Council	10 points
Faculty Council	4 points
Curriculum Committee	2 points
Board of Education Directors (Board of Studies)	3 points
Board Studio M	6 points
Project Manager Studio M	2 points
Peer coach for first-year students	1 point
Board of SVO Humanities	4 points
SVO Committee Humanities	1 point
Board (organization affiliated with the UU): • Group VI-X (6 or more half-days; 24+ hours) • Group IV-V (4 or more half-days; 16+ hours) • Group II-III (2 or more half-days; 8+ hours) • Group 0-I (0-1 half-day; 2-4+ hours)	10 points 8 points 6 points 4 points

Visiting AKTivities

Activity	Number of points per participation
Company Visit / Talkshow	2 points
Company Day	3 points
Participate in an educational study trip	2 points (may vary per year)
Organize a member initiative activity	1 point (to be used for committee/activity)
Humanities Career Night	2 points
Visiting UU knowledge festivals (Betweter festival; education festival; etc.)	2 points
Participation in the curriculum dialogues	1 point
Visiting Your Perspective/Career Services activity	1 point
Attending a professor's doctoral defense/farewell speech	1 point
Open day assisting at the MeC/MaC-stand	1 point
Assisting at a 'student for a day' day	1 point
Participation in half-day symposium	1 point
Participation symposium whole day	2 points
Participation in (educational) workshop/lecture	1 point
Other EC/educational activity	1 point
Intro-parent introduction days MeC/MaC	2 points
AFF (no difference between submitting a film or watching)	1 point
Open Stage (no difference between performing an act or watching)	1 point
Attending a General Meeting	1 point