

Student Parliament 6 2016



The Student Parliament is open for all. Welcome!

Monday 14th of November 2016
17.30 – 21.00

“Gjesteserveringen”
Campus Adamstuen

THE BUS LEAVES FROM THE
STUDENTPOST AT 16.15.

Agenda

STUDENT PARLIAMENT 6 – 2016, MONDAY 14TH OF NOVEMBER 17:30 GJESTESERVERINGEN, CAMPUS ADAMSTUEN
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 17:15!

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1661 Constituting

1661.1 Approval of the summon and agenda

1661.2 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.

1661.3 Approval of the Vote Counters

1.

2.

3.

1662 Orientation cases

1662.1 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 international helping fund (SAIH)
- International Student Union (ISU)
- The Research Board (FU)
- The Learning Environment Committee (LMU)

35 1662.2 Status on the restructuring of the Student Democracy.

36 *Case responsible: Mariya Khanamiryan*

37
38

39 **Purpose:**

40 To inform students about the work that student board have done up until now with regard to
41 reorganization of the Student Democracy.

42

43 **Background:**

44 After the adoption of the new academic model by University Board on 16th of June, Student
45 Board was working with reorganization of the Student Democracy. The following has been
46 done until the Student Parliament 6:

47

48 • Student Board has held six internal seminars that have been aimed among other things at the
49 structure of the Student Council, promotion of the General Assembly at each faculty and
50 Faculty Board elections, instruction for the new Student Councils and instructions for the
51 Student Board.

52

53 • There was appointed a committee that would look at the new composition of the Student
54 Parliament with respect to the new seven faculties. The committee consists of student
55 representatives for the Student Parliament, student presidents at the student council, and
56 former vice president for the Student Board. Committee's goal was to come up with one
57 proposal on the number of representatives for the Student Parliament and how many
58 representatives each faculty will get. The proposals were presented before the Student Council
59 leaders and deputy leaders at the workshop no. 3 (25th of October).

60 The feedback that committee got from the Student Council presidents and vice presidents was
61 used for the further work with the models before being presented at the Student Parliament 6.

62

63 • There have been held three workshops with the Student Councils to ensure that Student
64 Board gets all the input from the bottom up, as well gaining a better understanding of the
65 situation that the institutes find themselves in. The workshops have been focused towards
66 marketing, information flow, instructions for the Student Councils, standardization of Student
67 Councils and the new structure of Student councils at the new seven faculties. The last
68 workshop (no. 4) will be held under the Student Council dinner on the 8th of November in
69 which Student Councils together with the Student Board shall agree on the proposal of the new
70 structure for the Student Councils.

71

72 • There will be held one General Assembly for all students at NMBU Monday 7th of November
73 where the main theme will be about reorganization. The purpose of the General Assembly is to
74 enable students to ask questions to the Student Board about the reorganization.

75

76 • According to election regulations for NMBU student representatives for the Faculty Board
77 must be elected through ballot (today knowns as the Student elections). Ballot is electrical
78 election where students that belong to that particular faculty can vote for desired candidates
79 for the Faculty Board at their Faculty. Electronic elections will be open from the 30.11.2016-
80 05.12.2016. Elections are of the priority nature, which means that those candidates with the
81 most votes get to sit in the Faculty Board. The election to the Faculty Board must be gender
82 balanced between the two candidates. Candidates for the Faculty Board are to be presented at
83 the Constitutive Student Parliament.

84

85

86

87 1663 Proposal for decision cases

88 1663.1 Revision of the rules and application form for allocation of welfare
89 funds.

90 *Case responsible: Halvor Helgetveit Kongevold*

91
92 **Appendices:**

- 93
94 • Appendix 1: Current rules and regulations for the allocation of welfare funds
- 95 • Appendix 2: Current application form for allocation of welfare funds
- 96 • Appendix 3: Proposal for new rules and regulations for the allocation of welfare funds
- 97 • Appendix 4: Proposal for new application form for allocation of welfare funds
- 98 • Appendix 5: Proposal for new application form for allocation of society meetings funds
- 99 • Appendix 6: Proposal template for reports about society meeting funds.

100

101 **Purpose:**

102 Edit regulations and application form for allocation of welfare funds.

103

104 **Background:**

105 According to current regulations for allocation of welfare funds, the Student Parliament should
106 edit the application forms and regulations each even numbered year. The application form and
107 the regulations were up as discussion case at the Student Parliament 4. The Committee wanted
108 the regulations further narrowed because of several grey areas that have made it more difficult
109 to consider more applications during this year's allocations.

110 The current regulations and application form is attached without any highlights, while the new
111 proposals are attached with yellow highlights where there has been made a change or a new
112 rule was added.

113

114 **Resolution:**

115 Student Parliament approves proposals for new regulations for allocation of welfare funds, a
116 new application form for allocation of welfare funds, the application form for allocation of
117 society meeting funds and template for reports about society meeting funds.

118

119

120 1663.2 Approval of the Working Instructions for the Control Committee

121 *Case Responsible: Ina Catharina Kim Isheden Storrønning*

122

123 **Appendices:**

124

- 125 • Appendix 7: «Draft 2 of the Working Instructions for the Control Committee»

126

127 **Purpose:**

128 To approve the working instructions for the control committee.

129

130

131

132 **Background:**
133 Throughout the fall, the student board has worked on establishing a control committee. The
134 case has been addressed during Student Parliaments 4 and 5. The Student Board began to work
135 on this when it was voiced by the Student Parliament and Student Councils that this was
136 something they wished for the Student Democracy at NMBU to have.

137
138 **Proposed resolution:**
139 Students approve the working instructions for the control committee as they are presented in
140 appendix 7.
141

142 1663.3 Proposed model for Student Councils at the new faculties.
143 *Case responsible: Mariya Khanamiryan*
144

145 **Appendices:**

- 146
147
 - Appendix 8: Suggestion for the new model of Student Councils.

148
149 **Purpose:**
150 Adopting the new structure of Student Councils
151

152 **Background:**
153 On the 16/06/2016 the University Board passed a new academic model for NMBU as a result
154 of that decision Student Democracy must undergo the same process. Through workshops with
155 Student Councils the Student Board has come with a proposal for the new structure of Student
156 Councils. The proposal is presented in attachment 8. This proposal was presented at the
157 workshop 3 on the 25th of October, Student Board will be holding the last workshop 4 as a part
158 of the Student Council dinner, where the Student board together with the representatives from
159 the Student council are to come up with a solution. This means that there might be amendment
160 proposals for the model attached.
161

162 **Proposed resolution:**
163 Student Parliament approves the new model for the Student Councils at the new Faculties.
164
165
166

167 1663.4 Revision of the Instructions for the Student Board
168
169

170 **Appendices:**

- 171
172
 - Appendix 9: Current "Working instructions for the Student Parliament's Student Board"
 - Appendix 10: Proposal of a new "Working Instructions for the Student Parliament's
174 Student Board

175
176 **Purpose:**
177 To approve of the revised working instructions for the Student Parliament's Student Board.
178
179
180

181 **Background:**
182 The working instructions for the Student Parliament's Student Board were last revised in 2013
183 following a merge between Norway's Agricultural and Veterinarian colleges. The current
184 student board thinks that the working instructions set out then are not relevant or practical
185 today. We see this as a call to update the instructions so that they are more practical, and so
186 that we will have a better overview and clearer distribution of responsibilities.

187
188 **Proposed Resolution:**
189 The Student Parliament approves of the new working instructions for the Student Parliament's
190 Student Board as they are presented in attachment 9.
191

192 1663.5 Reorganization of the Student Parliament
193 *Case responsible: Committee for the Composition of the Student Parliament*
194

195 **Appendices:**

- 196
197
 - Appendix 11: The "Democracy Model"
 - Appendix 12: Further Clarification of the Democracy Model
 - Appendix 13: The "Frame Distribution Model"
 - Appendix 14: Proposed Amendment – The Democracy Model
 - Appendix 15: Proposed Amendment – The Frame Distribution Model
202

203 **Purpose:**
204 To approve of the new distribution plan for student representatives in the Student Parliament
205

206 **Background:**
207 The committee overseeing the composition of the Student Parliament was created by the
208 Student Board at the beginning of October, and has worked with composing what the student
209 Parliament will be like after the reorganization of NMBU.

210
211 The committee consists of:

- 212
213
 - Ingrid L. Wigestrands
 - Runar Bakken Smedås
 - Even August Bremnes Stokke
 - Anne Aase-Mæland
217

218 The committee has worked very hard and has had three meetings in addition to email
219 exchanges to create multiple good models. The committee released two models at workshop
220 #3 on October 25, and have used the feedback from this workshop to create a model that the
221 committee would like to implement. In addition to feedback from the Student Council
222 presidents and vice presidents at workshop #3, the committee has used a lot of time to think
223 through possible scenarios with different models, and that has helped us come to a decision.
224
225
226

227 **The Committee's Suggestion**

228

229 A unanimous suggestion from the committee is that NMBU's Student Parliament chooses the
230 "Democracy Model" with 25 representatives from the various faculties. Following this, the
231 Student Parliament's statute § 3-2 must be revised. See separate amendment proposal.

232

233 **The committee's evaluation/reasoning**

234 Of the models that the committee agreed on, there were two that stuck out, the "Democracy
235 model" and the "Frame Distribution model." Both models have advantages and disadvantages.
236 The committee has spent a lot of time discussing what outcomes the different models can have,
237 both now and in the future.

238

239 The reason that the committee decided on the "Democracy Model" is because we believe that it
240 is the fairest model, which in practice will even out size differences. In addition the committee
241 believes that the "Democracy Model" can be used in the future, regardless of how the sizes of
242 the faculties change.

243

244 The Committee has decided on 25 representatives in the "Democracy Model" because we
245 believe it will reflect the student body in the best possible way. If we increase the
246 representation, Student Parliament will take more time. 25 representatives are what we have
247 today, and we believe it will work well in the "Democracy Model" as well.

248

249 Important: To make sure that a distribution plan is chosen and that the required decision be
250 made at Student Parliament 6, the committee has also prepared an attachment explaining the
251 "Frame Distribution model." Should the suggestion to approve of the "Democracy Model" fail,
252 the "Frame Distribution Model" could be approved instead.

253

254 **Proposed Resolution:**

255 The Student Parliament chooses the "Democracy Model" as a distribution plan for putting
256 together NMBU's Student Parliament. The Student Parliament wishes there to be 25
257 representatives at parliament. The distribution plan will be evaluated every other year.

258

259

260 1663.6 Practice of the Constituent Student Parliament

261

Case responsible: Helen Hoem

262

263 **Purpose:**

264 Enhance and clarify the practice of the Constituent Student Parliament (Student Parliament 7).

265

266 **Background:**

267 In previous years, it has been unclear which representatives, out of the newly elected and of
268 the current representatives, shall attend the Constituent Student Parliament (Student
269 Parliament 7). The Student Board thinks it appropriate that the sitting Student Parliament (for
270 this calendar year) should attend the Constituent Student Parliament, and vote in the new
271 Student Parliament for the next calendar year.

272

273 **Proposed Resolution:**

274 The Constituent Student Parliament (Student Parliament 7) will consist of the current
275 parliament members, who will approve of the Student Parliament for the following year.

276

277 1664 Cases for discussion

278 1664.1 Initial processing of the Student Parliament budget proposal

279 *Case responsible: Mariya Khanamiryan*

280

281 **Appendices:**

282

- 283 • Appendix 16: Budget proposal for the Student Parliament 2017

- 284 • Appendix 17: Overview of the preliminary expenses of the Student Democracy 2016.

285

286 **Purpose:**

287 Inform the Student Parliament about the budget for 2017

288

289 **Background:**

290 Student Board has prepared the budget proposal for 2017.

291

292 1664.2 Evaluation of the New Parking Regulations at NMBU

293 *Case responsible: Sunniva P. Brajkovic*

294

295 **Purpose:**

296 To discuss and come up with a proposal of possible measures to improve the parking regulations.

297

298 **Background:**

299 There have been new parking measures put into place at NMBU. This has resulted in new
300 regulations, which as of right now are provisional regulations. The Parking Committee will
301 have an evaluation meeting at the new year, and the sitting committee member (Sunniva
302 Brajkovic) therefore needs input from the Student Parliament. Please send an email with input
303 to styremedlem.au@nmbu.no noting things you feel work well/don't work well. You are asked to
304 take into account the number of parking places that the regulation marks off for employees (0.45
305 spaces each) and for students (0.030 each.)

306

307

308 1665 Administrative Cases

309 1665.1 Elections for the Research Committee

310 *Case responsible: Election Committee*

311

312

313 **Purpose:**

314 Choose a main representative and one deputy for the Research Committee. The positions have
315 a duration of one year, with a turnover on January 1st, 2017.

316

317 **Background:**

318 The Research Committee is NMBU's research policy organ, and they give advice and strategic
319 input to matters concerning research. The committee shall be a meeting place for developing
320 understanding, experience, and ideas in strategic cases that have to do with research and
321 innovation. The Committee reports to the rector and handles tasks delegated to them from the
University Board.

322
323 The Research Committee gives strategic input to the rector. The Research Committee's
324 mandate handles research strategy and priorities, research education, recruitment to research,
325 research communication, international research partnerships, innovation and value creation,
326 artistic and academic development, as well as research ethics and good scientific practice. The
327 Research Committee is a collaborative organ that protects the holistic perspective of NMBU's
328 research work.

329
330 Today, the Research Committee has 2 student representatives. One representative, and their
331 deputy, was chosen at Student Parliament 3, and one representative, and their deputy, must be
332 chosen at Student Parliament 6.

333

334 **Candidates:**

335

336

337 1665.2 Elections for Buddy General

338 *Case responsible: The Election Committee*

339

340 **Purpose:**

341 To choose a Buddy General for 2017. The position lasts one year and begins immediately upon
342 election.

343

344 **Background:**

345 The Buddy General has the head responsibility for the organization of buddy week in the
346 spring and fall of 2017, and serves as an intermediary between buddy leaders and NMBU.

347

348 As Buddy General, one has good insight to life on campus. They must be able to stand in front of
349 large crowds, and work continuously and independently throughout the year. It is an
350 advantage to have participated in buddy week before, either as an active student, a buddy, or
351 as a buddy leader.

352 The Buddy General secures wellbeing, an inclusive environment at NMBU, and is a key person
353 for information flow aimed at the new students.

354

355 **Candidates:**

356

357

358

359 1666 Extra cases

360

361 1667 Meeting evaluation

362

363

364 Appendices

365 Appendix 1, [Current rules for allocation of welfare funds](#)

366 *Approved at ST 6, November 10, 2014.*

367

368 1 The welfare funds

369 1.1 Purpose

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

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

378

379 1.2 Basic support

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

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

385

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

388

389

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

390

391

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

396

397

398

399 1.3 Activity Funds

400 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 Student Board (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 Student Board (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 reserved for 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 Student Board (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 to 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 during 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 Board (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 Student Board (AU) (the leader of the committee).
- The manger of international affairs, working for the Student Board (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.

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608 Appendix 2, **Current application form for welfare funds**

609 **Autumn 2016**

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

612

613 Make yourself familiar with the rules of allocation of welfare funds and apply for a reasonable sum.

614

615 The rules can be found at nmbu.no/student/livet-rundt/studenttinget/stotte/node/22543, and by the
616 entrance of the Student Parliament Office (previously the Student Board Office). If you have any
617 questions, please contact the welfare responsible of The Executive Committee (AU) by phone, or

617

send an email to velferd.au@nmbu.no.

618

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

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

624 **Contact Information:**

625

Post box/adresse:.....

626

Email:.....

627

Account number:

628

Owner of the account:.....

629

Contact person:

630

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

631

632 **Other information:**

633

Student ratio of the members:.....

634

Extern income (amount, source)

635

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

636

Size of capital:.....

637

638 (Name of team/association) applies for

639

Basic support: xxxx,-

640

Activity support: xxxx,-

641

Total sum: xxxx,-

642

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

644

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

645

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

647

New teams/associations that only received basic support last year do not need to enclose the annual
648 report. An example of a proper filled out budget and account can be found at [nmbu.no/student/livet-
649 rundt/studenttinget/stotte/node/22543](http://nmbu.no/student/livet-rundt/studenttinget/stotte/node/22543).

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Application:

- Formal application.
- Short description of the team/association.
- Short description of what the team/association adds to the student welfare and how it contributes 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.

Appendix 3, Suggested rules for allocation of welfare funds

Approved at ST X, XX.XX.XX

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. Teams / Associations that is older than 5 years, will not be entitled to basic support when applying in the autumn.

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 extra basic 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 must submit a membership list as a separate appendix. This membership list will also contain the percentage of student members.

Teams / associations that can document higher expenses than normal, such as new associations can apply for extra basic support.

Teams / associations at Campus Adamstua cannot apply for basic 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, but the committee may after a discretionary assessment make exceptions. Only 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 Student Board (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 Student Board (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.

Location Associations

Teams / Associations that promote common affiliation to a city, county or region

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 **three (3) weeks** before the event. Arranger of the Student Society Meeting sends a report to the Welfare Responsible in the Student Board (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

Welfare Funds do not support:

- Activities within the team / association or between the specially selected teams / associations.

Exceptions are Line Associations.

- Activities off campus Ås do not usually receive support, **but peculiar events that can not be carried out at Campus Ås may get allocation based on special grounds.**

- Revues or activities that are supported by the Student Society / UKA.

- **Transport and traveling expenses.**

- 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.

- **Economic enterprises**

- Association outfit.

1.6 Losing the right to receive welfare funds

Teams / associations which provide incomplete applications will, **if it is delivered before the deadline, get one chance to improve the application, with the deadline the Welfare officer gives.**

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 Board (AU), of SiÅs and of the Student Society Board may **collectively** 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. **The application must be written in Norwegian (Bokmål or Nynorsk) or English.** 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). **Applications received after the deadline will not be processed.**

Applications for allocation of welfare funds are to be delivered digitally by email to velferd.au@nmbu, or on paper to the Student Boards 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 Board (AU) (the leader of the committee).
- The manger of international affairs, working for the Student Board (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. In the event of a case where there is doubt whether an applicant is entitled to welfare funds, it is up to the Committee for allocation of welfare funds to make a discretionart assessment on whether the applicant is entitled to support from the welfare funds. 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 application deadline for the spring is February 10th, and the deadline for applications in the fall is September 10th. Should the deadline fall on a holiday or weekend, then the deadline will be the first business day after the holiday or weekend. 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 5 business days after the reply letter. All teams / associations are entitled a thorough consideration of appeals and a written reply within a week.

6.5 Appeal procedure

Appeals shall be processed by Student Executive Committee. Written responses should be sent from the leader of the Student Executive Committee to the submitter of the complaint within 5 buisness days. Should the appeal be approved, the money can be taken form the Student Welfare Funds.

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, approves the percentages for allocations of welfare funds in spring and autumn

951 Appendix 4, Suggested application form for welfare funds

952 Spring/Autumn 20XX

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954 Application deadline: XX.XX.XX

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956 Make yourself familiar with the rules of allocation of activity funds and basic support, and apply for
957 a reasonable sum. The rules can be found at [nmbu.no/student/livet-](http://nmbu.no/student/livet-rundt/studenttinget/stotte/node/22543)
958 [rundt/studenttinget/stotte/node/22543](http://nmbu.no/student/livet-rundt/studenttinget/stotte/node/22543). If you have any questions, please contact the welfare
959 responsible of The Executive Committee (AU) by phone, or send an email to velferd.au@nmbu.no.

960
961 The application should be delivered by email to velferd.au@nmbu.no or be handed in on paper form,
962 to post box 1202

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964
965
966 (Name of the team/association)

967
968 **Contact Information:**

969 Post box/adresse:.....

970 Email:.....

971 Account number:

972 Owner of the account:.....

973 Contact person:

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

975

976 **Other information:**

977 Student ration of the members:.....

978 Extern income (amount, source)

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

980 Size of capital:.....

981

982 (Name of team/association) applies for

983 Basic support: xxxx,-

984 Activity support: xxxx,-

985 Total sum: xxxx,-

986

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

988 Teams/associations only applying for basic support will only need to enclose a list of memberships,
989 but must submit financial statements and an annual report if they received activity funds the last year
990 they applied.

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

993 New teams/associations that only received basic support last year do not need to enclose the annual
994 report. An example of a proper filled out budget and account can be found at [24](http://nmbu.no/student/livet-</p></div><div data-bbox=)

[rundt/studenttinget/stotte/node/22543](https://nmbu.no/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

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 **activity** funds was used. Receipts from purchases over **500** NOK must be included. See example of accounts at nmbu.no/student/livet-rundt/studenttinget/stotte/node/22543.

1045 Appendix 5, Suggested application Form for Community Funds

1046 20XX

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1049 Make yourself familiar with the rules of allocation of activity funds and basic support, and apply for
1050 a reasonable sum. The rules can be found at [nmbu.no/student/livet-](http://nmbu.no/student/livet-rundt/studenttinget/stotte/node/22543)
1051 [rundt/studenttinget/stotte/node/22543](http://nmbu.no/student/livet-rundt/studenttinget/stotte/node/22543). If you have any questions, please contact the welfare
1052 responsible of The Executive Committee (AU) by phone, or send an email to velferd.au@nmbu.no.

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1054 The application should be delivered by email to velferd.au@nmbu.no or be handed in on paper form,
1055 to post box 1202
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1059 (Name on the organization)
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1061 **Contact information:**

- 1062 1. Postbox/post address:.....
1063 2. E-mail:.....
1064 3. Account number:.....
1065 4. Name of owner of the account:.....
1066 5. Contact person:
1067 Phone number:.....E-mail:.....
1068

1069 **Additional information:**

- 1070 6. Student share of members within the organization:.....
1071 7. Entrance fee per participant: ☐ No entrance fee
1072 8. External funding (amount, source):
1073 9. (Name of organization) applies for
1074 POST(N): , -
1075 Total sum applied for: , -
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1077 All organizations that apply for Community funds must submit a complete application.
1078

1079 **Application**

- 1080 - Formal Application.
1081 - Short summary regarding the organization.
1082 - Short summary how the organization contribute to the student welfare and activities on
1083 campus.
1084 - How the event will affect the students on campus.
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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. **All receipts must be enclosed in a separate appendix to the report.**

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

1142 Appendix 6, Suggested report for Community Funds

1143 Spring 20XX

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.....
(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 all purchases must be attached in a separate appendix to the report.

1183 Appendix 7, [Working Instructions for the Student Parliament's Control](#) 1184 [Committee](#)

1185 2. *draft*

1187 **Authority**

1188 The Control Committee is an advisory board that is responsible for reporting to the Student
1189 Parliament about regulations and protocol.

1190 The Control Committee, by request or self-initiation, investigates if protocol is being followed.

1191 The Control Committee's decisions can be overruled by the Student Parliament with a 2/3 vote

1193 **Composition and Duration**

1194 The Committee will consist of 3 members, one of which being the leader. The leader does not
1195 have a double vote. The Committee will be chosen by the Student Parliament. The Leader will
1196 be chosen at Student Parliament 6, and other members will be chosen at Student Parliament 3.
1197 Representatives in the Control Committee sit for one year.

1199 **Duties**

1200 The control committee is required to attend Student Parliament. At least two members of the
1201 committee must be in attendance. The tasks for the Control Committee at Student Parliament
1202 are:

- 1203 • To assist the Student Parliament and Student Board when necessary.
- 1204 • The Control Committee oversees that statutes, guidelines and protocol are followed.
- 1205 • Before every Student Parliament the Control Committee should assess the case papers
1206 in regards to protocol.
- 1207 • At Student Parliament, the members of the Control Committee in attendance will be a
1208 part of the counting committee.

1210 **Cases of Mistrust**

1211 With cases of mistrust, the Control Committee must be neutral. The Committee should just
1212 oversee that protocol and regulations are being followed.

1215 **Overlap**

1216 The current control committee is responsible for adequate overlap with new members of the
1217 committee. Overlap consists of two meetings before the next Student Parliament. This means
1218 that for the members chosen at Student Parliament 3, the overlap should be completed before
1219 Student Parliament 4. For the new leader, the overlap should happen before Student
1220 Parliament 1. The first meeting will be about the practice of the control committee together
1221 with the Student Parliament. The second meeting will be about cases from the past year that
1222 the outgoing members have handled.

1225 **Other Guidelines**

1226 The members of the control committee may not be a part of other committees in the student
1227 democracy during their time in the committee. Members of the Control Committee cannot,
1228 during their time in the committee, sit in committees chosen by the Student Parliament as well
1229 as the following:

- 1231 - Student Board
- 1232 - Student Parliament
- 1233 - Faculty Board
- 1234 - President or Vice President of their Student Council
- 1235 - University Board

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1237 **Changes to the Working Instructions**

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1239 The Student Parliament must approve the working instructions for the control committee with
1240 a 2/3 vote from all representatives at parliament. Proposals to change the working instructions
1241 will be taken up by the control committee, and must be approved of by the Student Parliament.

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1243 These working instructions shall be up for revision one year after they are approved of for the
1244 first time.

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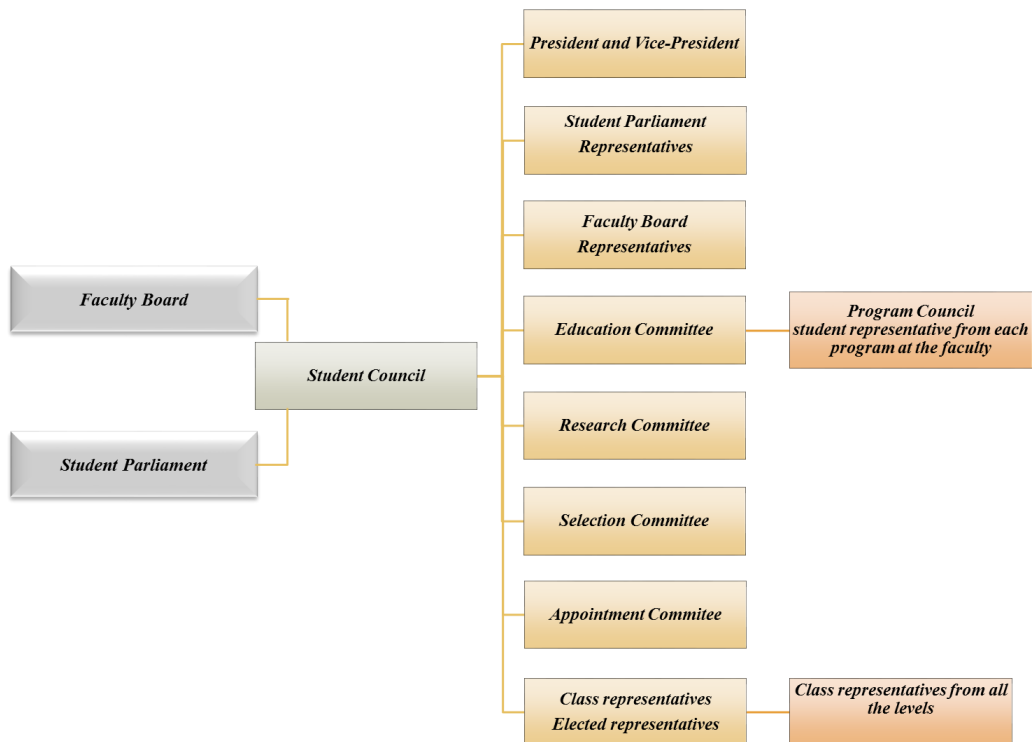
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1313 Appendix 9, **Instruction for Student Board (AU) NMBU**

1314 *Ratified at the founding meeting 27.11.13, and valid from 1.1.2014*

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1316 **For the entire Student Board (AU)**

- 1317 • AU is the highest organ in the Student Democracy between Student Parliament. AU
- 1318 stands for the daily work of the Student Democracy, and follow the statement of
- 1319 purpose and action plan.
- 1320 • AU prepare and recommend for the Student Parliament. Au have to follow up on
- 1321 everything ratified by the Student Parliament.
- 1322 • The responsibility of helping the institutes should be divided between the members of
- 1323 AU. The members of AU attend Student Council meetings at the institutes they are
- 1324 responsible for, and present the Student Parliament papers.
- 1325 • There will be one person responsible for the office every day. The person responsible
- 1326 have to be in the office between 12am and 2 pm, and will take care of inquiries, make
- 1327 sure the office and notice board is clean, and check the mailbox.
- 1328 • At the beginning of a new Student Board term (January and September), AU must
- 1329 organise a board seminar. There should also be organised a trip, or similar, for overlap
- 1330 between new and former members of AU. This will secure continuity.
- 1331 All members of AU must write a rapport from their position.
- 1332 • All members of AU are equal, and equally responsible for the best possible Student
- 1333 Board work. In cases of an equal number of votes, the president of AU has two votes.
- 1334 • AU can appoint students to positions if there is no opportunity to organise a Student
- 1335 Parliament.

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1337 **Main responsibilities for the President**

- 1338 • Manage the Student parliament and AU
- 1339 • Represent the NMBU-student and the Student Democracy externally
- 1340 • Be updated on university and student political cases, and make sure national and local
- 1341 authorities maintain the needs of the NMBU-students in the best way possible.
- 1342 • Maintain a good interaction with the University Board student representatives, SiÅs,
- 1343 Samfunnet Board, The veterinary student union, the UKA board, Study Committee,
- 1344 Research Committee and other relevant collaborators.
- 1345 Make sure to call for a “top meeting” at least 3 times a semester.
- 1346 • Responsible for the budget and accounting of the Student Democracy.

- Have an executing responsibility for the other members of AU. Conduct an employee review/conversation with each member of AU at least one time every semester. Follow up, and allocate assignments to the secretary, in cooperation with the SiÅs HR responsible.
- Give the newly appointed President thorough training and overlap.
- Represent the student in the following:
 - The rectors leader group (RLG)

Main responsibilities for the Vice-President

- Be the Presidents deputy, and help the President when needed and in cases of absence.
- Follow and help the student councils.
- Responsible for the flow of information to elected representatives, students and others.
- Organize the practical work of AU and the Student Parliament in cooperation with the Secretary.
- Providing sufficient training of elected representatives, and organize the kick-off-conference and seminars for overlap.
- Have regular meetings with the study director, together with the Student Board president.
- Follow up on the nomination of the “best lecturer of the semester”
- Give the newly appointed Vice-President thorough training and overlap.
- Represent the student in the following:
 - Study committee
 - Learning environment committee (the president in even numbered years)
 - Work environment committee

Main responsibilities for the Welfare Officer

- Be updated on welfare political cases and be the driving force in strengthening the student welfare at NMBU
- Allocate welfare funds in accordance to the rules and regulations, together with the welfare funds committee.
- Have the main responsibility for the welcoming of the new students. Provide sponsors and food to the BBQ at Pentagon in August.
- Manage the Living Environment committee
- Maintain contact with the local health station
- Represent the students in the following:

- 1381 ○ Learning environment committee
- 1382 ○ Committee for allocating Inclusion Funds
- 1383 ○ The coordinating committee for social counselling services
- 1384

1385 **Main responsibilities for the International Officer**

- 1386 • Organize and coordinate international activities at NMBU in cooperation with the
- 1387 International Students Union (ISU), Student Information Centre (SiT), SiÅs and the
- 1388 event manager at Samfunnet.
- 1389 • Assist ISU in their work and facilitate continuity in the organization.
- 1390 • Have the main responsibility in welcoming the new international students.
- 1391 • Maintain contact with Sokoine University of Agriculture Student Organization (SUASO)
- 1392 • Cooperate with the NOVA student contact and the NOVA coordinator at NMBU.
- 1393 • Make sure all-important information at NMBU and the Student Democracy is in two
- 1394 languages, Norwegian and English.
- 1395 • Represent the student in the following:
 - 1396 ○ Committee for the allocation of Inclusion Funds (chairman)
 - 1397 ○ Committee for the allocation of Welfare Funds
 - 1398 ○ The event committee at Samfunnet
 - 1399 ○ The Students and academics International help fund (SAIH) local team at NMBU
 - 1400 and the yearly central meeting.
- 1401

1402 **Main responsibilities for the Marketing Officer**

- 1403 • The Marketing Officer is responsible for creative and active marketing of the Student
- 1404 Democracy towards NMBU students
- 1405 • Responsible for ordering effects
- 1406 • Responsible for updating the Student Democracy web pages
- 1407 • Be updated on the work of the Student Board. Assist the other members of AU if needed
- 1408 or in cases of absence.
- 1409 • Have regular contact with the editors of Tuntreet.
- 1410

1411 **Main responsibilities for the Board Member**

- 1412 • Be updated on the work of the Student Board. Assist the other members of AU if needed
- 1413 or in cases of absence.
- 1414 • Represent the students in the following:

- The committee of equality

Distribution of positions and percentage within the Student Board

Position	Percentage
President	100%
Vice-President	100%
Welfare Officer	20%
International Officer	20%
Marketing Officer	10%
Board member	0%
Secretary	50%
Total	300%

Appendix 10, Suggested “Instructions for the Student Parliament’s Student Board”

Suggested for Approval at Student Parliament 6, 14.11.2016

For the entire Student Board (AU)

- AU is the Student Democracy’s highest organ at every Student Parliament.
- AU handles the daily operations of the student democracy and follows up on plans of action, decisions and the preamble of the student democracy.
- AU follows up on all decisions made by the Student Parliament.
- AU facilitates the connection between the Student Parliament, Student Council, University Board, SiÅs, and NMBU.
- AU is a preparatory and advisory organ to the Student Parliament. AU has the ability to introduce cases to the Student Parliament.
- AU shall work to protect student representation at NMBU.
- AU shall be available to clarify and answer questions about the Student Parliament case papers before each Student Parliament.
- AU has the responsibility of putting on the Student Council’s Dinner before Student Parliament.
- AU has the responsibility of arranging the Student Parliament’s kickoff conference, as well as the Student Democracy’s fall and spring seminar to ensure continuity in the student democracy.
- There should be a member at the office every workday between 12:00 and 14:00 to be the contact person for that day.
- At the beginning of each committee’s period, AU must host at least one committee seminar. They should also arrange an overlap period between the outgoing and incoming committee members to ensure continuity.
- Everyone in AU is responsible for ensuring a good working environment and good cooperation.
- All members of AU stand on equal footing and are responsible for ensuring the committee’s work is the best possible. In the case of a tied vote, the president of AU has a double vote.
- AU can nominate students to committees that do not handle decision-making, as necessary.
- AU can nominate students to positions and committees that lie outside of the “wheel of the year.”

- AU should remain updated on all members' work.
- Outgoing representatives in the committee are responsible for writing an yearly report about their period of work as well as for thoroughly training incoming representatives.

The President's Main Responsibilities:

- To Lead the Student Parliament
- The President represents NMBU students and the student democracy both to the highest management and externally.
- The President has the administrative personal responsibility for the other members of the committee and conducts a performance review at least once a year.
- The President takes responsibility in unexpected situations.
- The President gives feedback on internal AU work.
- The President works with both short and long term strategies for the student democracy.
- The President stands up to bigger actors, such as the commune or the county, whenever it is necessary for the students at NMBU.
- The President should ensure cooperation between the student representatives in the University Board, SiÅs, The Samfunnet Board, the UKEboard, VSR and VSF (as long as NMBU has 2 campuses.)
- The President makes sure that there is a call to summit at least 3 times a semester.
- The President is responsible for the budget of the Student Democracy.
- The president represents the students in the Rector's Leader Group (RLG)
- The President is responsible for Student Board meetings.

The Vice President's Main Responsibilities:

- The Vice President is responsible to make sure that the minutes from committees required to report are made available for the Student Parliament.
- The Vice President is responsible for communicating and giving information to the Student Councils.
- The Vice President is responsible for the practical and organizational work of the Student Board, the Student Parliament, and events organized by the Student Board in cooperation with the organizations' secretary.
- The Vice President is responsible for the daily operations at the AU office. They have oversight to what goes on internally in AU along with the president.

- The Vice President follows up on the student councils and elected officials of the student democracy as well as representatives in the student Parliament.
- The Vice President should make sure that updated contact information of newly elected student representatives is given to the administration after every Student Parliament.
- The Vice President shall act as a deputy for the President.
- The Vice President should follow up with the committee for deciding the semester's best lecturer.
- The Vice President is responsible for arranging a seminar each semester for the student representatives in the Faculties' Study Board (FAK-SU).
- The Vice President represents students in the University's Study Board (U-SU), the Learning Environment Committee (LMU) and makes sure that decisions are followed up on.
- The Vice President should have an oversight of objectives and deadlines set by the committee or the President and should make sure objectives are completed on time.

The Welfare Officer's Main Responsibilities:

- The Welfare Officer is responsible to set a proposal of distribution for available welfare funds on behalf of the committee to distribute welfare funds to the Student Parliament.
- The Welfare Officer works to safeguard the students' welfare (mental, physical and social) at NMBU with the relevant actors.
- The Welfare Officer works for good communication and cooperation between students and SiÅs.
- The Welfare Officer works to ensure a wide range of activities are available to students that reflect the interests of the student body.
- The Welfare Officer, along with the sponsor officer in The Business Committee (NU), has the responsibility to gain sponsors for the grill party for new students during buddy week.
- The Welfare Officer represents the students in the following committees and make sure that decisions are followed up on: The Learning Environment Committee, the committee for the distribution of welfare funds, and the cooperation committee for social advisory services.
- The Welfare Officer is responsible for these elections: The Living Environment committee, and the committee for the distribution of welfare funds.
- Must be involved in buddy week as an advisor and intermediary to ensure the welfare of participating students.

- The Welfare Officer should assist AU on matters of welfare and welfare policy.

The International Officer's Main Responsibilities:

- The International Officer works to ensure that the interests and rights of international students are safeguarded at NMBU.
- The International Officer is an active player in the central committees that deal with international students and internationalization policies.
- The International Officer should remain updated on the activities of organizations that focus on international students.
- The International Officer supports events aimed at international students at NMBU along with the Student Information Center (SIT), SiÅs and Studentsamfunnet.
- The International Officer should help make sure that students at NMBU have the opportunity to be integrated into the student community.
- The International Officer should participate in buddy week as an advisor and intermediary to ensure the welfare of the participating students.
- The International Officer should work to ensure that all significant information is understandable for all students at NMBU.
- The International Officer is responsible for the committee that distributes inclusion funds.
- The International Officer represents students in the following committees: the committee for the distribution of welfare funds, the Living Environment Committee (BMU) and the Events Committee at Samfunnet.
- The International Officer cooperates with the NOVA student contact and the NOVA coordinator at NMBU.
- The International Officer assists AU in matters concerning internationalization and integration policies.

The Marketing Officer's Main Responsibilities:

- The Marketing Officer works continuously with the visibility and advertisement of the Student Democracy at NMBU.
- The Marketing Officer ensures continuous updating of the website and of social media.
- The Marketing Officer is responsible for creative and active marketing and public relations with students.
- The Marketing Officer is responsible for the effects of marketing.

- The Marketing Officer should have continuous contact with Tuntreet and give them information about the Student Democracy.
- The Marketing Officer should maintain good contact with the communications department at NMBU.
- The Marketing Officer should be in contact with the student councils at NMBU to ensure marketing outreach at a local level.
- The Marketing Responsible should remain updated on AU's work and topics taking place at NMBU.

The Board Member's Main Responsibilities:

- The Board Member is to assist AU as needed.
- The Board Member is responsible for the Student Parliament's Twitter account.
- The Board Member should take initiative and start relevant work when it is wished for.
- The Board Member sits in the equality committee.

1639 Appendix 11, [The Democracy Model](#)

1640
1641 **New § 3-2 Composition, cf. Separate amendment**

1642 The faculties at NMBU are constituencies of the Student Parliament. The Student Parliament
1643 consists of 25 representatives. These representatives are distributed according to the
1644 Democracy Model; see the supplementary document.

1645 An updated number of students is retrieved from the Database for Statistics on Higher
1646 Education (DBH) every fall. The average number of student for the spring and fall semesters
1647 forms the basis for the distribution of representatives for the following year's Student
1648 Parliament.

1649
1650 **Background**

1651 At the third workshop, the majority of participants wanted a distribution of Student Parliament
1652 seats that reflected the student body's distribution. The committee has also prioritized this,
1653 and as a result came up with the Democracy Model. The model takes into account both large
1654 and small faculties, and the committee believes that this model has the capability to work well
1655 both now and in the future.

1656
1657 **The Distribution Based on the Number of Students in 2016:**

1658 The Calculation basis for the distribution plan is found in the Database for Statistics of Higher
1659 Education.

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Landscape and Society	Science and Technology	The Business School	Environmental Science and Nature Management	Chemistry, Biotechnology, and Food Sciences	Veterinary Medicine	Life Sciences
1190	1103	656	609	517	504	471
595	552	328	305	259	252	236
298	276	164	152	129	126	118
149	138	82	76	65	63	59
74	69	41	38	32	32	29

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1680 Appendix 12, [Further clarification of the Democracy Model](#)

1681
1682 The Distribution Plan of the Democracy Model is founded on "*D'Hondts metode*", with some
1683 adjustments made to better fit the Student Parliament at NMBU.

1684
1685 The following formula is the foundation for this distribution:
1686

$$\frac{V}{2^{s+1}}$$

1687
1688 V = The number of students at the faculty
1689 S = The number of student representatives the faculty has been allotted.
1690

1691 The Democracy Model handles one representative at a time. The biggest faculty after the
1692 calculation will be allocated one Student Parliament representative. The first round splits the
1693 student body by $2^{(0+1)}$. If the faculty receives a representative, the student body should be split by 4 (aka:
1694 $2^{(1+1)}$), and then by 8 (aka: $2^{(2+1)}$), 16(aka: $2^{(3+1)}$), and so on and so fourth, until all 25 seats
1695 are allocated.
1696

1697 This ensures that the number of representatives at Student Parliament will remain
1698 proportional to the student body in regards to the different faculties. At the same time it makes
1699 it more likely for small faculties to get in their first two representatives.
1700

1701 An Example without specific focus on NMBU:
1702 (5 faculties, a total of 2 480 students, and they can have 16 student representatives.)

	Fac 1.	Fac 2.	Fac 3.	Fac 4.	Fac 5.
Student Body	1,240	480	300	260	200
Seat 1	1,240	480	300	260	200
Seat 2	620	480	300	260	200
Seat 3	310	480	300	260	200
Seat 4	310	240	300	260	200
Seat 5	155	240	300	260	200
Seat 6	155	240	150	260	200
Seat 7	155	240	150	130	200
Seat 8	155	120	150	130	200
Seat 9	155	120	150	130	100
Seat 10	77.5	120	150	130	100
Seat 11	77.5	120	75	130	100
Seat 12	77.5	120	75	65	100
Seat 13	77.5	60	75	65	100

Seat 14	77.5	60	75	65	50
Seat 15	38.75	60	75	65	50
Seat 16	38.75	60	37.5	65	50
	Fac 1.	Fac 2.	Fac 3.	Fac 4.	Fac 5.
Total Allotted Seats	5	3	3	3	2

As you can see from the example, the bigger faculties do get more representatives, but the smaller faculties also get to have their representatives. Even though faculty 1 makes up half of the total student body, they don't get more than 5 out of 16 total representatives. The Democracy Model secures diversity, but also ensures that the bigger faculties do get a bit more say.

The Democracy Model is adaptable, so even if faculties merge, grow, or more faculties are introduced, the formula will adapt to these changes. This makes this distribution plan applicable in the future as well.

1745 Appendix 13, [The Frame Distribution Model](#)

1746
1747 **New § 3-2 Composition, cf. Separate amendment**

1748 The faculties at NMBU are constituencies of the Student Parliament. The Student Parliament
1749 consists of 23 representatives. Each of the 7 faculties have the right to 3 representatives. The
1750 remaining two representatives are allocated to the two biggest faculties. An updated number of
1751 students can be retrieved from the Database for Statistics on Higher Education (DBH) every
1752 fall. The average of students from the spring and fall semesters forms the basis for the
1753 distribution of representatives for the following year's Student Parliament.

1754
1755 **Background**

1756 In the Frame Distribution Model, the committee suggests 23 representatives, where the two
1757 biggest faculties are so significant, that an extra representative for both these faculties must be
1758 seen as fair. As more faculties begin to approach 1000 students, it will be necessary to evaluate
1759 and possibly revise the model for the composition of the Student Parliament.

1760
1761 **The Distribution Based on the Number of Students in 2016:**

- 1762 - Landscape and Society: **4** representatives
1763 - Science and Technology: **4** representatives
1764 - The Business School: **3** representatives
1765 - Environmental Science and Nature Management: **3** representatives
1766 - Chemistry, Biotechnology, and Food Sciences: **3** representatives
1767 - Veterinary Medicine: **3** representatives
1768 - Life Sciences: **3** representatives

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1804 **Proposed Amendments for NMBU's Student Parliament**
 1805 **– write clearly!**



Case number.:	XX	Case Title:	XX
Proposal number.:	<i>To be filled out by the chairman</i>	Page/section and line number:	XX
Name, proposal responsible:	Committee for the construction of the Student Parliament	Institute:	-
	Proposed Addition	Proposed Removal	Proposed Amendment
Cross off →			X
Original Text (Write enough to clarify what should be changed):			
<p>§ 3-2 Composition The faculties at NMBU are constituencies of the Student Parliament. The Student Parliament consists of 25 representatives. Each of the 10 institutes have the right to 2 representatives. The remaining 5 seats will be allocated to the 5 biggest institutes. An updated number of students can be retrieved from the Database for Statistics on Higher Education (DBH) every fall. The average of students from the spring and fall semesters forms the basis for the distribution of representatives for the following year's Student Parliament.</p>			
Changes/Additions/Removal (Describe the changes briefly, do not explain reasoning):			
New Text (can be continued on the back side):			
<p>The faculties at NMBU are constituencies of the Student Parliament. The Student Parliament consists of 25 representatives. These representatives are distributed according to the Democracy Model; see the supplementary document. An updated number of students is retrieved from the Database for Statistics on Higher Education (DBH) every fall. The average number of student for the spring and fall semesters forms the basis for the distribution of representatives for the following year's Student Parliament.</p>			
Reasoning:			
The updated statute in regards to the changes that the Student Parliament has approved.			
Decision:	<i>To be filled out by the chairman</i>		



Appendix 15, Proposed Amendments – The Frame Distribution Model

Proposed Amendments for NMBU's Student Parliament – write clearly!

Case number.:	XX	Case title:	XX
Proposal number.:	<i>To be filled out by the chairman</i>	Page/section and line number:	XX
Name, proposal responsible:	Committee for the construction of the Student Parliament	Institute:	-
	Proposed Addition	Proposed Removal	Proposed Amendment
Cross off →			X
Original Text (Write enough to clarify what should be changed):			
<p>§ 3-2 Composition The faculties at NMBU are constituencies of the Student Parliament. The Student Parliament consists of 25 representatives. Each of the 10 institutes have the right to 2 representatives. The remaining 5 seats will be allocated to the 5 biggest institutes. An updated number of students can be retrieved from the Database for Statistics on Higher Education (DBH) every fall. The average of students from the spring and fall semesters forms the basis for the distribution of representatives for the following year's Student Parliament.</p>			
Changes/Additions/Removal (Describe the changes briefly, do not explain reasoning):			
New Text (can be continued on the back side):			
<p>The faculties at NMBU are constituencies of the Student Parliament. The Student Parliament consists of 23 representatives. Each of the 7 faculties have the right to 3 representatives. The remaining two representatives are allocated to the two biggest faculties. An updated number of students can be retrieved from the Database for Statistics on Higher Education (DBH) every fall. The average of students from the spring and fall semesters forms the basis for the distribution of representatives for the following year's Student Parliament.</p>			
Reasoning:			
The updated statute in regards to the changes that the Student Parliament has approved.			
Decision:			
<i>To be filled out by the chairman</i>			

Budget Proposal 2017			
Student Parliament	B-2017	B-2016	B-2015
Refunds		-	-
Free fund NSO	50 000	50 000	50 000
Grants NMBU	1 320 000	800 000	800 000
Inclusion funds	250 000	250 000	250 000
Semester fee	920 000	920 000	920 000
Total Income	2 540 000	2 020 000	2 020 000
Salary	1 059 000	692 000	693 657
Payroll taxes	159 000	100 000	97 806
Employee insurance	68 000	15 000	10 045
Total Cost Employees	1 286 000	807 000	801 508
Course, training and education, 6710	150 000	150 000	140 000
Remuneration + Translation, 5330	25 000	14 000	15 000
Office, 6801	12 000	12 000	10 000
Operating expenses, 7700	5 000	3 000	5 000
Phone/post, 6901/6940	5 000	3 000	5 000
Marketing etc, 7300	35 000	27 000	28 000
Meeting, travel, repr., 7350	25 000	15 000	19 000
NSO fee, Campus Ås	299 200	290 000	290 000
Student Parliament meetings, 7530	27 000	18 000	20 000
Travel NMBU	25 000	24 000	26 000
Organisational expenses, 6821	10 000	6 000	18 000
Total Other Operational Expenses	618 200	562 000	576 000
Welfare funds, Campus Ås	400 000	400 000	400 000
Inclusion Funds, NMBU	200 000	200 000	200 000
Joint Campus initiatives		-	-
ISU NMBU	35 000	35 000	35 000
Total Cultural/Social Measures	635 000	635 000	635 000
Total Operational Expenses	2 539 200	2 004 000	2 012 508
Annual Result	800	16 000	7 492
Reserved funds			

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1831 **Appendix 17, Overview of preliminary expenses for the Student Democracy 2016**

Account	Description	Consumption
5330	Translation	14950
6710	Courses, education, training	106156,83
6801	Office expenses	12363,9
6821	Organizational expenses	7601,59
6901	Telephone	4076,7
6940	Porto	0
7300	Marketing	36525,12
7350	Meetings, travels, representation	13623,89
7530	Student Parliament meetings	14717,08
7532	Campus transport	1253
7700	Various expences	2328

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