



Study Association Building Physics and Services

Policy Plan

27th board

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1.0 Introduction

With pride, we, the 27th board of the study association Mollier, present the policy regarding the academic year 2022-2023. This document provides an overview of the vision, planning and distribution of roles within the board, with additional insight into the committees and activities within s.v.b.p.s. Mollier, designed to reinforce the established policies.

If you have any questions regarding this policy, do not hesitate to contact the 27th board.

Farima Vosoughi

Chairwoman and External Relations

Martin Marino

Secretary

Judith de Wilde

Treasurer and Education

2.0 S.v.b.p.s Mollier

S.v.b.p.s. Mollier was founded on September 26, 1996, as the study association for the bachelor track Installation Technology at the Eindhoven University of Technology. On May 10, 2011, it merged with Flux; the study association for the master track Building Physics. From then on, s.v.i. Mollier officially adopted the status of s.v.b.p.s. Mollier; Studievereniging Building Physics and Services Mollier, named after the master track Building Physics and Services. The name of the study association is an ode to Richard Mollier (1863-1935) who was a pioneering physicist in the field of thermodynamics.

Building Physics and Services is a wide master track where knowledge from several fields is applied to the built environment. Building physicists specialize in areas such as acoustics, lighting technology, fire safety, heat and moisture transport, computational fluid dynamics, energy performance and building services. Education within the aforementioned disciplines is channelled into the formation of engineers who can fully meet the needs of the client, as well as to conduct pioneering research in both a multi and monodisciplinary fashion. Companies and institutions increasingly acknowledge the importance of high-performance buildings. For this reason, mechanical technicians pay attention to aspects such as the indoor climate, sustainability, heating, ventilation, air conditioning and other forms of building performance optimization.

Graduates of the master track Building Physics and Services (BPS) are proficient in various fields; building engineering; mechanical engineering; physics; and electrical engineering, combining their knowledge to excel at integrated design; the biggest challenge in the construction industry at this time. The role that Mollier plays in the master is manifold. Mollier is a society where personal contact with students is paramount; maintained through the organization of various excursions, lectures, trips, meetings and other knowledge-sharing initiatives. We are also the point of reference for students who may have requests or complaints regarding their education.

As of 14 September 2022, members of Mollier amount to circa 100.

3.0 Values and Vision

3.1 Values

Mollier finds representing the interests of its members as its main mission and aims to be an intermediary between the university, students, faculty and the business community. Mollier wants to support its members in their studies and wants to introduce and enthuse its current and potential members for the field of Building Physics and Services. Mollier wants to allow its members to also develop alongside their studies. For example, by taking a seat on a committee, offering workshops and lectures to draw attention to potential internships and master projects or master thesis projects. Mollier wants to let its members demonstrate sociability during their studies, by organizing activities where members can get to know each other and enjoy student life. The core values of Mollier are as follows:

- Accessible and contactable
- Welcoming and lively
- Supportive
- Multi-disciplinary and widely orientated

3.2 Vision

Represent

Mollier is an organisation for the students by the students: we connect research and industry in order to stimulate professional and personal growth. We are committed to the quality of education. Comments from students and companies are communicated to the lecturers and the university.

Support

By assigning the board on duty, members are offered help at all times. The goal of Mollier is to support BPS students in their studies by organizing activities and being available for consultation about planning, courses, etc, as well as support the BPS unit by giving feedback and ensuring the quality of education.

Develop

Educational and sponsor-related activities contribute to the students' professional development by creating new opportunities to learn new skills, such as workshops, excursion, etc.

Connect

By introducing new members to current members, the social and professional life of members is diversified. Connections are made in an informal atmosphere, through game nights, pub quizzes, drinks and more, as well as organizing networking events.

4.0 Board Members

The 27th board of Mollier consists of three part-time members. Several designated committee members support the board in their respective activities, so that the board members may serve their primary function. An overview of the responsibilities and activities of the board is provided in the following sections. For each committee, as selected and approved by the board, one of the board members has the final responsibility.

4.1 Chairwoman

Within the 27th board of Mollier, F. (Farima) Vosoughi, born on the 24th of July 1997, will fill the position of Chairwoman.

The activities and responsibilities of the chairwoman are:

- Defining, compiling and implementing the policy plan
- Ensuring continuity within the board and acting as its primary representative
- Acting as a point of contact for members and external parties alike
- Actively involving members, lecturers and other stakeholders in Mollier
- Leading board and general members' meetings
- Attending chair meetings with the chairmen of the fellow associations
- Attending BPS Unit meetings as the voice of the student party
- Delegating tasks within the board and ensuring their timely completion
- Delegating tasks within the affiliated committees and ensuring their timely completion

4.2 Secretary

Within the 27th board of Mollier, M.D. (Martin) Marino, born on the 11th of July 1994, will fill the position of Secretary.

The activities and responsibilities of the secretary are:

- Writing the minutes of board meetings, chair meetings, general member meetings and all other meetings in which the board is leading
- Archiving the file cabinets, cabinets with professional literature and all other cabinets with study related material
- Updating the membership records and the photo archive
- Processing the incoming and outgoing mail
- Communicating with members via email with regard to invitations, announcements, subscriptions, as well as potential questions and remarks
- Collaborating with the Secretariat of the Building Physics and Services unit in order to improve the student oversight within the unit

- Keeping the website up to date with regard to event scheduling and attendance
- Promotion of the events via social media.
- Keep track of the activity points.

4.3 Treasurer

Within the 27th board of Mollier, J.N. (Judith) de Wilde, born on the 29th of July 1996, will fill the position of Treasurer.

The activities and responsibilities of the Treasurer are:

- Managing the finances, which includes:
 - Updating the account book
 - Compiling the annual financial report consisting of, at least, a balance sheet and a profit and loss account
 - Drafting budgets and keeping track of the current budget
 - Applying for various subsidies, such as the university fund for the study trip
 - The audit of the financial affairs of committees
 - Updating the finances of the snack closet and fridge as per the inventory list
 - Issuing invoices, payments and checking the accounts
- Keeping track of all the stocks, including letterheads, envelopes, drinks and snacks
- Keeping track of the finances of the coffee unit; mainly by selling coins to the other section associations and by making purchases for this furniture
- Management of the locker, located on the second floor of the Vertigo building

4.5 Commissioner of Education

Within the 27th board of Mollier, J.N. (Judith) de Wilde, born on the 29th of July 1996, will fill the position of Commissioner Education.

The activities and responsibilities of the Commissioner of Education are:

- Prevention, identification and co-solving of all problems in education
- Gathering information from and being informed by the students on their opinions and concerns regarding education
- Ensuring dynamic course evaluation by conducting interviews with course participants multiple times in a quartile
- Maintaining contact with the OMT and OCB through regular meetings
- Updating the examination cabinet on the website, as well as other study related material, that can help out the students.
- Organizing educational events, such as exhibitions, with the aim of promoting the Building Physics and Services unit.

- Organizing educational events, such as workshops and masterclasses, with the aim of broadening the students' skillset
- Ensuring the master project page on Canvas is published and organised and making sure the graduation guide is kept up to date.

4.6 Commissioner of External Relations

Within the 27th board of Mollier, F. (Farima) Vosoughi, born on the 24th of July 1997, will fill the position of Commissioner of External Relations.

The activities and responsibilities for the Commissioner of External Relations are:

- Managing sponsor related contacts by:
 - Compiling, sending and processing sponsor applications
 - Liaising with sponsors and other companies and institutions
 - Actively searching for multidisciplinary sponsors which could diversify the current portfolio of the study association
 - Upholding a proper public relations policy, further defined as the promotion of Mollier and the master track Building Physics and Services
 - Managing the contact information of the listed companies, institutions and other benefactors
 - Managing the sponsorship policy of the sponsor-dependent committees
 - Treat sponsor related activities, such as field trips, workshops, and other sponsor related activities;
- Preparing the application and operation training, in cooperation with Voort
- Organizing sponsor related activities, such as field trips, workshops, and more

Since there are two Commissioners of External Relations, the contacts will be divided. Each commissioner will maintain contact with approximately 50% of Mollier's external relations.

4.7 Commissioner of Activities

Within the 27th board of Mollier, the whole board will fill the position of Commissioner of Activities.

The activities and responsibilities for the commissioner of activities are:

- Involve members and make sure they go to the organised activities;
- Attending committee meetings with regard to the activities;
- Being a contact person for committees and the board regarding the activities;
- Organizing the social and professional activities;
- Budgeting the activities;
- Promoting the activities to the members;
- Arrange promotion material to make Mollier more known;

5.0 Policy 2022-2023

In order to maintain the robustness of the study association, a series of policies are put in place to encourage social, educational and financial growth.

5.1 Exchanging BPS knowledge

Sharing knowledge with BPS students

The study association is part of a large sponsor network, enabling contact with professionals outside the university. Mollier organizes several activities with these professionals throughout the academic year in order to broaden the students' skillset. Several activities, in the form of lunch lectures, workshops and excursions are foreseen.

Moreover, the students themselves are a valuable source of information, seeing as Mollier consists of both experienced and inexperienced students. The aim is to nurture a knowledge-sharing spirit within the association.

Collaboration with the BPS unit

The unit consists of several chairs and at the heart of each one lies a team of highly skilled individuals, who work on advancing their respective field, as well as educating the younger generations. However, not enough young specialists go out into the world, meaning that not enough people are made aware of the impact that Building Physics and Services has on the built environment. At the moment the number of students from both the bachelor and pre-master who join the BPS discipline is declining. To offset, Mollier will attempt to show the students in the Bachelor the diversity and a good outlook on job prospects through activities and an online strategy. In addition to encouraging bachelor students to join the BPS discipline, our goal is to increase the percentage of pre-master students who join Mollier (actively). A higher number of young BPS specialists will benefit our sponsors in their search for new personnel and therefore it improves their relationship with Mollier.

Link between students and university

The built environment consists of a great many disciplines, all of which strive to design and engineer buildings of exceptional quality. The department of the Built Environment at the Eindhoven University of Technology consists of the following umbrella associations, overseen by CHEOPS:

- CHEOPS - Built Environment
- AnArchi - Architecture
- KOers - Structural Design
- OfCourse! - Construction Management and Engineering
- SERVICE - Real Estate Management and Development
- Mollier - Building Physics and Services

The most effective way of nurturing true engineers is ensuring that the students develop a healthy concern for all disciplines combined. In order to achieve that, Mollier aims to both give and receive knowledge, through activities organized in collaboration with the aforementioned study associations. By establishing an interdisciplinary framework within the department, Mollier will contribute to the advancement of the department as a whole. Moreover, sharing knowledge within the department will result in a better connection with the bachelor students, which will hopefully result in a larger amount of BPS specialists.

5.2 Re-evaluating the promotion strategy

Making Mollier more accessible

Social media is a very powerful tool, which Mollier will use to promote its activities in order to attract a larger audience. Communication will take place on several social media platforms, some of which are Instagram, Facebook and LinkedIn. The website will also be used for promotional purposes. The target audience will be students and professionals alike. A better connection with the students will help unite future professionals, while a better connection with external parties will improve the career prospects of these very future professionals.

The activity calendar developed by the 26th board will be updated and maintained for this academic year. The purpose of this tool is to make members more aware of the activities that will be organised. This is part of the promotion next to the already existing channels like the website, social media and posters in Vertigo.

By becoming more accessible to the public, the 27th board aims to attract more students to Mollier, not only master students but also students from the bachelor Architecture Urbanism and Building Sciences and other students of the faculty Built environment. In addition, students that take courses from the BPS track (e.g., Human Technology Interaction, Innovation Sciences and Sustainable Energy Technology) are also welcomed to join the study association. This could be done by promoting the study association during or after various BPS courses and emphasizing the advantages of joining Mollier for these students.

By organizing workshops that are in line with courses given at the time of the workshop, the 27th board wants to attract more (new) members. Workshops will also be given by sponsors which makes it a sponsor activity.

Improving the website

Mollier's website is a key tool for putting together all the relevant information for the members, such what is that Mollier does, the available job vacancies, future events, practical data for the studies, etc. With time, the website became outdated and some parts of it stopped working. Therefore, the 27th board will make an effort to improve the state of the website, making it more appealing to the public as well as updating all the information and archives available online.

5.3 Staying Connected

Organizing activities with alumni network

The 27th board will organize more events involving the alumni throughout the year. This will be done to maintain the connection between recent graduates and current students, as well as among graduates themselves.

Connecting students and companies

The members of Mollier will be kept posted on the latest news through the corresponding WhatsApp group. In this WhatsApp group, the 27th board facilitates contact among Mollier members and their relationship with sponsors of the association. In this WhatsApp group, different activities like projects, internships, part-time jobs and other vacancies are shared with the members of Mollier. With the 27th board, we decided to focus on professionalisation, which will result in more activities with a career-oriented focus, like giving workshops by professional organisations.

Getting a connection between students and companies for an internship or research topic can be difficult. Both companies and students are mostly not aware of the changes they have to offer to each other. The 27th board aims to research the possibilities of a platform to connect the two parties more successfully.

6.0 Committees

Various committees are formed in order to ensure a healthy division of tasks among the interested members. At least one responsible board member is appointed to each committee, in order to ensure its connection to the 27th board. The board representative may or may not choose to be the leading member: Regardless, he or she is responsible for the overall progress within the committee, while each committee member is responsible for his or her respective contribution. For each committee, there are at least one or two members needed, depended on the size of the committee. At the first general member meeting, the different committees are constituted, if there is enough interest in the specific committee. If one would like to join a committee, they are advised to contact the responsible board member. The responsible board member of each committee should also send a committee vacancy in order to promote the activity and to be able to find active members who are willing to join the committee. Below is a provisional overview of all the committees for the academic year 2022-2023. No committees will be constituted until there are one or two members of Mollier joining.

INSide Committee

The INSide committee ensures the continuation of the INSide Information; editing and production of the magazine. One person within the committee is assigned as the final editor. This academic year, the first edition will appear in December and the second one will be released in June.

Responsible board members: Judith de Wilde

Auditing Committee

The Auditing Committee controls the financial policy of the association. They gather three times a year to do so. Another role within the association is advising on decisions involving the budget. Members of the auditing committee are:

- Sietse de Vries – Treasurer of the 25rd board
- Sofie van Stam – Treasurer of the 37th board of Cheops

Responsible board member: Judith de Wilde

Meet & Greet Committee

The Meet & Greet Committee organizes the yearly sponsor fair, targeted specifically at BPS students.

Responsible board members: Farima Vosoughi

Fun Activity committee

The fun activity committee organizes different activities during the year, such as drinks, board game events, cocktail parties, beer tasting, among others.

Responsible board member: Martin Marino

Multi-day excursion Committee

The multi-day excursion committee organizes an event in which the participants will visit one or more companies throughout the Netherlands. There will be both educational and fun activities during the trip.

Responsible board member: Farima Vosoughi and Judith de Wilde

Study Trip Committee

The study trip committee organizes a multi-day trip to a city of their choice. The committee ensures that the trip is both socially and educationally rewarding by making an elaborate plan of activities; both fun and study related.

Responsible board member: Martin Marino

7.0 Annual Planning Overview

The table below provides a provisional overview of the activities; both fun and educational, that are to take place during the academic year 2022-2023. Further information will be provided throughout the academic year. The dates and activities below are provisional and may be subject to change.

· Constitution GMM	15 September 2022
· Constitution drink + dinner	16 September 2022
· Excursion Peutz	Q1
· Introduction activity	October 2022
· Lunch Lecture Arcadis	End of October/November 2022
· After exam drink	7 November 2022
· Excursion New Horizon (Reused concrete)	8 November 2022
· Glow with Koers	18 November 2022
· Bouwkunde Bedrijven Dagen	16-30 November 2022
· Workshop Grasshoper/Rhino	Q2
· Richard's Birthday Drink	Q2 Week 3 2022
· Fun Activity	Q2 Week 4-5 2022
· Lunch lecture	Q2
· GMM #2	December 2022
· Christmas break	December 2022/January 2023
· INSide Release	December 2022
· BPS New Year Drink	January 2023
· Student day	End of Q2
· Multi-day Excursion	Q2/Q3
· Matlab Workshop	Q3
· Fun Activity	Q3
· Lunch lecture	Q3
· Meet and Greet	Q3
· Carnivals fun activity	About 25 February 2023
· Beer Pong vs. KOers	Q4
· Fun Activity	Q4
· Lunch lecture	Q4
· Active Member Activity	End of Q4
· GMM #3	End of Q4
· Sponsor Activity	Q4
· Student day	End of Q4
· Study trip	Q4/Summer

Connecting students and activities

While increasing activity attendance is an established goal, increasing planning participation is also a task for the 27th board. The existing activity point system, which rewards member attendance will be extended to rewards for planning participation, as follows:

· GMM	3 points	per attendance
· Lunch lecture	2 points	per attendance
· Training/workshop/excursion on campus	3 points	per attendance
· Training/workshop/excursion off campus	4 points	per attendance
· Meet & Greet	5 points	per attendance
· Meet & Greet	1 point	per interview
· INSide committee	4 points	per edition
· Auditing committee	0 points	total
· Multi-day excursion committee	5 points	total
· Study trip committee	10 points	total
· Fun activity committee	3 points	per activity
· Meet & Greet committee	6 points	total
· Exhibition committee	8 points	total
· Recap of activities	1 point	per recap
· Article for the INSide	2 point	per article

The distribution of activity points may be subject to change.



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