

# Student Parliament NMBU

## Rules for Inclusion funds

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### Objectives:

The inclusion funds' main objective is to promote the inclusion of international students in the student environment at NMBU. The inclusion funds contribute to this by creating contact between Norwegian and International students, and to give International and Norwegian students an arena to share knowledge involving culture, language, and history.

### Who can apply?

Both individual students, groups and associations from NMBU can apply for funding, including Studentsamfunnet I Ås.

### 1 The application process:

#### 1.1 Deadline:

The deadline for application is the 5<sup>th</sup> every month. Should the set deadline fall on a holiday or weekend, the deadline will be the first working day after the holiday or weekend. Applications submitted after the deadline will not be processed. Funds will be transferred within the 15<sup>th</sup> every month.

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## 1.2 Application:

- An application has to be sent through Nettskjema. The International Officer is responsible for the application form.
- Decisions made by the committee are final and cannot be appealed.
- Applications will not be processed in July.
- The applicant must advertise the activities in both English AND Norwegian.
- Students applying for larger social/pro-active activities will be prioritized
- The committee of Inclusion Funds will take into account the number of applicants, and assess according to what activities that they believe will facilitate the most cultural exchange between Norwegians and Internationals.

## 1.3 Requirements for the applicant and the application:

- The funds must be used for **socio-cultural activities**.
- The application and the report must be written in English.
- For **organizations** applying: Use the bank account that **belongs to the organization**, not a private account.
- The application must contain a budget with explanations for each post.
- The applicant must seek to make as many students as possible benefit from the activities for which it is applying.
- Activities on or close to campus have a higher priority in the distribution of funds. However, activities organized further away where the target is cultural/language exchange may still qualify for funding.
- Closed or internal activities may be considered as long as the target is cultural/language exchange.
- Only upcoming events can be applied for. Exceptions can be made by the committee under special circumstances.
- Applicants who also receive Inclusion Funds, support from Studentsamfunnet i Ås or other funds for their activity may still be eligible for funding, however, the amount may be reduced.

## 1.4 Not eligible for support:

- Expenses for tobacco or alcohol
- Expenses for activities which are only educational and/or political. These types of activities may be eligible for support through the Funds for Academic and Political Activities
- Expenses for fieldwork or other thesis work
- Transportation expenses

## 2 Report:

- A report with all the receipts has to be submitted through Nettskjema no later than 1 month after the activity has taken place.
- A report should include an explanation about
  - how the event went

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- how many people came, both internationals and Norwegians
- Accounting overview: how much money you got, how much was spent and on what were the expenses, and surplus if you did have less expenses than budgeted for

## 3 Redistribution of money:

If you have other expenses than you originally planned for, or if you have to change the original event due to unforeseen circumstances, then you can apply for redistribution by sending an email to the International officer. This email should include:

- Why you have the surplus.
- From which activity are you redistributing money from.
- What is the new activity or expense that you are planning.
- If it is a new activity, when will it take place.

## 4 Reimbursement of Funds:

- All funds not spent must be reimbursed within 1 month of the event to account 1654.20.29092. Include organization name, mark it with "Project 112 inclusion funds [name of organization]", and notify the International Officer about the transfer.
- Applicants who fail to refund unused Inclusion funds within the deadline, will not receive new funds until the unused funds are reimbursed.

## 5 Violation of guidelines:

If the applicant fails to comply with the rules of this document or organization if funds are used for purposes not supported by inclusion funds, it may result in sanctions for the person, group or organization that is applying.

The mildest form of sanction is a warning, while the strictest is exclusion from the allocations for the next year.

The International Officer in the Student Board has the authority to issue warnings and demand refunds as sanctions. Application of warnings and sanctions must be notified to the Inclusion Funds committee. If the case is of higher severity, it will be referred to the Student Parliament and treated as a complaint case there.

Applicants that fail to refund unused funds within 2 months after the planned activity, will not receive new funds until the unused funds are refunded. For more information on refunds, see subsection 4.Reimbursments of Funds

Groups and associations expressing discrimination based on gender, ethnicity, religion, belief, disability, sexual orientation, gender identity, or gender expression in their statements and/or actions will not be

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eligible to receive inclusion funds. Exceptions to this apply to special arrangements where discrimination serves a legitimate purpose, such as gender-specific associations or local associations.

If violations of the inclusion funds guidelines are discovered, a complaint can be filed. All students at NMBU can file a complaint, which is submitted to the Student Board.

## 6 The Inclusion Funds Committee:

- One representative from the Student Board (leader of the committee)
- One representative from the Samfunnet Board
- One representative from ISU
- One representative from ESN
- 2 representative from Student parliament
- If necessary, AU can supplement with an extra member to be capable of passing decisions

Committee members who themselves are board members of the organizations applying for funding or are actively involved in planning the event will not be allowed to participate or be present in the processing of the application. This includes the general discussions and outcome of the application.

There should be at least 3 committee members present in order to make decisions concerning applications.

## 7 Introduction week:

Introduction week is referred to as the introductory, or welcome activities organized to welcome the new arriving international students.

The Buddy General in cooperation with ESN and ISU are the main responsible for the planning and execution of the Introduction week in both August and January/February. The Inclusion Funds also provide financial support for the Introduction week during both periods. The activities planned for the incoming international student are exempt from the requirement of mandatory inclusion of Norwegian students.

Criteria:

- Activities cannot overlap with other events and days planned for the Buddy week. Such activities will not be supported by the Inclusions funds committee.
- An application including all activities planned for the week has to be submitted prior to the start of the Introduction week.
  - This application has to include a budget for the activities, but are exempted from the rule of applying to redistribution to events within the Introduction week.
- A report must be submitted following the same criteria as the rest of the inclusion funds. This report must include how the money allocated was used.

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## 8 Revision of the Rules:

The regulations are revised by the Student Parliament every even-numbered year. Revision of regulations is a matter for discussion at ST-1 and a matter for decision at ST-2. The new version is put into use rights after it has been adopted by the Student Parliament.