Revised directive for the Buddy Week at NMBU

Approved at Student Parliament 5, 20.10.2025

1 Buddy Week

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

2 Buddy Week structure

- The Buddy Week uses a unified platform for internal communication and document storage.
- The Buddy Board is a committee under the Student Parliament, consisting of the Buddy General, 2 Buddy Secretaries and Buddy Leaders. This is an advisory body for the Buddy General and will be used to discuss the plans for Buddy Week.
- The Buddy General and the Buddy Secretaries are jointly referred to as the Buddy Leadership
- The Buddy Week will have a maximum of 11 days of social events in connection with the start of studies to ensure breaks during the Buddy Week.
- Kickoff, guided tour, barbecue and NMBU-cup are permanent events in the Buddy Week and are to be arranged during the first week.
- Everyone that have a position in the Buddy Week shall sign a non-disclosure agreement and a contract that states the job description for the position.

2.1 Buddies

- The Buddies are responsible for new students who are to be introduced to NMBU. This entails to contact the buddy children before the start of the semester, and that the buddy is available during the buddy week to answer questions and provide information.
- 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.

2.2 Buddy Leaders

- Each faculty must have at least 2 Buddy Leaders, who are elected by the student mass at every faculty.
- 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.
- Shall be available during the Buddy Week
- 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
- Buddy leaders are responsible for recruiting sufficient Buddies from their faculty.
- Buddy leaders must use the email for Fadderuka for communication with external actors

2.3 Buddy Secretaries

- The Buddy Secretaries are appointed by the Buddy General, and are approved by the Student Board
- Assists in the duties of the Buddy General and acts as a sparring/discussion partner.
- Is the Deputy Chairs of the Buddy Board and keep minutes.
- Convene and hold at least one Buddy seminar for all buddies, together with the Buddy General.
- Is responsible for the finances of the buddy week.
- Is responsible for room bookings, outdoor area bookings, and equipment bookings.
- 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.

2.4 Buddy General

- 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’’.

2.4.1 Administration

- 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.

2.4.2 Collaborations

- 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.

2.5 Buddy Board

- Will have regular meetings for discussion about the planning of Fadderuka, where Buddy Management and Buddy Leaders inform about their activities.

2.5.1 Structure of the Board of Directors

- Consists of the Buddy General, the Buddy Secretaries and at least one Buddy Leader from each faculty
- A representative from the Student Society Board, the head of security at NMBU, the SiT section leader and a representative from SiA s, ISU and ESN must be invited to all meetings.
- A representative from the Student Board is invited as needed.
- In ''UKA''-years, the Buddy board may consider whether to invite UKA to meetings.

3 Security

3.1 Safe Events

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

3.2 Notification

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

4 Remuneration:

- Fees are linked to 1G (1 base-income) according to the government rates. The weighting of fees between the Buddy General and the Buddy Secretaries, shall be 40% to the general and 30% to each of the secretaries.