

Student Parliament 4 2016



The Student Parliament is open for all. Welcome!

Monday 19th of September 2016
17.15 – 21.00

TF 102, wing III
Campus Ås

The case papers are also located at:
<http://www.nmbu.no/student/studenttinget>

Agenda

STUDENT PARLIAMENT 4 – 2016, MONDAY 19TH OF SEPTEMBER 17:15 TF 102, WING III, CAMPUS ÅS
COMPLETE CASES PAPERS WILL ONLY BE SENT TO STUDENT PARLIAMENT REPRESENTATIVES. THE CASE PAPERS WILL
ALSO BE POSTED AT CLASS FRONTER AND THE STUDENT DEMOCRACY HOMEPAGE:
<http://www.nmbu.no/student/studenttinget>

Registration from 17:00!

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Overview of Attachments:

1. Preliminary results report (Attachment 1)
2. «University protocol case 61/2016» (Attachment 2)
3. «Framework of a working year within the Student Parliament» (Attachment 3)
4. «Work instructions for the Control Committee for the Student Parliament At NTNU»
(Attachment 4)
5. «Rules for allocation of welfare funds» (Attachment 5)
6. «APPLICATION FORM FOR WELFARE FUNDS» (Attachment 6)
7. TEMPLATE “Application From for Community Funds” (Attachment 7)
8. TEMPLATE “Report for Community Funds” (Attachment 8)

1641 Constituting

1641.1 Approval of the summon and agenda

1641.2 Approval of the latest minutes from last meeting

The minutes will be posted at our homepage (<http://www.nmbu.no/student/studenttinget>) and at the Student Democracy room on Fronter (Class Fronter) one week after each Student Parliament. Those who wish to read a paper copy could ask at the Student Parliament office.

1641.3 Approval of the Vote Counters

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3.

1642 Orientation cases

1642.1 Minutes

The minutes shall be put directly into the Student Democracy room at Fronter (Class Fronter) within 12.00 the Wednesday before Student Parliament.

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

Those who report to the Student Parliament through minutes are:

- The Student Board (AU)
- The University Board (US)
- The Education Board (SU)
- Student Welfare Organization in Ås (SiÅs)
- Student and Academics helping fond (SAIH)
- International Student Union (ISU)
- The Research Board (FU)
- The Learning Environment Committee (LMU)

35 1642.2 Financial status: Preliminary results per 19.09.2016

36 Case responsible: Mariya Khanamiryan

37

38 **Attachments:**

- 39 • Results report for the period: 01.01.2016-19.09.2016 (Attachment 1)
- 40 • Accounting report for the 2015 (will be given out at the Student Parliament).

41

42 **Purpose:**

43 Student Board wants to make changes in the “Frame of a working year within the Student
44 Parliament” (wheel of the year) by removing the resolution case “Shadow accounting# from
45 Student parliament 4 and introducing an orientation case “Financial Status: preliminary results
46 per XX.XX.20XX” for the Student Parliament 3. Student board finds it sensible to orientate
47 Student Parliament about this year’s preliminary result. This means accounts from 01.01.2016
48 and until 19.09.2016. This is to both provide the Student Parliament insight into the finances of
49 the Student Democracy at NMBU and give the Student Parliament opportunity to have a
50 starting point for the discussion case “Budget for 2017” that will be presented at the Student
51 Parliament 5.

52

53 **Overview of the accounts:**

Account name	Account no.	Name	Account no.
Salary – Translation of meeting documents	5330	Marketing, information and the web	7300
Courses, education and training – Participation fee, Kick-off and overlap	6710	Meetings, travel and representation – travels, car allowance and various hospitality	7350
Office – office supplies, equipment, paper, newspapers and Inventory	6801	Student Parliament meetings – copying and serving	7530
Organisational expenses – Flowers, gifts, coffee, tea and social events.	6821	Campus transportation	7532
Phone	6901	Various expenses	7700
Postal	6940		

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55 Student Parliament finds itself orientated.

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57

58 1642.3 Status on the re-organization per today.

59 Case responsible: Mariya Khanamiryan

60

61 **Attachment:**

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63 “University Board protocol from case 61/2016” (Attachment 2)

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65 The full protocol can be found here:

66

67 [https://www.nmbu.no/sites/default/files/pdfattachments/utkast til protokoll pa sakene 61](https://www.nmbu.no/sites/default/files/pdfattachments/utkast_til_protokoll_pa_sakene_61_og_62_-_engelsk.pdf)
68 [og 62 - engelsk.pdf](https://www.nmbu.no/sites/default/files/pdfattachments/utkast_til_protokoll_pa_sakene_61_og_62_-_engelsk.pdf)

Intention:

Students at the NMBU shall be orientated around the Universities Boards decision made on the 16th of June and the status around the re-organization.

Background:

At the university board meeting on the 16th of June the following was decided: The amount of the governance levels is changed from 3 to 2, with units at the level two referred to as faculties. The model of the seven academic units is adopted.

The names are tentative.

- Faculty of Environmental Science and Nature – consisting of INA and IMV
- Faculty of Biosciences – consisting of IHA and IPV without the green environment
- Faculty of landscape and society – consisting of ILP, green environment and NORAGRIC
- Faculty of Veterinary Medicine –consisting of BasAM, ProdMed, SportFaMed, MatInf.
- Faculty of Chemistry, Biotechnology and Food Science – consisting of IKBM
- Business school NMBU – consisting of Business school at NMBU
- Faculty of Science and Technology – consisting of IMT

Implementation of the new management and leadership model is effective as of 01.01.2017

1643 Proposal for decision cases

1643.1 Change of the “Framework of a working year within the Student Parliament”

Case responsible: Mariya Khanamiryan

Attachments:

- “ Framework of a working year within the Student Parliament” (wheel of the year)
(The English version will be given at the Student Parliament.) (Attachment 3)

Proposed change:

Changing the “Framework of a working year within the Student Parliament” (wheel of the year) by removing the resolution case “Shadow accounting from Student parliament 4 and introducing an orientation case “ Financial Status: preliminary results per XX.XX.20XX” for the Student Parliament 3.

Purpose:

Shadow accounting is a term that is confusing for many that sit both at the Student Parliament and among those who are elected to Student Board. In to the “Framework for the working year within the Student Parliament” (wheel of the year), each president of the Student board have interpreted and resolved the case differently. Student board wants to standardize the case to make it less misleading and easier to understand.

112 The reason that the Student Board wants to change the case from the decision case to
113 orientation case is following: SiÅs is the one that leads the accounting of the Student
114 Democracy and it is both SiÅs and auditors who approve the accounts before it is introduced at
115 the Student Parliament. Per today, "Shadow accounting" is a decision case; in accordance with
116 the "Framework of a working year within the Student Parliament 2016", the accounting for the
117 2015 should be presented.

118 Student board means that this is misleading to present, since SiÅs and the external auditor
119 have already approved this accounting report.

120 Sitting president at the Student Board is personally responsible for Student Democracies
121 budget. Student board therefore wants to move the orientation case to the Student Parliament
122 3. That way we want to ensure that the Student Parliament remains orientated of current
123 expenditure during the current president's period. So that the president that start his/her
124 period in July should not be held accountable for the former president's decisions.

125

126 **Proposed resolution:**

- 127 • Student Parliament approves to take away resolution case "shadow accounting" from
128 the "The framework for the working year within the Student Parliament".
- 129 • Student Parliament approves the introduction of the orientation case "Financial Status:
130 preliminary results per XX.XX.20XX" for the Student Parliament 3 into the "Framework
131 for the working year within the Student Parliament".
- 132 • Student Parliament approves the new "The framework for the working year within the
133 Student Parliament".

134

135 **1643.2 Approval of Inclusion Funds Committee**

136 *Case responsible: Jonas Wettre Thorsen*

137

138 **Intention:**

139 Approval of representatives which will hold a seat in the Inclusion Fund Committee. The
140 Committee will consist of seats given from different positions, rather than personal elections.

141

142 **Background:**

143 It is changed period of function to unidentified time. This to make the Student Parliament more
144 efficient by avoiding unnecessary administration cases. It is therefore important to point out
145 that all seats will be held by different people due to their positions and not being personally
146 elected for the committee. It is therefore why no names are listed behind each position. This
147 way will Student Parliament not approve of the people themselves, but each position. SIT is the
148 only exception, where it is the wish of the current International Officer (Jonas Wettre Thorsen)
149 that it will be bound to the person until further notice. This is why that specific position has a
150 name.

151

152 **Proposal of members:**

153

- 154 • International Officer in the Student Board
- 155 • Welfare Officer in the Student Board
- 156 • Head of Events in the Community (Samfunnet) Board
- 157 • President in ISU

- One representative from the Students Information Center(SIT): Vilma Veronica Bischof

Decision:

The Student Parliament approves these positions to be the participants of the Inclusion Funds Committee. This will be in effect until the Student Parliament at a later time wishes to revise or change this decision.

1644 Cases for discussion

1644.1 Discussion regarding a possible Control Committee

Case responsible: Ina Catharina Kim Isheden Storrønning

Attachment:

- «Work instructions for the Control Committee for the Student Parliament at NTNU»
(Attachment 4)

Intention:

Student Board wants possible feedback from the Student Parliament regarding the function and job description of a Control Committee for further debate. This to get started on the making of such a committee at NMBU.

Background:

The Student Democracy at NMBU have no Control Committee which supervise the resolutions. This is viewed as problematic as it is each boards task and responsibility to ensure these are being followed. The Student Board views it as especially problematic that there is no advising function or board to support cases in our democracy. Student Board therefore wishes to start the process to ensure such a board in the new organization of the university. This way the Student Board feels the Student Democracy will be well taken care of and will evolve in a positive direction.

Some aspects for discussion:

- What kind of function shall the Control Committee have?
- How many members shall the Committee have?
- How long shall each member hold a position?
- Other interesting aspects for discussion

1644.2 Revision of the rules for Welfare Funds

Case responsible: Halvor Kongevold

Attachment:

- Current rules for allocation of the Welfare funds (Attachment 5)
- Application form for Welfare Funds (Attachment 6)

- TEMPLATE – Application for Community Meeting Funds (Attachment 7)
- TEMPLATE – Report regarding Community Meeting Funds (Attachment 8)

Intentions:

Create a discussion regarding the current rules and application form for Welfare Funds. This in order to make a decision case for the revised proposal at the Student Parliament 6.

Background:

In the current rules for Welfare Funds (approved at Student Parliament 6, 10.11.14) it says that the rules and application shall be discussed at Student Parliament 4, and be revised at Student Parliament 6 every even numbered year.

Aspects for discussion:

- Are the rules and application clear and easily understood as they are?
- How can we better separate the event funds from Community Meeting Funds?
- Should there be an application form template for Community Meeting Funds and its own report template? Look at the attachments for both application and report. Is there anything that should be included, or removed from these proposals?
- Should it be made clearer paragraph regarding complaints? Do you have any proposals for what this paragraph should contain?

1645 Administrative Cases

1645.1 Elections for the Welfare Funds Committee

Case responsible: The Election Committee

Intention:

Elect 2 representatives to the Welfare Funds Committee. The position last for 1 academic year and goes into effect immediately.

Background:

The Welfare Funds Committee handles applications regarding welfare funds from student unions and make a proposal for Student Parliament. The Committee meets at autumn to approve the rest of Welfare Funds (8%) and in spring to approve the rest (92%). The Committee meets 1-2 times before Student Parliament 5 and 1-2 times before Student Parliament 2. The meetings usually last for 8 hours.

The welfare funds contribute to the student environment and culture at Ås. It is exciting to gain some insight in the coming year regarding union activities and contribute to a fantastic year!

242 The Committee consist of 7 people in total; Welfare Officer at the Student Board, International
243 Officer at the Student Board, Economic responsible from the Community Board, 1 student
244 representative from SiÅs-Board, 1 earlier member of the Committee and 2 new representatives
245 elected at Student Parliament.

246

247 **Candidates:**

- 248 • Anniken Løvig

249

250 **1645.2 Elections for the Ethics Committee**

251 *Case responsible: The Election Committee*

252

253 **Intentions:**

254 One main representative and one deputy representative is to be elected for the Ethics
255 Committee. The position last for 1 year and turns immediately into effect upon elected.

256

257 **Background:**

258 The Ethics Committee is primary a counseling committee which gives advice and information
259 regarding ethical problems linked to research, education and administration. It is also target
260 towards NMBUs work towards society at large. The position last for 1 year and is paid. It fits
261 for all students with an interest and understanding of ethical problems. Meetings are
262 conducted if needed.

263

264 **Candidates:**

- 265 • Elise Marie Eriksen

266

267 **Deputy:**

- 268 • Alma Olofsson

269

270 **1645.3 Elections for the Education Committee**

271 *Case responsible: The Election Committee*

272

273 **Intention:**

274 Elect 3. 4. & 5. deputy for the Education Committee. The position last to 31.12.2016. The
275 position is immediately turned into effect upon the election.

276

277 **Background:**

278 On Student Parliament 4 in 2015 it was elected a deputy for the Education Committee with a
279 one-year work period. The deputy has completed that year, and as a result we need to elect a
280 new deputy for the rest of this semester. This to bring the duration back to normal cycles.

281 After the Student Elections, Ina Catharina Storrønning was elected as new Vice-President in the
282 Student Board. In that position she has a representative seat at the Education Committee. She
283 therefore need to step down as a deputy in the same Committee.

284 On Student Parliament 3 in 2016, was Halvor Kongevold elected as a representative in the
285 Education Committee. Therefore, he needs to step down as a deputy for the same Committee.

286

287 It is therefore necessary that Student Parliament 4 elects 3 new student for deputy position
288 3.,4. & 5. for the Education Committee.

289

290 The Education Committee are the education-political consulting board at NMBU. They give
291 advice, take initiative and input to the University Board and Principle regarding strategic cases
292 of an educational nature. Some examples could be studies, exams and application
293 requirements. The Committee also handles some cases delegated from the University Board. It
294 is approximately 8 meetings spread out during the year.

295

296 **Candidates:**

- 297
 - Kirsti Winnberg

298

299 **1645.4 Elections for Central Admission Committee**

300 *Case Responsible: The Election Committee*

301

302 **Intention:**

303 Elect two deputy representatives for the Central Admission Committee. The position lasts until
304 31.06.2017 and turns into effect upon the election immediately.

305

306 **Background:**

307 The two deputies elected at Student Parliament 2 are now finished as students at NMBU.

308 Therefore there must be elected two new deputy representatives.

309 The members of Central Admission Committee evaluates applicants in “Samordna Opptak”
310 which cannot be evaluated based on grades alone from high school. Central Admission
311 Committee handles each case individually, and based on the applicant the Committee decides if
312 they should be allowed to study at NMBU. The Committee consists of 1 representative from
313 each faculty, 1 representative from the Education Committee and 2 student representatives.
314 The Committee have earlier had one meeting a year in the beginning of July.

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316 **Candidates:**

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319 1646 Extra cases

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321 1647 Meeting evaluation

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Preliminary results report per 19.09.2016

Account number:	This period this year	This period last year	Difference
5330	7 590,00	5 175,00	2 415,00
6710	90 278,21	103 598,25	13 320,04
6801	9 369,32	7 221,56	2 147,76
6821	5 670,20	2 891,66	2 778,54
6901	4 076,70	0,00	4 076,70
6940	320,00	0,00	320,00
7300	34 289,57	7 866,71	26 422,86
7350	9 579,94	1 470,00	8 109,94
7530	14 043,91	7 788,81	6 255,10
7532	256,00	12 112,88	11 856,88
7700	2 328,00	0,00	2 328,00

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61/2016 Governance and management. Academic organisation from 01/01/2017

The University Board has the following comments:

- When establishing a new academic organisational model, it is important to both retain and further develop existing brand names.
- The new academic organisational model better facilitates synergies and collaboration than the current model.
- Once the result of the business school's accreditation process is available, the Board will recommend that the organisational affiliation be studied in more detail. The strategy for the accreditation process shall be approved by the Rector by the end of 2016
- A consideration can be made of whether to make internal incentive funding available for the merged units and for collaboration projects
- The names of the faculties are provisional

Sørli and Haug presented the following proposal for item 2:

The presented model for academic organisation is adopted, with the exception that the Department of Landscape Architecture and Spatial Planning (ILP) and the Department of International Environment and Development Studies (Noragric) will remain two separate units. In other words, there will be eight units at level two.

Voting:

The Board unanimously approves item 1 in the Rector's recommendation.

Sørli and Haug's proposal for item 2 failed by two (Sørli and Haug) to nine votes.

The Rector's recommendation for item 2 was subsequently adopted by 10 to 1 votes (Haug).

Consequently, the decision is as follows:

1. The number of governance levels is changed from three to two, with units at level two referred to as faculties
2. The model of academic organisation presented, with seven faculties, is adopted.
3. The date adopted for these decisions to come into force is 01/01/2017.
4. The Rector implements an evaluation of the process for academic and administrative organisation

Attachment 3 English version, will be handed out at the Student Parliament meeting

Work instructions for the Control Committee for the Student Parliament At NTNU

*Approved at the Student Parliament meeting 03.02.97
Latest changes done 13.03.03*

(Translated by Jonas Wettre Thorsen at NMBU 12.09.2016)

Prioritization

This instruction comes second to the Rules for Student Parliament at NTNU and the Order of Business for Student Parliament NTNU

Members

The Control Committee have 3 members, whereas the leader cannot be a representative in Student Parliament or the Student Board.

Authority

The Control Committee is the Student Boards policing board, and they report to the Student Parliament.

The Committee shall:

Police that new resolutions or decisions done by the Board or Parliament does not contradict already established resolutions, guidelines or action plan to the Student Parliament.

Police that the framework and resolutions are at all times followed regarding the Student Parliament. The framework is limited to the action plan, meeting protocol and budget that is valid for students at NTNU.

Give statements regarding interpretation of rules, order of business, instructions or similar on order from the Student Parliament or Student Board.

Follow actively the work done by the Student Board or Parliament, so they can be a support network for these institutions.

Elections:

The representatives in the Control Committee are elected for 1 year. The leader of the Committee is elected by a different election than the rest.

Changes in the Work Instructions for the Control Committee

The instructions for the Control Committee is approved at Student Parliament with a simple majority vote among those members present. Suggestions for change is handled by the Student Board and approved by the Student Parliament.

Rules for allocation of welfare funds

Approved at ST 6, November 10, 2014.

1 The welfare funds

1.1 Purpose

Welfare funds are granted clubs and associations at NMBU to contribute to a lively, diverse and inclusive student environment. The funds mainly support activities at Campus Ås. All teams and associations at NMBU may apply for welfare funds.

Welfare funds consists of basic support, activity funds and Student Society Meeting funds. 92% of the welfare funds are granted at Student Parliament meeting 2 in the spring, and the remaining 8% are awarded at Student Parliament meeting 5 in the fall. Funds allocated at Student Parliament meeting 5 are reserved for the newly established clubs and associations, as well as for unforeseen events.

1.2 Basic support

Basic support will cover basic expenses like office supplies, copying, internet domain and others.

Teams / association can get basic support only once a year. Teams / associations can get up to 2400 kr in basic support annually and up to 1000 kr in additional support. All clubs and associations may apply for basic support. Clubs and associations may apply for and receive basic support once a year. Basic support is calculated from the number of members who are students at Campus Ås:

Teams / associations that have existed for over 10 years, qualify for receiving basic support by a membership that is at least 5 people.

Members:	Support:
10-19	800 kr
20-39	1000 kr
40-59	1200 kr
60-79	1400 kr
80-99	1600 kr
100-119	1800 kr
120-139	2000 kr
140-159	2200 kr
160+	2400 kr

Teams / associations that does not require membership uses the number of active participants at the various activities as basis of measurement. Members List / estimates must be enclosed. Teams / associations that can document higher expenses than normal, such as new associations can apply for extra support. Teams / associations at Campus Adamstua are not awarded support.

1.3 Activity Funds

Activity funds will encourage an active and inclusive student environment and is allocated to activities or actions that need extra support. Activity funds should be given for activities held on or

near the campus Ås. All clubs and associations may apply for activity funds.

Clubs and associations associated Campus Adamstua can apply for activity funds for activities held at Campus Ås.

The Committee for allocation of welfare funds should prioritize activities that are open to many or all students. The committee may prioritize activities that preserve traditions, diversity in the student environment or who create activity on campus. Visible and active associations can be rewarded for their commitment.

To receive activity funds the application must include information about the activities (Appendix 2). It should be clearly stated in the budget for each activity what welfare funds should be used for. Applications without an included budget will not be awarded funding.

Teams / associations may, following an application, transfer funds from one activity to another within the team / association, the transfer must be approved by the welfare responsible in the Executive Committee (AU). The transfer must be specified and justified in the annual report submitted with the application next year.

Activity Funds that are not used by the end of the calendar year must be transferred to the Student Welfare Fund within the deadline the following year. Teams / associations can apply for using the welfare funds between the end of the calendar year and the deadline. Such use must be approved by the welfare responsible in the Executive Committee (AU) and specified the financial statements of the year. If the funds are not repaid within the deadline will team / association not be awarded new welfare funds.

The applicants are divided into thematic groups. The group division will affect the allocation of activity funds. The group division contributes to having similar clubs / associations treated equally. The committee for allocation of welfare funds taking into account the number of applicants in each group and the group's financial needs. The group division is as follows:

Line Associations:

Line associations organize students at Campus Ås' faculties, institutes or study programs. Line Associations promotes students' academic interests through business presentations and activity nights and creates cohesion through social event.

Music and culture:

Musical and cultural groups include choirs, bands, music groups, dance groups, theater, film club, photo club and exclusive clubs.

Politics, community involvement and religion:

Politics, society and religion are political organizations. These organizations promote community involvement or specific public interests, and religious organizations.

Internationally oriented organizations:

Internationally oriented organizations call attention to the international community. Organizations spreading knowledge to Campus Ås's students about international affairs, work for more contact between students at Campus Ås and the international community, or provide a knowledge flow between Campus Ås' students and students from other countries.

Others:

Others are teams / associations that promote the common interest, and teams / associations that give students a sense of social belonging and identity on the basis of conditions that do not fall under other groups of clubs / associations.

1.4 The Student Society Meeting Funds

Student Society Meeting Funds are welfare funds earmarked society meetings and academic and political events on campus Ås, such as debates and lectures. The event must be open to all students to get student society Meeting funds. The Student Parliament allocates student society Meeting funds each year at Student Parliament meeting 2. All teams / associations, including the Student Society Board can apply for student society meetings funds until the pot is empty.

Applications for Student Society Meeting Funds should be sent to the Welfare Responsible, no later than one month before the event. Arranger of the Student Society Meeting sends a report to the Welfare Responsible in the Executive Committee (AU) about the meeting at within two weeks after the event. Activities / initiatives supported by the Student Society Meeting Funds are not supported by activity funds. If there are any funds left at the next allocation of ordinary welfare funds, they are to be transferred for the Student Welfare Fund.

1.5 Not eligible for support

Activity Funds do not support:

- Activities within the team / association or between the specially selected teams / associations. Exceptions are Line Associations.
- Activities off campus Ås. Exceptions are groups for outdoor interest for students.
- Revues or activities that are supported by the Student Society / UKA.
- Traveling.
- teams / associations or activities belonging to other clubs / organizations receiving welfare funds.
- teams / associations supported by the semester fee, for example by NMBUI teams.
- Alcohol, nicotine and other drugs.
- Activities whose goal is to make money for the team / association and / or to other organizations, for example by waffle sales.
- Financial support to other organizations.
- Events that fall under corporate law.
- Association outfit.

1.6 Losing the right to receive welfare funds

Teams / associations which provide incomplete applications will not receive welfare funds by that allocation round. Teams / associations which abuse the welfare funds receive no funding at the next allocation. Teams / associations that do not refund unused activity funds within the deadline (Clause 1.3), are not granted welfare funds. This applies until the sum is repaid.

2 The Student Welfare Fund

The Student Welfare Fund is used to greater welfare measures. Welfare funds not used are to be deposited into The Student Welfare Fund. There are welfare funds to spare, because the application amount is less than the welfare funds, the activities are not consistent with welfare fund's purposes, or because many applications are incomplete. The leader of the Student Executive Committee (AU), of SiÅs and of the Student Society Board may propose to the Student Parliament to spend parts of the The Student Welfare Fund. The Student Parliament makes a decision if they support the proposal.

3 Application

All teams / associations applying for welfare funds must use the prescribed application form. Attachments can be printed on the template set by the Welfare responsible or another form of the requirements of appendices are met. Teams / associations which only apply for basic support enclose complementary application and membership list (Appendix 1). Teams / associations applying for activity funds must submit

information and budget for activities they apply support for (Appendix 2). Teams / associations which received activity funding at the previous allocation must submit an annual report and accounts (Appendix 3). New teams / associations and teams / associations which only received basic support at the previous allocation need not enclose the annual report. Please contact the welfare responsible ahead of the deadline if there are any questions. This can be done by phone or mail (velferd.au@nmbu.no). Incomplete applications will not be considered! Applications for allocation of welfare funds are to be delivered to Student mailbox 1202.

4 The Committee for allocation of welfare funds

4.1 Mandate

The Committee for allocation of welfare funds treats all applications and proposes an allocation of welfare funds for The Student Parliament. The Committee considers the application's content against the welfare fund's purposes. The Committee evaluates the allocation process and suggest any changes in the regulations and application form, see also section 7 Revision.

4.2 Composition

The Committee for allocation of welfare funds consist of:

- The welfare responsible, working for the Student Executive Committee (AU) (the leader of the committee).
- The manger of international affairs, working for the Student Executive Committee (AU).
- The manager of economy, working for the Student Society Board.
- A student representative from the Board of SiÅs.
- A person who has attended the previous year's allocation.
- 2 representatives elected by the Student Parliament. Representatives are elected at the ST 4 in the fall to sit in the committee the following academic year.

4.3 Quorum

The Committee has a quorum when at least four representatives are entitled to vote. Members of the committee has no voting rights and must not be present when the committee discusses associations they are or have been a member of. If this applies the welfare responsible, he / she presents the application and leave so the room. The welfare responsible may only brought in for direct questions regarding the application.

4.4 Working methods

The welfare responsible reads through all of the applications and sets up a list of applications and a preliminary proposal for allocation. The Committee meets 1-2 times before the Student Parliament Meeting 2, and 1-2 times before the Student Parliament Meeting 5. The Committee goes through all the applications and adjust proposal from the welfare responsible. The welfare responsible presents the committee's decision at the ST. Teams / associations can get a meeting with the welfare responsible to discuss allocations and any ambiguities. Questions / comments should be addressed to the welfare responsible and not personally to the committee's members.

5 Allocation

The Student Parliament approves the allocation of welfare funds. The Student Parliament can make changes to the proposal of the Committee for allocation of welfare funds. Welfare funds are granted at the ST 2 in spring and The Student Parliament 5 fall.

6 Deadlines

6.1 Communicating the application forms and regulations

Regulations and application forms for allotment of welfare funds are available to all students in the beginning of January in the spring and early August in the fall semester each year. Regulations and application forms are available in paper format in the entrance of the Student Board office and on

nmbu.no/studenttinget. Regulations and application form located on the website throughout the year.
Welfare officer in the Student Executive Committee marketer welfare funds well before the deadline.

6.2 Deadline

The deadline is determined by the welfare responsible. The application deadline for the spring is around mid-February , and the deadline for applications in the fall is around mid-September.

Applications submitted after the deadline is not processed.

6.3 Processing deadline

The allocation of welfare funds are announced at nmbu.no/studenttinget and through the minutes of The Student Parliament at www.nmbu.no/studenttinget. All applicants receive a response letter no later than two weeks after allocation is approved at the ST. Welfare funds are allocated no later than two weeks after allocation is approved at the ST.

6.4 Deadline for complaints

Complaints about the allocation of welfare funds is submitted in writing to the Student Executive Committee (AU) no later than 7 days after the reply letter. All teams / associations are entitled a thorough consideration of appeals and a written reply within a week.

7 Revision

Application forms and regulations are revised by the Student Parliament each even numbered year. Revision of the application form and regulations is a discussion case at ST 4 and a resolution case at ST 6. A new version is effective after it has been approved by the Student Parliament meeting. Student Parliament meeting 6, each even numbered year, the percentages for ordinary welfare funds, supplementary funds and the amount allocated for Community Meeting Funds.

APPLICATION FORM FOR WELFARE FUNDS

Autumn 2016

Application deadline: September 15, 2016, at 23:59 PM

Make yourself familiar with the rules of allocation of welfare funds and apply for a reasonable sum. The rules can be found at nmbu.no/student/livet-rundt/studenttinget/stotte/node/22543, and by the entrance of the Student Parliament Office (previously the Student Board Office). If you have any questions, please contact the welfare responsible of The Executive Committee (AU) by phone, or send an email to velferd.au@nmbu.no.

The application should be handed in on paper form, to post box 1202

.....
(Name of the team/association)

Contact Information:

Post box/adresse:.....

Email:.....

Account number:

Owner of the account:.....

Contact person:

Phone number:..... Email:.....

Other information:

Student ration of the members:.....

Extern income (amount, source)

Membership fee(s):..... kr One time/semester/year

Size of capital:.....

(Name of team/association) applies for

Basic support: xxxx,-

Activity support: xxxx,-

Total sum: xxxx,-

All teams/associations wanting to apply for welfare support must write an application.

Teams/associations only applying for basic support will only need to enclose a list of memberships.

Teams/associations that received activity and/or basic support for the first time last year must enclose the annual report for that year.

New teams/associations that only received basic support last year do not need to enclose the annual report. An example of a proper filled out budget and account can be found at nmbu.no/student/livet-

rundt/studenttinget/stotte/node/22543.

Application:

- Formal application.

- Short description of the team/association.

- Short description of what the team/association adds to the student welfare and how it contribute to activities on campus.

For which activities the team/association applies for activity funding.

Sum of basic support, activity support and total sum applied for.

Appendix 1: List of members

- A list containing number of active members/ average participants on events (student ration should be included).

Appendix 2: Activities the team/association wish to apply financial support for

Chronological.

The description of every activity should contain:

a) A short description

b) Who can participate

c) An estimate of how many will attend

d) How the activity contributes to a better student environment.

e) A budget for the activity that clearly shows what the activity funding will be used on.

Appendix 3: Annual report

- A chronological description of the activities that received welfare funds last year.

- The description should contain for every activity:

a) What was successful?

b) What did not work as planned?

c) How the event could be improved?

d) Marketing

e) Attendance

Accounts for how the welfare funds was used. Receipts from purchases over 1000 NOK must be

included. See example of accounts at nmbu.no/student/livet-rundt/studenttinget/stotte/node/22543.

Application Form for Community Funds

2016

Make yourself familiar with the rules and regulations for Community Funds and apply for a realistic amount. The rules are found at <https://www.nmbu.no/en/students/studentparliament/financial-support/node/26863>. The rules and regulation can also be found at the Student Parliament Office (in U121 Clock Building). Any questions can be forwarded to the Welfare Officer at the Student Board by phone (<https://www.nmbu.no/student/livet-rundt/studenttinget/au>) or mail (velferd.au@nmbu.no)

.....
(Name on the organization)

Contact information:

1. Postbox/post address:.....
2. E-mail:.....
3. Account number:.....
4. Name of owner of the account:.....
5. Contact person:
- Phone number:.....E-mail:.....

Additional information:

6. Student share of members within the organization:.....
7. Entrance fee per participant: ☐ No entrance fee
8. External funding (amount, source):
9. (Name of organization) applies for
- POST(N): , -
- Total sum applied for: , -

All organizations that apply for Community funds must submit a complete application.

Application

- Formal Application.
- Short summary regarding the organization.
- Short summary how the organization contribute to the student welfare and activities on campus.
- How the event will affect the students on campus.

Attachment 1: The event the organization applies funding for

- Summary regarding what the event will contain:

a) Short description about the event itself

a.1) Potential program for the day

b) Target group

c) Estimate of participation

d) How the activity will contribute to the student life and welfare

f) Budget for the activity, which states clearly, what the Community Funds will support.

REMEMBER: A report has to be delivered after the event has been conducted

The report must be delivered to the Welfare Officer at the Student Board at the latest two (2) weeks after the event happened.

Look for the report template, or ask the Welfare Officer for a copy.

Report for Community Funds

Spring 2016

.....
(Name of organization)

.....
(Sender)

Description of the event:

10. Date: .../.../...

11. Participation:

2.1 Student share of participation:

12. Entrance fee per participant:

Evaluation of the event:

13. What went well:

14. What went bad:

15. Marketing:

16. What could be improved at the event:

Attachment 1: The accounts

Accounts showing how the Community Funds was spent. The account must show how the funding was spent. Receipts for one time expenditure of more than 1000 NOK must also be added to the report.