

# Student Parliament 4 2023



**Studenttinget**  
VED NMBU

Monday 11<sup>th</sup> of September 2023

**BIKUBEN**

KI 16.30-20.30

Student Parliament is open for everyone,  
welcome!

The student Board encourages all participants to bring their own plate, cutlery, cup and water bottle.

The student Board encourages all participants to meet up at Klubben at Samfunnet after the meeting.

Case documents are available:  
<http://www.studendemokratiet.no>



# AGENDA

STUDENT PARLIAMENT 4 - 2023, MONDAY 11<sup>th</sup> OF SEPTEMBER AT 4:30 PM, IN BIKUBEN  
COMPLETE CASE DOCUMENTS ARE ONLY SENT TO PERMANENT STUDENT REPRESENTATIVES.  
THE DOCUMENTS ARE ALSO PUBLISHED AT THE STUDENT BOARD WEBSITE:

<http://www.studentdemokratiet.no>

**Registration begins at 16:15**

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## 2341 Constitution

### 2341.1 Approval of today's agenda and summoning

### 2341.2 Approval of the previous meeting protocol

1 Protocols are uploaded to our homepage (<http://www.studentdemokratiet.no>) a week after each Student  
2 Parliament Meeting. If you need a paper copy of the protocol, please get in touch with the Student Board  
3 at their office (The Clock building)  
4

### 5 2341.3 Appointment of a Counting Committee

6

7 1.

8

9 2.

10

11 3.

12

## 13 2342 Greetings from the Student Volunteers

14 Birte from Næringslivsutvalget, Celine og Martin from Tuntreet, Ingeborg from UKA og Maja from  
15 Samfunnet.  
16

## 17 2343 Orientation cases

### 18 2343.1 Minutes

19

20 The minutes shall be made known to the public within 12.00 the Thursday before Student Parliament.

21 The minutes will be sent to the Student Parliaments representatives by mail.

22 This is done to get the most updated minutes and minimize paper usage. Copies of each minutes will be  
23 printed out and kept at the Student Democracy office, together with the case papers from the current  
24 Student Parliament.

25 Those who report to the Student Parliament through minutes are:

- 26 - The Student Board (AU)
- 27 - The University Board (US)
- 28 - Student Welfare Organization in Ås (SiÅs)

29

30

31 **2343.2**      **Orientation from the Buddy General**

32                    *Case responsible: The Buddy General*

33

34 The Buddy General orients about the Buddy Week 2023.

35

36 **2343.3**      **Orientation from the Student Board**

37                    *Case responsible: The student Board*

38

39 The Student Board orients about current cases.

40

41

42 **2344**            **Elections and appointments**

43 **2344.1**        **Supplementary election of a member of the Control Committee**

44                    *Case responsible: Election Committee v/ Emil*

45 **Purpose:**

46 Elect one member to the Control Committee. The position will accede immediately after SP4 and will last  
47 until SP3 2024.

48

49 **Background:**

50 The Control Committee is responsible for ensuring that student democracy follows the rules for how we  
51 organize ourselves. The Control Committee is an advisory body that is obliged to report to the Student  
52 Parliament in the event of violation of the resolutions, guidelines, and rules of procedure. If there is  
53 reason to believe that there has been a violation of the resolutions or guidelines, the Control Committee  
54 may investigate the case both on request and on its own initiative. The control committee meets at the  
55 Student Parliament, at the same time as they attend the planning meeting and the student council dinner  
56 in advance. KK works closely with AU and the chairmen.

57

58 This position is suitable for people who are structured, accurate and like to do work on details.

59

60 **Candidates:**

61

62

63

64 **2344.2**        **Election of the Committee for allocating Welfare Funds**

65                    *Case preparation: The Election Committee v/Emil*

66

67

67 **Purpose:**

68 Elect two representatives for The Welfare Funds Committee

69

69 **Background:**

70 The Welfare Funds Committee handles applications regarding welfare funds from student unions and  
71 makes a proposal for Student Parliament. The committee has one meeting each semester; one in the  
72 autumn to approve the remainder (8%) of the welfare funds, and one long one in the spring to approve  
73 the ordinary welfare funds (92%).  
74

75 The committee consists of seven people: the Welfare Officer of the Student Board, the International  
76 Officer of the Student Board, the Head of Finance at Samfunnet, one student representative from the  
77 SiÅs-Board, one earlier member of the committee and two new representatives elected at Student  
78 Parliament. The position is effective immediately upon election and lasts for one year.  
79

80 **Candidates:**

81

82

### 83 2344.3 Election of ELSA representative

84 *Case responsible: The Election Committee v/Emil*

85 **Attachment 1:** Candidacy for student representative in ELSA Alliance Johanne Iversen

86

87 **Purpose:**

88 To elect an ELSA-representative

89

90 **Background:**

91 NMBU are observers in the European University Alliance, Euroleague for Life Sciences (ELLS). ELLS has  
92 a student organisation, ELSA, where there will be two representatives from NMBU. One will be from the  
93 AU, and the other will be chosen by the Student Parliament.

94 There will be at least three physical meetings a year for the ELSA representatives, where travel to some  
95 of the other universities in the alliance must be expected. In the spring there is the Spring Meeting, in the  
96 autumn there will be both the Scientific student Conference and the Fall Meeting. As an ELSA  
97 representative, you have to count on monthly online meetings, have to keep up-to-date on the platform  
98 ELSA uses, and factor in meetings if necessary. You will be assigned a task within ELSA. By joining, you  
99 get the opportunity to get to know students from all over Europe, and see the European university  
100 culture.  
101

102 This position is a social and exciting position, but it will also be challenging for those who apply. You must  
103 be comfortable with both writing and speaking English. You may have to speak English for both smaller  
104 and larger gatherings.  
105

106 Due to that this is a supplementary election, the representative is elected for the current period and a  
107 new period, effectively for 1,5 years. (The position lasts to SP1 2025).  
108

109

109 **Proposed decision:**

110 Xx is chosen as ELSA-representative in the period until Student Council meeting SP1.

111

112 **Candidates:**

113 Johanne Iversen

114

115 **2344.4 Election of a student representative to the Research Ethics**  
116 **Committee**

117 *Case responsible: The Election Committee v/ Emil*

118 **Attachment 1:** Candidacy for student representative to the Research Ethics Committee – Johanne Iversen

119 **Purpose:**

120 To elect two main representatives and two substitute representatives to the Research and Ethics  
121 Committee. The positions last 1 year, effective immediately.

122 **Background:**

123 The Research and Ethics Committee is primarily an advisory committee that gives input on ethical  
124 questions connected to research, teaching, administration, and a driving force in raising the ethical  
125 awareness of all employees at NMBU.

126 The Research and Ethics Committee can be assigned tasks, like approving research projects, and shall  
127 contribute to ensuring that research ethics are systematically incorporated in the education of both  
128 scientists and candidates in general at NMBU.

129 The committee can treat cases on initiative from students and employees. The position is paid.

130 **Candidates:**

131 Johanne Iversen

132 **Substitutes:**

133  
134

135 **2345 Discussion Cases**

136 **2345.1 Discussion of Buddy Week instruction**

137 *Case responsible: The Student Board v/Wilhelm*

138

139 **Attachment 2:** Current instructions for the Buddy General

140 **Attachment 3:** Suggested new instructions for the Buddy Week

141

142 **Purpose:**

143 Discuss draft of instructions for Fadderuka

144

145 **Background:**

146 Based on feedback from the current Buddy General and other partners, it is agreed that the instructions  
147 for the Buddy-general should be updated and revised.

148

149 The purpose of the work is to clarify the tasks of those involved in the Buddy Week, and introduce  
150 minimum requirements related to each role. The goal of this is to make it easier to understand what is  
151 required to be involved in the Buddy Week, and to make it easier for those involved to make demands of  
152 each other.

153  
154 When we prepare a new directive, it is important to keep in mind that it will be relevant over several  
155 years and at the same time make room for the Buddy General with the Buddy Board to characterize the  
156 Buddy Week in their own way. It is also desirable that the directive should apply to the entirety of the  
157 Buddy Week, and not just the Buddy General.

158  
159 Together with Ben Børildsen and Isak Høiby, the Student Board has prepared a draft document. We have  
160 also had meetings with the Student Information Centre (SiT), SiÅs and the Director of Studies to gather  
161 experience into the work on a new directive. Before processing on ST5, the instructions will be finely  
162 adjusted as a final draft, and it is mainly it's content we want feedback on.

163  
164 **Points for discussion:**

- 165 - What do you think works well with Buddy Week? What can be improved?
- 166 - What should Buddy Week look like in the future?
- 167 - Are we missing any bullet points or subheadings?

168  
169  
170

## 171 2345.2 Discussion of the Student Democracy Ethical Guidelines'

172 *Case responsible: The Student Board v/Camila*

173  
174 **Attachment 4** : Ethical Guidelines for the Student Democracy at NMBU

175  
176 **Purpose:**

177 Discuss draft ethical guidelines.

178  
179 **Background:**

180 In the student democracy all meeting places must be safe for the attendees. The student democracy  
181 should be an organization with a good social environment and be open for discussing and expressing our  
182 opinions. This also applies to the informal parts of all the organization's events. Therefore, we want the  
183 Student Parliament to discuss the attached draft of ethical guidelines.

184  
185 Ethical guidelines are rules for what is the right course of action (behavior) in different situations and are  
186 a common way for organizations to communicate what expectations one places on their members. Ethical  
187 guidelines are intended to help us when we are facing an ethical dilemma, and should contribute to better  
188 handling of conflicts.

189  
190 **Questions for discussion:**

- 191 • What is good/bad about the draft?
- 192 • Should a headline be introduced that addresses the organization's attitudes and expectations  
193 regarding sustainable choices?
- 194 • In your opinion, is there any points or headings missing in the draft?

195

196 **2345.3 Discussion of Environmental Political Document**197 *Case responsible: The Student Board v/Camila*

198

199 **Attachment 5:** Current environmental political document

200

201 **Purpose:**

202 Discuss the revision of the environmental policy document

203

204 **Background:**

205 A policy document is a larger document that should contain the most important policy in the relevant  
206 area. Examples of political documents we have are the Political Document of the Learning Environment,  
207 policy document (adopted 2020) and the Political Document of Welfare (awaiting a resolution on ST4).  
208 While revising political documents, one must consider that it will be valid for a five-year period, and that  
209 the work on environmentally political issues will be based on this.

210 We want our political documents to be updated so that we can have clear policies that can be used in  
211 relation to other actors such as NMBU, the municipality (Ås) and SiÅs. The environmental political  
212 document was adopted in 2020 and will therefore be revised this year. The revised document will include  
213 requirements regarding the environment and sustainability. Since we already have a document for this,  
214 we want to start with the existing document as a basis and add other relevant points to it.

215

216 *We would like you to discuss the questions:*

- 217 • What's missing from the current document?
- 218 • How do we want NMBU to strengthen its position as *a Sustainability University*?
- 219 • What measures do we want to see from Ås municipality, SiÅs and the university so that we can  
220 make more sustainable choices in everyday life?

221

222

223 **2346 Decision Cases**224 **2346.1 Decide the Welfare Political Document**225 *Case responsible: The Student Board v/ Camila*

226

227 **Attachment 6:** Suggested Welfare Political Document

228

229 **Purpose:**

230 Adopt a Political Document of Student Welfares

231

232 **Background:**

233 A political document is a larger document that should contain the most important politics in the relevant  
234 area. When working on political documents, one must bear in mind that this will be valid for a five-year  
235 period, and that the work on Student Welfare Political issues will be based on this.

236 We want our political documents to be updated so that we can have clear policies that can be used in  
237 relation to other actors such as NMBU, the Ås municipality and SiÅs. The Student Welfare political  
238 document has been developed with feedback from Student Parliament 3.

239

240 **Proposed resolution:**

241 A revised Student Welfare Political document is adopted.

## 242 2346.2 Decide the revision of the Inclusions Funds Rules

243 *Case responsible: The Student Board v/ Camila*

244

245 **Attachment 7:** Revised rules for Inclusion Funds

246

247 **Purpose:**

248 To adopt the changes to the rules

249

250 **Background:**251 Inclusion Funds are allocated specifically for events, activities, and initiatives aimed at bringing students  
252 from diverse cultures closer together. These funds are dedicated to fostering connections between  
253 Norwegian and international students.254 The funds are allocated continuously throughout the school year, and applications are reviewed on a  
255 monthly basis by a committee representing the most central groups. Previously, a representative from  
256 SiT (Student Information Desk) was part of this committee, but they have since withdrawn. As a result, it  
257 is necessary to revise the regulations governing the allocation of these funds.

258

259 **Proposed decision:**

260 The Student Boards suggestions for change to the rules are adopted.

261

262

263

## 264 2347 Other Cases

265

266

## 267 2348 Meeting Evaluation

268 [Link for Meeting Evaluation Form](#)

269

270 **2349 Attachments**271 **2349.1 Attachment 1: Candidacy for representative for the Research**  
272 **Ethics Committee and ELSA Alliance – Johanne Iversen.**

273

274 **Representative for the Research Ethics Committee & ELSA Alliance**

275

276 My name is Johanne and I am writing to express my keen interest in serving as a  
277 representative on the Research Ethics Committee and as a representative within the  
278 ELSA alliance.

279

280 My curiosity and interest for research ethics, coupled with my desire to contribute to  
281 NMBU's commitment to research integrity, make me believe that I am a strong  
282 candidate for this position. I am deeply committed to fairness, which I believe is  
283 intrinsically intertwined with research ethics. This dedication drives my desire to  
284 play an active role in environments where I can contribute to a future characterized  
285 by greater fairness and integrity.

286

287 This same curiosity extends to international collaboration, something I view as essential in today's  
288 globalized world. ELSA's mission to bolster university collaboration and provide students the  
289 opportunity to work in an international context aligns closely with my personal and academic  
290 aspirations. I am convinced that by actively participating in ELSA, I can offer my perspective while  
291 learning from fellow students across Europe.

292

293 During my studies at the Western Norway University of Applied Sciences (HVL), I actively participated in  
294 various voluntary roles and committees, experiences I believe make me an ideal candidate for these  
295 positions. For two years, I served as the student representative for the Institute of Environmental and  
296 Natural Sciences, where I actively advocated for student rights and interests within the Student Campus  
297 Council.

298

299 Subsequently, I served a year as the Campus Representative, leading the Student Campus Council and  
300 striving to fulfill the students' wishes. In this role, we implemented several initiatives to enhance student  
301 welfare on campus, including successfully lobbying for reduced prices in the cafeteria and gym,  
302 preserving and restoring natural areas on campus, and establishing gender-neutral restrooms in all  
303 faculty buildings.

304

305 Concurrently, I also served as a student representative for the Council for Equality, Diversity, and  
306 Inclusion. In this capacity, I assisted the university administration in upholding equality laws and  
307 promoting diversity and inclusion. I was actively involved in strategic planning, monitored processes,  
308 and worked on college-wide initiatives. Here too, I achieved success in bolstering the inclusion of LGBTQ+  
309 rights within the university.

310

311 My previous roles have equipped me with the knowledge and skills I believe will make me well-suited to  
312 represent both the Research Ethics Committee and ELSA. Based on this and my expressed commitment



313 to fairness and international collaboration, I am confident that I am a strong contender. With my outgoing  
314 nature, positive attitude, and solution-oriented approach, I believe I can bring valuable insights and  
315 energy to these roles. I am driven by a desire to actively contribute and make a meaningful difference in  
316 the communities I am part of, and therefore, I believe the student council should vote for me! :D  
317

318 Thank you for your attention. Best of luck with the election!  
319  
320

321 2349.2 Attachment 2: Current instruction for the Buddy General  
322

## 323 Job description for buddy general at NMBU

324 *Approved at Student Parliament 4, 13.09.2021*

### 325 **Responsibilities:**

- 326 • The buddy general has the main responsibility for organizing the buddy week in the spring  
327 and autumn.
- 328 • The buddy general is mainly responsible for the Introduction Week, buddy arrangement in the  
329 Mental Health Week, and the continuation of the buddy arrangements throughout the semester.
- 330 • The general will act as a liaison between the student bodies, NMBU and the buddy  
331 leaders.
- 332 • The person in question also has the opportunity to choose a buddy secretary who can help  
333 with the tasks and be a sparring partner.
- 334 • The buddy general is a part of the Buddy Board
- 335 • Have the responsibility for a good overlap and the further developing of the BuddyWeek.

336

### 337 **The buddy Board consists of:**

- 338 • All buddy leaders from the faculties
- 339 • The Safety Manager of NMBU
- 340 • The section leader of SiT
- 341 • SiÅs representatives

342

343 *Following people can be invited if needed:*

- 344 • AU member
- 345 • The person at Samfunnet responsible for arrangements

346

### 347 **Main tasks:**

### 348 **Buddies:**

- 349 • Make sure that all buddies receive the necessary information for the completion of the Buddy  
350 Week.
- 351 • Set up necessary documents for planning and overview, and transparency must be sought  
352 after, so that all the people involved in the Buddy Week has the necessary information  
353 available for a good completion of the Buddy Week.
- 354 • Make sure that Buddy T-shirts are ordered and distributed
- 355 • Summon to and hold buddy seminar for all buddies
- 356 • Coordinate the system of allocation of buddies together with SiT and the buddy leaders.

357

### 358 **Buddy Leaders:**

- 359 • In cooperation with the Student Board ensure that buddies are elected at all faculty  
360 general assembly meetings.
- 361 • Follow up the buddy leaders

- 362
- Administrate buddy contracts, buddy leader contracts and reference letters.
- 363
- Makes sure that all buddy leaders sends in reports and relevant documents to a digital
- 364 workplace for the Buddy Board, and that they have the necessary overlap with their
- 365 descendants.

366

  - Organize social arrangements ( get to know each other) for the buddy leaders

367

**The Buddy Board:**

- 368
- Plan, summon and hold the buddy board meetings
- 369
- Make sure that minutes are taken
- 370
- Organize frequent meetings with the buddy board, where activities are planned and
- 371 coordinated
- 372

**External cooperation:**

- 374
- Organize frequent meetings with the Student Board (AU), Samfunnet, International Student
- 375 Union (ISU), Erasmus Student Network(ESN), and Student Information Center (SiT) where the
- 376 Buddy Week in the spring and Introduction week in the fall are plannedand coordinated
- 377
- Makes sure that the contact with the external collaborators are kept up, amongst otherswith
- 378 the Health Center and Ås Municipality
- 379
- The Buddy General shall arrange the Grillfest in collaboration with the president of the
- 380 Student Board and the president of Samfunnet
- 381

**Continuous tasks:**

- 383
- Plan the registration weekend together with SiT
- 384
- Be available on email, and phone the whole duration of the position
- 385
- Make sure that a good overlap with the person taking over, this entails updating the overlap
- 386 documents, meetings and completion of all necessary document in the digitalworkplace for
- 387 the Buddy Board.

388

  - Approve that activites are planned according to set rules considering inclusion, social

389 pressure, safety and health.

390

  - Follow up that these activities are completed according to the set framework

391

  - Make sure that the necessary information are distributed to relevant channels for new

392 students

393

**Channels to report complaints:**

- 395
- Process complaints according to set rules
- 396
- Complaint/reporting cases, the Student Board president and Studentombud – set
- 397 infrastructure and channels for complaints during the Buddy Week
- 398
- The Buddy General and the Buddy Board shall sign non disclosure agreement
- 399

**Remuneration:**

401 The remuneration is linked to the governmental basic amount of 1G. The weighting of the remuneration

402 between buddy general and buddy secretary shall be 65% to genera and 35% to secretary, to be evenly

403 allocated in the duration of the period they hold thepositions.

404 2349.3 Attachment 3: Suggested new instruction for the Buddy Week  
405

## 406 Directive for the Buddy Week at NMBU

### 407 Color codes

408 Blue = New

409 Yellow = extra important

410

#### 411 1. Buddy Week

- 412 • The Buddy Week at NMBU aims to give new students at NMBU a safe and welcoming welcome,  
413 and is founded on the values of inclusion, diversity and respect.
- 414 • The Buddy Week will ensure that new students have the opportunity to create a good foundation  
415 for the rest of their studies.
- 416 • The Buddy Week will offer a varied selection of events, so that new students can find something  
417 that suits their individual interests and preferences.

418

419

420

421

#### 2. Buddy Week structure

- 422 • Fadderuka uses a unified platform for internal communication and document storage.
- 423 • The Buddy Board is a committee under the Student Parliament, consisting of the Buddy General,  
424 Buddy Secretary and Buddy Managers. This is an advisory body for the Buddy General and will  
425 be used to discuss the plans for Buddy Week.
- 426 • The Buddy General and the Buddy Secretary are jointly referred to as the Buddy Leadership
- 427 • Fadderuka will have a maximum of 11 social events in connection with the start of studies to  
428 ensure breaks during the Buddy Week.
- 429 • Kickoff, guided tour, barbecue and NMBU-cup are permanent events in Fadderuka.

430

431

#### - 2.1 Buddies

432

433

434

435

436

437

438

439

- The Buddies are responsible for new students who are to be introduced to NMBU.
- Buddies are available for at least one volunteer activity during Fadderuka. This can be a welcome  
shift, sober shift, rigging up/rigging down of a buddy seminar and introductory day.
- Buddies are role models for the new students, and must take this responsibility seriously.
- Buddies must pass on information from Buddy managers to Buddy kids.
- All Buddies must sign a contract from the Buddy Leadership.

#### 440 - 2.2 Buddy Leaders

441

442

443

444

445

446

447

448

449

- Each faculty must have at least 2 Buddy Leaders, who are elected at the faculty's general assembly.
- Is responsible for Buddy Week at the faculty-level, and is the link between the Buddies and the  
Buddy Leadership.
- Is responsible for the division of buddy groups at their faculty.
- Must submit reports and other relevant documents to the digital workplace for the Buddy Board.
- Will write an experience letter.
- Buddy leaders must publish the program for Buddy Week at their faculty, and collaborate with  
the marketing manager at the Student Board (AU) for publication on studentdemokratiet.no

- 450
- Buddy leaders are responsible for recruiting sufficient Buddies from their faculty.
  - Buddy leaders must use the email for Fadderuka for communication with external actors

452

453 - 2.3 Buddy Secretary

- 454
- The Buddy secretary is appointed by the Buddy General.
  - Assists in the duties of the Buddy General, and acts as a sparring/discussion partner.
  - Is the Deputy Chairman of the Buddy Board and keep minutes.
  - Convene and hold at least one Buddy seminar for all buddies, together with the Buddy General.
  - Responsible for Buddy group reunification during Mental Health Week.
  - The buddy secretary has a duty of confidentiality and must sign the form with the organizing secretary of the Student Board.
  - Must approve the Buddy leaders' experience letters.

463

464 - 2.4 Buddy General

- 465
- Is responsible for organizing and implementing Buddy Week at NMBU in both spring and autumn.
  - Acts as a link between the student bodies (AU, the Student Society), NMBU and the Buddy leaders.
  - Nominated by the Student Board following a job advertisement and is elected at Student Parliament 5.
  - Shall facilitate future development of Buddy Week and shall decide whether there is a need for revision of the document "Directive for the Buddy Week".
  - Will collaborate with ISU and ESN on planning "Introduction week for international students".

473

474 2.4.1 Administration

- 475
- Is responsible for ensuring that buddies receive the necessary information for the implementation of Buddy Week. Transparency shall be sought after to ensure that all actors involved in Buddy Week have the necessary information available.
  - Coordinate the system for the allocation of Buddy kids together with the Buddy leaders.
  - Arranges social events for the Buddy leaders.
  - Administers Buddy's and Buddy leader's contracts as well as certificates.
  - Ensures that Buddy t-shirts are ordered and distributed.
  - Is responsible for a good overlap with their successor.

483

484 2.4.2 Collaborations

- 485
- Plans, summons and leads the Buddy board-meetings.
  - Ensures regular communication with external actors, including the Health Centre.
  - Will arrange BBQ-party in cooperation with the leader of the Student Board, leader of the Students Society, "UKA" Manager, leader and sponsorship manager in NU and the editors of Tuntreet Magazine.
  - Facilitate and inform about the university's weekend of registration.
  - The Buddy general has a duty of confidentiality and must sign the form with the organizing secretary of the Student Board.

493

494

495 - 2.5 Buddy Board

- 496 • Will have regular meetings for discussion about the planning of Fadderuka, where Buddy  
497 Management and Buddy Managers inform about their activities.  
498

#### 2.5.1 Structure of the Board of Directors

- 500 • Consists of the Buddy General, the Buddy Secretary and at least one Buddy Chief from each faculty  
501 • **A representative from the Student Society Board**, the head of security at NMBU, the SiT section  
502 leader and a representative from SiÅs must be invited to all meetings.  
503 • A representative from the Student Board is invited as needed.  
504 • In "UKA"-years, the Buddy board may consider whether to invite UKA to meetings.  
505

### 3. Security

#### 3.1 Safe Events

- 509 • **The Head of Security at NMBU shall be involved in the planning and risk assessment of events**  
510 **during Buddy Week**  
511 • **There must be sufficient sober shifts during Buddy Week events. The quantity is determined as**  
512 **needed.**  
513

#### 3.2 Notification

- 515 • The Student Representative, the Buddy General and the Student Board shall develop good  
516 internal routines for whistleblowing cases.  
517

### 4. Fee:

- 519 • Fees are linked to 1G (1 base-income) according to the state's rates. The weighting of fees  
520 between the Buddy General and the Buddy Secretary shall be 65% to the general and 35% to the  
521 secretary.  
522  
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524 2349.4 Attachment 4: Suggested Ethical Guidelines for the Student  
525 Democracy at NMBU.

526  
527 Ethical guidelines for student democracy at NMBU

528  
529 All work, decisions and practices associated with the Student Democracy at the Norwegian University of  
530 Life Sciences (SD-NMBU) shall be carried out with honesty, trust and respect as a basis. This document  
531 summarizes the organization's ethical practices, as well as its guidelines to comply with its practices. The  
532 guidelines are divided into eight main categories. The final section of the document discusses progression  
533 in the event of a policy violation.

534  
535 The guidelines apply to the Student Representatives and involved students at all levels within SD-NMBU,  
536 as well as participating and visiting persons at all activities held by the organisation.

537 SD-NMBU's ethical guidelines are based on the organisation's Ethics Program, regulations and other  
538 governing political and organisational documents and guidelines adopted by the Student Parliament at  
539 NMBU (ST). The guidelines are also based on the ethical guidelines drawn up by the National Union of  
540 Students in Norway (NSO).

541  
542 The guidelines are drawn up by the Student Board (AU) and adopted by the Student Parliament. The  
543 Student Board is responsible for the annual review of the ethical guidelines, as well as presenting any  
544 revision proposals to the Student Parliament (ST) when necessary. These must be revised every five  
545 years.

546 All Student Representatives and participants at the organization's events must always know and follow  
547 the organization's ethical guidelines, that are decided by the Student Parliament.

548  
549 **1. Respect for person, integrity and boundaries**

550 SD-NMBU shall be a safe organisation where the integrity and boundaries of individuals are always  
551 respected. Violence, sexual harassment, sexual transgressive behaviour and sexual assault, as well as  
552 breaches of, and improper access to, personal matters covered under the Privacy Policy, are not  
553 acceptable. Verbal harassment is unacceptable and will be taken seriously.

554  
555 **2. Equality and inclusion**

556 SD-NMBU deplores all forms of exclusion, discrimination, harassment and bullying.  
557 All Student representatives in SD-NMBU as well as all participants at the organisation's events must show  
558 respect for everyone and must experience security and inclusivity in the organisation's environment.  
559 Under no circumstances shall there be any form of exclusion, discrimination, harassment or bullying.

560  
561 **3. Representation**

562 Student representatives that represent SD-NMBU are responsible for maintaining the trust and good  
563 reputation of SD-NMBU through their conduct. Everyone who travels on behalf of SD-NMBU is obligated  
564 to follow SD-NMBU's ethical guidelines. Student representatives and participants must have a  
565 responsible relationship to alcohol at all SD-NMBU's events. Pressuring the use of alcohol and other drugs  
566 should under no circumstances take place. Breaches of the ethical guidelines in the context of  
567 irresponsible use of alcohol and/or other drugs are considered particularly serious.

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#### 4. Understanding your position

573 All Student Representatives in SD-NMBU must be aware of the power and influence they have in relation  
574 to others both inside and outside the organisation, and not abuse the trust or power they have by virtue  
575 of their office or position. Student representatives shall not expose themselves or others to danger when  
576 acting on behalf of SD-NMBU. Student representatives in SD-NMBU must be aware of the possibility that  
577 positions may provide disproportionate advantages in relation to others.  
578 The power and trust that a high-ranking position may entail shall be a factor in the assessment of the  
579 severity of any breaches of ethical guidelines.

580

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#### 5. Debate culture

582 Student Parliament meetings and other events should be perceived as safe and inclusive. Everyone has a  
583 responsibility to contribute to a debating environment where everyone feels welcome and disagreements  
584 are expressed in an objective manner. This will help create an inclusive and welcoming environment for  
585 all participants in both formal and informal venues.

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#### 6. Impartiality

592 SD-NMBU's guidelines for impartiality, cf. Section 6-1 of SD-NMBU's statutes, apply to anyone who  
593 participates in the processing of a case in the AU, ST and other bodies of SD-NMBU. For other bodies in  
594 NMBU or other external actors where there is a student representative elected through SD-NMBU,  
595 internal statutes will also apply.

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#### 7. Openness and confidentiality

601 SD-NMBU shall demonstrate transparency in decisions and processes.

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#### 8. Financial accountability

608 Accountability shall be exercised in the management of the organisation, management of funds and  
609 administration of economical funds. All Student Representatives are obliged to familiarize themselves  
610 with the current guidelines for finance and management at any given time that are in connection with  
611 their work area and position.

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The organisation's financial operations and responsibility are governed by the Financial Regulations for the Student Parliament at NMBU, in accordance with the organisation's statutes, the instructions for semester fees, and the Cooperation Agreement between the Student Parliament at NMBU and the Student Union in Ås (SiÅs).

**619 9. Policy violations and whistleblowing**

620 Violations of the ethical guidelines must be reported to the head of the Student Board or the Student  
621 Parliaments Organisational Secretary and may result in sanctions after an assessment of, for example, the  
622 severity of the violation and the organization's statutes. If Student representatives or participants at the  
623 organisation's events violate SD-NMBU's ethical guidelines, the Student Board has the authority to decide  
624 on disciplinary action. Such decisions can be appealed to the Student Parliament. Minor violations may  
625 be sanctioned with verbal or written warning, suspension from events or request to resign from the  
626 position.

627 Serious violations can be sanctioned with suspension or exclusion.

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## 632 2349.5 Attachment 5: Current Environmental Political Document

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## 634 Environmental Political Document for the Student Parliament at NMBU

635 The document contains the demands that the students at NMBU have to their environment and their  
636 surroundings.

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*Approved at Student Parliament 4, 14.09.2020*

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639 **NMBU operations:**

- 640 • NMBU shall at yearly basis develop a climate accounts and a climate budget, with a goal for  
641 reductions for emissions, allocation of responsibilities and reporting in connection to other  
642 economic reports.
- 643 • It should at minimum be established a 100% position av environmental advisor at the  
644 university. The advisor shall amongst other things ensure that the Sustainability work at NMBU  
645 are well visible to the student mass.
- 646 • All new purchases of NMBU vehicles, with an exception of farming machines, shall be fossil  
647 free.
- 648 • It shall be a parking fee on campus.
- 649 • NMBU shall only serve food with a low or a positive climate footprint, hereunder focus on  
650 locally produces food as well as introduce "Vegonorm" at all functions arranged by the  
651 university.
- 652 • The environment shall be emphasized when purchasing, and it should be made demands about  
653 emissions free transport from suppliers.
- 654 • In the formulation of ethical guidelines and purchasing agreements climate and  
655 sustainability shall be the deciding factor.
- 656 • BREEAM-excellent must be the minimum standard for all new buildings at NMBU. Reuse of  
657 materials shall be prioritized, and plus houses should be pursued.
- 658 • NMBU shall fase out all use of fossil fuels used for heating by the end of 2021, and shall through  
659 amongst other things smart environmental control of buildings, reduce the use of energy by  
660 10%. All electricity purchased shall have a guarantee of origin.
- 661 • NMBU funds shall not be invested in fossil energy, and shall be managed in a manner that  
662 stimulates green growth and development.
- 663 • NMBU shall have a goal of 0% demolition of nature, topsoil and bogs. Biological diversity must  
664 be taken into account in decisions regarding land management.
- 665 • NMBUS consumption and waste management shall be based on EUs waste management  
666 directive and the waste management pyramid. Waste reduction, reuse and recycling shall be  
667 prioritized.

668

669

670 **Environment and sustainability in education**

- 671 • Sustainability shall be implemented as a part of the curriculum in all subjects where it is  
672 appropriate
- 673 • When performing practical tasks as at part of a course, sustainability shall be  
674 emphasized.

- 675
- 676
- The students shall be able to practice interdisciplinarity cooperation to ensure professional width and quality.
- 677
- It should be areas on campus that can be used to fix and mend broken objects. Tools for this purpose shall be provided. NMBU shall promote the areas so that they appear attractive and available.
- 678
- 679
- NMBU should offer a comprehensive offer of digital curriculum. E-books and e-compendiums shall be available in all subjects.
- 680
- As long as it is appropriate, exams should be digital
- 681
- Lecturers should have the competence and tools to exploit digital possibilities, and the use of paper should be limited to a minimum.
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686 **Research**

- NMBU should be a leading university at an international level when it comes to research into environment, climate and sustainability.
  - Student-initiated and student-active research should be facilitated, especially with the fields of environment, climate and sustainability.
  - Sustainability should be an overall goal for the research at NMBU
  - Results from research performed at NMBU should be used on campus and in the teaching process. The research should be available for all students so that it can contribute to the students academic growth.
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696 **Other participators, SiÅs, Ås Municipality, others**

- Existing student housing must be systematic reviewed with special focus on energy efficiency, post-insulation and necessary rehabilitation, rather than building new constructions,
  - When starting new construction projects the sustainability should be a deciding factor.
  - Student housing should produce as much of the energy for their own consumption as possible. Plus houses should be pursued.
  - A cycling road should be facilitated between campus and the center of Ås, along the Drøbak road. There should be enough safe places on campus to park bicycles.
  - Locally produced, short travelled and sustainable food should be served at all functions.
  - Students are a resource, and the university should make full use of their competence.
  - Good charging possibilities for electric cars should be provided.
  - A car sharing pool should be set up or there should be easier to lease cars. This set up should only consist of electric cars.
  - SiÅs should develop a plan of action for the climate and environment, which should include a strategy for reducing food waste and have an arrangement for excess food.
  - It should be at least four train departures in an hour from Ås in both directions.
  - Ensure that an offer is created to swap furniture, such as a change tent / exchange hall etc. Preferably as a collaboration between Ås municipality and SiÅs. SiÅs is expected to take responsibility for such an offer.
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718 2349.6 Attachment 6: Suggested Welfare political document for the  
719 Student Parliament.

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## 721 Welfare policy document for the Student Parliament at NMBU

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*Approved at Student Parliament x, xx.xx.xxxx*

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The Student Welfare Political Document for the Student Parliament contains the demands and wishes of the students concerning welfare services, both at the university, at the Student Union, locally and nationally. The document is based on input obtained from the students from several meetings and will be valid for 5 years. The document will form the basis for our work on Student Welfare Politics until the document is revised again.

729

### 730 The responsibility of the Student Union

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The Student Union is the students' largest and most important provider of welfare services. Throughout its work, the Union should focus on its purpose, which is to offer good welfare services to students.

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### 734 Canteen and food

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- Students have a financially pressured and unpredictable everyday life, and a good canteen service must therefore be in place to ensure the students' welfare in everyday student life. The offer must be varied, and at a price where students have both the opportunity and the desire to take advantage of the offer.
- NMBU will contribute financially to the canteen on campus, in order to push prices down.
- The Union must have an attractive and versatile food offer, which at all times offers good vegetarian and allergy-friendly offers in its canteens.
- The Union will work to increase the use of local food sources.
- Efforts will be made to cut food waste, and the Union will continuously work to find good solutions for the use of surplus food.
- The canteens will have coffee-offers, where you get cheaper coffee if you bring your own coffee cup.
- The food offers must have a low or positive climate footprint. One should focus on sustainable production, choose locally produced foods and foods with low carbon-emissions as long as possible without causing unnecessary price increases for the students.

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### 751 Training

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The Student Union's work-out and gym offer is important in the strive for students' physical and mental health. Eika is widely used by the student body and is important for both individual students and student sports groups.

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- The training offer shall be available to all students at NMBU.
- The Union will work to ensure that EIKA has modern and usable equipment that meets the user base.
- Group lessons of varying activity and difficulty must be offered.
- In line with the growing student body, the Union will work to expand the training and work-out offer, including increased outdoor exercise and cooperation with Ås municipality on gym halls.
- The Union will work to offer a competitive offer measured against other actors in Ås, and have reasonable prices for students.

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- 763 • The Union will collaborate with NMBUI to create an attractive and versatile training offer.  
764 • Together with Ås municipality, the Union will work to ensure that students have access to a  
765 swimming pool.

766  
767 *Bookshop*

768 To be able to study requires access to the syllabus literature, here Boksmia plays an important role as the  
769 only physical provider of syllabus literature in Ås.

- 770 • The bookstore shall strive to have the syllabus literature required in the various subjects if this is  
771 not possible to download from the internet.  
772 • The bookstore will work to keep a competitive price for syllabus literature and stationery.  
773 • The bookstore will work to operate in the most sustainable way possible.  
774 • The bookstore will also facilitate the sale of used books.  
775 -

776 *Housing*

777 The students' main supplier of student housing will be the Student Union, but students are also  
778 dependent on the private leasers to be able to offer all NMBU-students who want housing in Ås. Students  
779 must live in safe housing, including ensuring students' living conditions in accordance with statutory  
780 standards and regulations. The housing offer should cover the needs of the entire student body,  
781 regardless of life situation.

- 782 • The Union must have enough housing to avoid housing queues.  
783 • The Union's further development of student villages and student housing will take place in  
784 consultation with the Student Parliament.  
785 • Students should be able to live in the Student Union's housing for a total of 6 years. If necessary,  
786 this should be expandable.  
787 • Adequate security measures must be provided in the buildings that already exist and in new  
788 buildings.  
789 • The housing offer must include adequate parking spaces for both cars and bicycles, as well as  
790 covered bicycle parking.  
791 • On its website, the Union must have easily accessible information on what rights you have as a  
792 tenant and where you can get assistance in relation to tenancy. This should also be in English.  
793 • Information about how the allocation of student housing takes place should be easily accessible  
794 to everyone, in both Norwegian and English.  
795 • The Union shall have operations that have a long-term perspective. This means that pricing and  
796 operation must take into account future renovations, upgrades and new builds.  
797 • The Union must have homes that facilitate the possibility of having pets.  
798 • The Union will have family apartments where students with families with children will be  
799 prioritised.  
800 -

801 **Health**

802 An important factor for student welfare is good access to high-quality health services. This includes the  
803 need for adequate and affordable health services to ensure a good quality of life for students.

- 804 • The Student Parliament requires that the health clinic for students and youth be prioritized from  
805 all three financial contributors, and that the service meets the needs of the students.  
806 • NMBU and the Union will cooperate and work proactively to safeguard the students' physical and  
807 mental health.

- 808 • Efforts will be made to ensure that students at Ås have at least one offer of GPs, dentists,  
809 psychologists, physiotherapy and other health services that are either free or have a student  
810 discount. These should preferably be within walking distance of campus.  
811 • Students will receive a student discount from an optician, as well as on glasses and lenses.  
812 • There should be free sanitary products such as sanitary pads and tampons available at public  
813 institutions.  
814 • The Student Parliament requires students to have access to free contraception.  
815 • The Union and NMBU shall acknowledge that the exam period causes increased stress for the  
816 students, and assist with offers that help lower stress levels.

817  
818 **University**

819 The university has the overall responsibility for student welfare. All students are entitled to a safe  
820 everyday student life. No one shall be subjected to harassment or other unwanted incidents, neither by  
821 fellow students nor employees.

- 822 • NMBU shall have good whistleblowing routines and have resource persons who can assist in  
823 whistleblowing cases.  
824 • NMBU will, in cooperation with SiÅs and Ås municipality, work actively to ensure safety on  
825 campus. This includes adequate lighting on campus, and resource persons to talk to.  
826 • NMBU shall contribute financially to the financing of student welfare.  
827 • NMBU will facilitate student activity on campus, also in the evenings.  
828 • NMBU shall have good communication and good cooperation with student volunteers and the  
829 Union.

830 -

831 **Social life and student volunteerism**

832 Volunteering is the cornerstone of student life at Ås. The student society, "Samfunnet", in Ås is the  
833 primary provider of cultural activities, and together with cultural associations and the Student  
834 Democracy, they provide significant leisure activities for the students in Ås.

- 835 • Samfunnet will, together with other relevant actors, work for a diverse cultural offer to all  
836 students in Ås.  
837 • Samfunnet will work to increase the capacity for use of the premises for activities such as  
838 rehearsals and meet-ups.  
839 • Efforts will be made to expand Samfunnet, so that the capacity corresponds to a greater extent  
840 with the student body.  
841 • It will be facilitated for students who engage in larger student volunteer positions in the Student  
842 Democracy, NMBU, SiÅs and Samfunnet.  
843 • It is necessary that all students have the opportunity to become members of an association.  
844 • The Student Board will, together with the Student Union, work to maintain and further develop  
845 the concept of "Open Association".  
846 • Efforts will be made to ensure that there is a platform that shows and informs students about all  
847 open events from NMBU, the Student Society (Samfunnet), associations and other actors.  
848 • The Student Union and Samfunnet shall contribute to making open associations visible.  
849 • Efforts will be made to promote a safe and inclusive culture in the student community at Ås and  
850 at the same time encourage more associations to be open.

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**853 Transport**

854 Students make up a diverse group. Some come from far away and are dependent on public transport,  
855 while others use private cars. There is therefore a need for good solutions that meet the students'  
856 different needs, both in terms of public transport and facilitation of the use of private cars.

- 857 • All students, regardless of age, should have a student discount of at least 50% on public transport.
- 858 • The train between Oslo and Ås should depart every 15 minutes during rush hour.
- 859 • Ås municipality, NMBU and SiÅs will together ensure that there is a loan offer for bicycles in Ås,  
860 including bicycles with boxes.
- 861 • Carpooling should be encouraged for both students and staff.
- 862 • On-campus parking fees should be lower for students than employees.
- 863 • NMBU will provide benefits to employees and students who choose to commute by public  
864 transport
- 865 -

**866 Economy**

867 In order to obtain an optimal student life and an optimal academic performance is it important to have  
868 the opportunity relax with cultural and social activities in addition to their studies. Therefor one is  
869 dependent on adequate student's financial support. For those students who go into work placement,  
870 many lose the opportunity for income over time, especially if they have to go away for work placement.

- 871 • Students will receive 1.5G in student support to reduce the need for extra part-time jobs to cover  
872 living expenses. Student support must be disbursed over 12 months.
- 873 • The Union will, together with the rest of the country's organisations, work actively to increase  
874 student support to 1.5G.
- 875 • Compulsory study-related activities and any travel to and from these shall be free of charge.
- 876 • Efforts will be made to ensure that students receive payment for work experience.
- 877 • Students in compulsory work placement/practical training shall not have any expenses related  
878 to their residence or travel for practical training.

**880 Ås Municipality**

881 As the host municipality, Ås municipality has a responsibility to look after the students on an equal footing  
882 with those who are permanently resident in the municipality. The municipality is responsible for  
883 providing services that students can also use, for example in health. This also involves marketing this  
884 offer to the students.

- 885 • The municipality must have sufficient kindergarten places for students who need it, with flexible  
886 admissions not limited to specific parts of the year.
- 887 • The municipality must ensure that students are able to get a GP in the municipality.
- 888 • The municipality shall acknowledge and support the work that is done in the Student Society  
889 (Samfunnet) in Ås and the importance of the cultural offer it provides to the students.
- 890 • The municipality shall make maximum provision for the activity at and around the Student  
891 Society (Samfunnet) in Ås.
- 892 • The municipality will support the student sports offers by, among other things, looking at the  
893 possibilities of giving students access to the municipality's own training facilities.
- 894 • The Student Board, represented by the chairman, shall provide information on relevant student  
895 issues at at least one municipal council meeting per year. If necessary, other relevant actors  
896 within student volunteerism can and should be involved.



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- Students will be both informed and have the opportunity to contribute their views on issues in the municipality that affect them.

900 2349.7 Attachment 7: Suggested revised Rules for Inclusion Funds

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## Rules for Inclusion funds

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*Approved at Student Parliament x, xx.xx.xxxx*

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### **Objectives:**

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The main objective for the inclusion funds is to promote the inclusion of international students to the student environment at NMBU. The inclusion funds will 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. Students applying for larger social/pro-active activities or initiatives will be prioritized (i.e. groups larger than ten).

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### **Entitled for support:**

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- The funds must be used for socio-cultural activities/initiatives.
- The applicant(s) must be (a) student(s) from NMBU. Both individual persons and groups/associations can apply for funding.
- Both upcoming and previous activities/initiatives can be applied for. Applications for previous activities/initiatives should be applied for within one month.
- Applicants also applying for Welfare Funds for their event may still be eligible for funding, however, the amount may be reduced.

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### **Not entitled for support:**

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- Expenses for tobacco and alcohol
- Expenses for activities/initiatives which are only educational and/or political.
- Expenses for fieldwork.
- As a general rule costs for transportation will not be covered by Inclusion Funds, however, transportation may be covered in special circumstances.
- If the requirements for the application and/or the applicant are not fulfilled.

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### **Requirements for the application and the applicant:**

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- The application and the report must be written in English.
- The application must contain a budget with explanations for each post.
- The applier must advertise the activities/initiatives in both English AND Norwegian. Posters can be printed for free at the Student Board Office within reason.
- A report with receipts must be sent to the International Officer during the first three weeks after the activity/initiative.
- The organization must seek to make as many students as possible benefit from the activities/initiatives to which it is applying for. Closed or internal activities/initiatives will normally not be taken into consideration.

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### **The Inclusion Funds Committee:**

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- One representative from the Student Board (leader of the committee)
- One representative from the Samfunnet Board
- One representative from ISU
- One representative from ESN

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- One representative from SIT.
- 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.

**Other:**

- Decisions made by the committee are final and cannot be appealed.
- The deadline for application is the 5<sup>th</sup> every month. Funds will be transferred within the 15<sup>th</sup> every month.
- Applications will not be processed in July.
- All funds not spent must be reimbursed within one month of the event to account 1654.20.29092. Include organization name, mark it as Inclusion Funds repayment and notify the International Officer about the transfer.
- All funds not spent must be reimbursed within one 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.