

Student Parliament 6 2018



Monday 12th November 2018

Gjesteserveringen, Campus Adamstuen
17.15-21.00

Minutes

Chairmen: Veronika Brokke Olsen og Sebastian
Kihle

Referent: Elisabeth Breiland

Case documents is available at:
<http://www.nmbu.no/student/studenttinget>

AGENDA

STUDENT PARLIAMENT 6 - 2018, MONDAY 12th OF NOVEMBER AT 5:15 PM, GJESTESERVERINGEN AT CAMPUS ADAMSTUEN.

COMPLETE CASE DOCUMENTS ARE ONLY SENT TO PERMANENT STUDENT REPRESENTATIVES.
THE DOCUMENTS ARE ALSO PUBLISHED AT THE STUDENT BOARD WEBSITE AND ON CANVAS:

<http://www.nmbu.no/student/studenttinget>

Registration begins at 17:00

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1861 Constitution

1861.1 Approval of today's agenda and summoning

1861.2 Approval of the previous meeting report

Reports are uploaded to our homepage (<http://www.nmbu.no/student/studenttinget>) a week after each Student Parliament Meeting. If you need a paper copy of the report please get in touch with the Student Board at their office (Room U121, The Clock building)

Today's agenda, summoning and minutes from last Student Parliament was approved without any objections from the Parliament.

1861.3 Appointment of a Counting Committee

1. Hanne Berggren

2. Even A. Stokke

3. Rolf Einar Kordal

1862 Orientation cases

1862.1 Minutes

The minutes shall be made known to the public within 12.00 the Wednesday before Student Parliament. The minutes will be sent to the Student Parliaments representatives by mail.

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 Committee (SU)
- Student Welfare Organization in Ås (SiÅs)
- Student and Academics international helping fund (SAIH)
- International Student Union (ISU)

- The Research Committee (FU)
- The Learning Environment Committee (LMU)

There were no comments to the minutes.

1862.2 Yearly Report from the Student Parliament's Student Board, the University's Research Committee, the University's Education Committee, and the Control Committee

Case responsible: Tord Hauge

Attachments:

1. Yearly Report from the Student Parliament's Student Board
2. Yearly Report from the University's Research Committee
3. Yearly Report from the University's Education Committee
4. Yearly Report from the Control Committee

Purpose:

The Student Parliament is to be informed on what the Student Board, and NMBU's Research and Education Committees have been working on in 2017.

Background:

In the yearly instructions for the Student Democracy, it states that the yearly reports from the Student Board, and NMBU's Research and Education Committee are to be approved of at Student Parliament 6.

There were no clarifying questions or comments to the annual reports.

1863 Decision Cases

1863.1 Revision of regulation and application form for the allocation of Welfare Funds

Case responsible: Jan Henrik Skisland

Attachments:

- | | |
|---------------|--|
| Attachment 5 | Current rules and regulations for the allocation of welfare funds |
| Attachment 6 | Current application form for allocation of welfare funds |
| Attachment 7 | Current application form for allocation of society meetings funds |
| Attachment 8 | Current template for reports about society meeting funds |
| Attachment 9 | Proposal for new rules and regulations for the allocation of welfare funds |
| Attachment 10 | Proposal for new application form for allocation of welfare funds |

Attachment 11	Proposal for new application form for allocation of society meetings funds
Attachment 12	Proposal template for reports about society meeting funds.

Purpose:

Edit regulations and application form for allocation of welfare funds.

Background:

According to current regulations for allocation of welfare funds, the Student Parliament should edit the application forms and regulations each even numbered year. The application form and the regulations were up as discussion case at the Student Parliament 4. It was requested that the rules include a part about harassment and discrimination. There was also a discussion about changing the rules for the basic support.

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

Resolution:

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

No questions of a clarifying nature.

Amendment presented to attachment 9 regarding Rules for allocation of Welfare Funds

Student Board:

Line 1728-1735 (Norwegian version of the case papers): "Lag og Foreninger that express discrimination regarding gender, ethnicity, religion, spirituality, impairments, sexual orientation, gender identity or gender expression in their actions or statements, will not receive any funds by next year's allocation."

An exception is made where differential treatment is formalized in the statutes and serve an important function within that society.

An example of this could be gender segregated social societies/choirs or associations based on geographical belonging.

Processing a complaint

If one part in a case wishes to send in a complaint regarding a society or association, this can be done in writing to the Student Parliament's Student Board. The Student Board will look over the case and inform the society or association which has been mentioned in the complaint. This must at the latest happen a day before the deadline of the Student Parliament case papers.

When the case is presented to Student Parliament, the Student Board will do so in a neutral manner. Impartiality will be handled according to the statutes of Student Democracy. Single individuals, societies or associations will be able to address any complaint they have sent in or had raised against them, this either in writing or orally during the Student Parliament meeting.

Student Parliament judges whether the society/associations behavior in the complaint violates the rules. If the complaint is upheld by the Student Parliament, the society/association is banned from applying for Welfare Funds in the next two allocations.

Realtek:

1. From line 1609 (Norwegian version) in the case papers the text shall be changed to: included up to 2000 NOK in extra basic support.
2. From line 1615 (Norwegian version) that the two first levels of number of members should be merged so 10-39 members receive 800 NOK. Then it will only be three different levels to take into consideration.

Comments:

As it is such comprehensive revisions of the proposal, it is suggested to put the new rules as the basis of the vote. If anyone wants further amendments, these will have to be forwarded as specific changes and amendments per case.

The number of individuals with rights to vote in the Welfare case is 23. The Control Committee cannot find a reason to ban VET from the voting process.

The proposal to put the new rules as a basis of vote was approved unanimously.

Faculty hearing regarding Attachment 9.

HH: Looks fine, nothing to add.

Realtek: Have delivered 2 amendments, other than that it looks fine.

VET: Agrees to the new rule proposal.

MINA: Student Council discussed the paragraph regarding discrimination. The amendment sent in by the Student Board looks good, they agree with the proposal.

Biovit: Student Council discussed the proposal and are generally in agreement. They are positive to the new amendments as they have read it during the meeting.

Landsam: Basically agree with what it looks like now.

KBM: Is pleased and agrees.

Debate:

SiÅs: Open question to the Student Parliament: Since it is a committee who evaluates Studentenes Velferdsfond, should they be involved in a decision to open the funds for bigger investment projects yearly?

Realtek: Could happily lower the basic support, but some association can't get access to other forms of funding. Realtek wishes to increase the basic support to secure the continued activity of associations not able to find funding elsewhere.

Landsam: Is there a reason behind a minimum member list of 10 to be eligible for basic support?

Student Board: Yes, there is a rule to have a minimum number of members to call it an association. This is so that you won't have situations where a couple of friends apply to fund their own activities. It is also stated that if an association have proved themselves to have existed for more than 10 years, they can receive basic support with only 5 members.

Vote:

Vote over amendments to the proposed new rules first:

1609-1610 (Norwegian version) changed to up to 2000.- approved with 1 vote against.

1615-1616 changed to 10-39 members and 800,- approved against 3 votes, 2 votes against and 1 abstained vote.

1732 Amendment from the Student Board, unanimously approved.

The entire document: unanimously approved

Attachment 10: Proposal for the new application form for the Welfare Funds.

The old application form is put as the basis of the vote. The new form is unanimously approved.

Attachment 11: New application form for Student Society Meeting Funds.

The old form is put as the basis of the vote. The new for is unanimously approved.

Attachment 12: New report for Student Society Meeting Funds.

The old report is the basis of the vote. The new report was unanimously approved.

1863.2 Approving of the Plan of Action for the Student Democracy 2018

Case responsible: Tord Hauge

Attachments:

13. Plan of action for the Student Democracy at NMBU 2018

14. Plan of action for the Student Democracy at NMBU 2019

Purpose:

Approve a Plan of Action for the coming calendar year of 2019. This is the Student Parliaments management document and plan of measures for the coming period for the Student Democracy.

Background:

The Student Democracy shall in addition to the Long-term strategy 2017-2020 have a Plan of Action for the coming year. These must be seen as complementary to each other. You shall approve a Plan of Action for the Student Democracy for the calendar year of 2019. The Student Board have seen a natural continuation of some of last year's actions, but some have been necessary to change.

Stortinget demanded that all universities and university colleges must implement a system of merit of pedagogy in the beginning of 2019. This means that NMBU have developed their own system to reward scientific staff who also put in effort in education, and not just research. It is therefore natural to continue to follow this process as a measure to increase the quality of study. The Education Committee have also started a process regarding the evaluation of courses at NMBU. Both the representatives of the committee and the Student Board work with this.

To increase the visibility of the Student Democracy is important. All students at NMBU are members of the democracy and to ensure that they can give us feedback we need to establish good, functional spaces for this. We experience that digital spaces are more actively used, but we should work towards more accessibility through other channels. It is important to increase both spaces and visibility.

It is important to view internationalization and mobility in the same context. It will soon be published a white paper from Stortinget on student mobility in Norway, and we think it is important to work with this.

This is some of the initial background for the changes that have been made. We appreciate both feedback and questions: contact the President (Tord Hauge) at leder.au@nmbu.no.

Proposed decision:

The Student Parliament approves the Plan of Action for the Student Democracy 2019

Amendment presented to attachment regarding Plan of Action

Student Board:

- 1.1 Improve the quality of studies and student spaces.
- 2.1 Improve the mental and physical healthcare provided at the Health Station for youth and students.
- 2.3 Work to expand the foods and drinks offer at NMBU, especially in regards to allergies and eating habits.
- 4.2 Ensure the biological diversity on and around NMBU.

5.3 Moved and then becomes: 1.6 Work for an open semester in all study programs, with the intention to increase interdisciplinarity, internship or exchange.
1.5 Work to include more of research and innovation in the education.

VET:

In paragraph 2 regarding student welfare, they want to add a point: 2.5 Work to ensure that veterinary students in their 5th and 6th get to keep their SiO-housing until the end of their education.

MINA: How many housing units are we talking about here?

Student Board: Right now there is 83 VET-students living in SiO-housing distributed on the entire study program.

SiÅs: SiÅs is currently actively working with SiO to accommodate such a solution for the VET students.

Realtek:

1. paragraph regarding quality of studies, they want to add a point: 1.7 that at least one committee where students are represented will be able to comment any matter that impacts students.

Biovit:

2. paragraph, point 2.3 (Attachment 14 line 2062 (Norwegian version)) will be extended to say: "Work to expand the foods and drinks on offer, including better adjustments for allergies and eating habits, at NMBU."

Faculty Hearing:

VET: Have delivered an amendment to the plan of action, but other than this it looks good.

Biovit: Wants to withdraw their amendment as they have sent it in: There were no objections during the Student Parliament meeting, and the proposed amendment was withdrawn. The action plan with the current changes from the Student Board looks good.

KBM: Nothing to add.

Landsam: Wanted to add more regarding research, but they see it has been added to the plan and are therefore happy.

MINA: There was no debate regarding the plan of action at the Student Council. Asks Realtek if their amendment should be listed under quality of studies or democracy?

Realtek: Have delivered a proposed amendment on 1 Quality of Studies. Thinks this is important for the quality of studies, but other than that it looks good.

HH: Nothing came up during the Student Council meeting, so it looks good.

Control Committee: Amendment 1 adds nothing that isn't already covered in Norwegian Law.

Biovit: Should the amendment proposed by Realtek be under Democracy instead? Student Parliament should be able to say they support this even if it is regulated by law.

Vote:

Start with the proposed amendment from Realtek.

The first vote will decide where in the Plan of Action it will be implemented.

It was voted to move the point to the paragraph regarding Democracy.

It was voted into the Plan of Action with a majority vote.

Proposed amendment from VET.

The proposed amendment was approved with a majority vote.

Proposed amendment from the Student Board:

First, all points with amendments were unanimously approved.

Next was the new point 1.5, also approved unanimously.

The Plan of Action was approved unanimously with the amendments presented at the meeting.

A case presented to the chair will be moved to the section other cases.

1863.3 Approval of the Student Democracy's Budget for 2019

Case responsible: The Student Board

Attachments:

15. Proposed Budget for 2019
16. Accounting 2017
17. Overview of Expenses 2018
18. Long-term Strategy for the Student Democracy at NMBU 2017-2020
13. Plan of action for the Student Democracy at NMBU 2018
19. Economic Regulations for the Student Parliament at NMBU

Purpose:

To approve of the budget for 2019

Background:

According to the yearly instructions for the Student Democracy, the budget for the coming year is to be taken up as a decision case at Student Parliament 6. There are only a couple of changes to this years budget.

Attached are the current economic regulations for the Student Democracy, so that the Student Parliament can see the accounting records, budget and regulations in the same context if they wish.

Given the documents presented in this case, and the proposal's basis, the president of the Student Board presents a thorough review of the proposal where every change is presented separately.

Categories marked in yellow are the budget priorities decided by other cases and can therefore not be changed in this case. If the student Parliament wants to change these categories, the president would ask for time to bring up these categories as their own case to make changes.

Course, training and education 6710 has been reduced by 10.000,-. These have been moved to **meeting, travel, representation 7350** where an increase in funding has been deemed necessary due to increase in travel costs.

The other change in the budget can be found in categories **ESN NMBU** and **ISU NMBU**. In accordance with decision case 1833.3 "Redistribution of economical support for International Students Network NMBU and Erasmus Student Network Ås" decided at Student Parliament 3 of this year, we have relocated 10 000kr from ISU to ESN, so that ESN receives 10 000kr and ISU receives 25 000kr. In addition ESN still receives 5 000kr due to a decision made at Student Parliament 5 in 2016 (1653.2 "Possible Economic Support for ESN").

Proposed Decision: The Student Parliament approves of the proposed budget for 2019 as it is presented in this case.

Student Board: The Student Board wish to be open and transparent regarding the budget and accounts to the Student Parliament.
The budget proposal was approved unanimously.

1863.4 Resolution on Resident Permit Fees for International Students

Case Responsible Alicia Earnest

Purpose:

To approve the resolution on Resident Permit Fees for International Students

Background:

On January 1st 2018, the fee for international students applying for study permits in Norway rose 77%, from 3,000kr to 5,300kr. (This is an application fee that non-EU students have to pay every year to renew their residence permit.) This increase came as a result of the 2018 state budget approved of by the Parliament. This is significantly higher than the fees in other Nordic countries (approximately 2,700 DKK in Denmark, and approximately 917 SEK in Sweden.) Combined with other demanding requirements - such as having a minimum amount of 116,396kr in a Norwegian bank account all at once, even before arriving in Norway, and having to provide an overview of all bank transactions for the previous 6 months – this makes it even more difficult for international students to study in Norway.

This fall, we began to see the consequences of these increased prices. Several international students who were accepted to study at NMBU, especially students from the global south, had to decline their study offer as they could no longer afford to come

to Norway, which has led to a decrease in diversity in classrooms. Therefore, this goes against the values outlined in NMBU's strategy for 2019-2023, as well as the NMBU Student Democracy's principle program. In these documents, NMBU and the Student Democracy outline the importance of a diverse and inclusive student environment, with equal opportunities for all NMBU students. The Student Parliament at NMBU believes that such high increases in student fees threatens these goals.

Therefore:

- The Student Parliament at NMBU is against increasing residence permit fees for international students.
- The Student Parliament at NMBU also stands behind initiatives that will make it more possible for international students to accept their offer to study at NMBU and move to Norway.

Some proposed amendments have been sent in regarding this case.

Realtek:

They want a new wording written as such: Reduce the application fee for study permit for international students back to the 2017 fee level.

This change is wanted on the background that the fees have already increased.

Question of a clarifying nature:

Biovit: Shall we not vote to approve the entire resolution?

Student Board: The text acts more as a background information. The vote will be regarding to the 2 specific points mentioned in the document.

The floor opened for a debate, but nobody felt the need to discuss the case.

Vote:

First: To change point 2 back to the 2017 level was approved unanimously.

Thereafter: The resolution as a whole was approved by unanimous vote.

1864 Elections and appointments

1864.1 Elections for Buddy General

Case responsible: The Election Committee

Purpose:

To choose a Buddy General for 2019. The position lasts one year and begins immediately upon election.

Background:

The Buddy General has the head responsibility for the organization of buddy week in the spring and fall of 2019, and serves as an intermediary between buddy leaders and NMBU.

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

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

Candidates:

Alicia Earnest

The candidate presented herself and answered questions.

The candidate was elected by acclamation.

1864.2 Election of leader of the Control Committee

Case preparation: The Election Committee

Purpose:

Elect a leader for the Control Committee.

Background:

The Control Committee consists of three members that are chosen twice a year; one leader in the fall and the two other members in the spring. The committee is required to meet at Student Parliament meetings, and at least two members of the committee must meet. At least one member of the committee should be a part of the counting committee. There will be overlapping meetings between the old and new president after a new one is elected (in other words, before the constituent Student Parliament). The meeting will cover the practicalities of the committee, as well as orientation of current cases.

As a member of the control committee, you cannot be a part of the following committees:

- The Student Board (AU)
- The Student Parliament (representatives or moderator)
- The Faculty Board
- President or Vice President of the Student Council
- University Board
- The Election Committee
- Board member of SiÅs

Candidates:

Kristoffer Hagen

The candidate presented himself and answered questions.

The candidate was elected by acclamation.

Comments from Biovit: wants the chair to ask if anyone has any objections before the vote is decided by acclamation.

1864.3 Candidate presentation for the Faculty Board

Case responsible: Election committee

The Faculty Board is the highest organ at each faculty. There will be elected two student representatives and two deputy representatives at each faculty. The representatives must be of each gender both for the permanent representatives and for the deputy. Duration of the position is from 01.01.2019 and is for one year. Candidates have the opportunity to present themselves to the student parliament.

The deadline for submitting your candidature to studenttinget@nmbu.no is 15th of November. The student election will be held 22nd -27th of November.

This case is not processed during this meeting. There has been a restructure and sickness at the department responsible for the election at NMBU. The Student Board have received word from NMBU that they will get back to this.

1865 Other cases

The case delivered today was presented by the chair of Student Parliament. It is an urgent case, and as such should be processed quickly. The case will be presented as a resolution at the next Student Parliament meeting, which is the Constituent Meeting.

1866 Meeting evaluation

Faculty Hearing:

KBM: A good meeting, went fast and well. Very good food, incredibly good cake.

Landsam: Effective meeting, a little fast at times.

Biovit: Positive with good food, somewhat unstructured at times. There is a potential for improvement when presenting cases, but we know everyone is doing their best.

Mina: A little confusing, fun with jokes instead of dancing.

VET: Some confusion during the meeting, good food, good meeting length.

Realtek: A little confusion today, happy we didn't have to dance, good food.

HH: A little melancholy that it is the last Student Parliament meeting, a good meeting.

The President of the Student Board ends the meeting. The Student Board is sorry for the confusion and the amendments regarding their own cases. Everybody is doing their best.

For the people done in their positions, they can send an email to the President and they will receive a certificate. Send the email to leder.au@nmbu.no.

The General Assemblies will be 21.11

Attachments

Attachment 1 Yearly Report for the Student Parliament's Student Board 2018

The yearly report should contain what the Student Board has done in 2018. The report is structured the same way as previous years, and contains the cases and themes we have deemed to be of interest for the Student Parliament. The report tries to give a brief overview of bigger thematic and project-based work and will not be of a detailed nature. The focus of this report will therefore not contain the daily operations, nor internal affairs, but will focus on what has been in focus regarding the assignments of the Student Board the last year.

The Student Parliament Kick-Off and an overlap between Student Board members was the greatest focus at the beginning of the year. The Kick-Off consisted of different sections and was held in February. The program and its contents were well received, but we will work to have more people attend on Sunday next year, as this was a day where the entire Student Democracy was invited.

There was made considerable effort to ensure high participation in the SHoT-survey. This happened in collaboration with Velferdstinget, SiÅs, and NMBU. This was deemed a success, as we got 50% participation and therefore had the highest participation of all the universities. SHoT has also been a major part of the work during the fall. It has been an area of focus since we received the numbers on the 5th of September. It has been important to lift the different problems seen in the survey up in discussions and conversations with different organizations and institutions, but it is the Learning Environment Committee that has the overall responsibility on an institutional level at NMBU. We have used the numbers to point at serious and important challenges that the student mass face today, and how best to deal with these problems.

We have also hired a student ombudsman at NMBU. The Student Board thinks the process and progress has been slow, and therefore pushed NMBU to increase its efforts. The story ends happily, as we will have a student ombudsman in full capacity from 1st of December. The position exists as a collaboration between NMBU and the University College of Østfold, and the ombudsman will work 40% at NMBU and 60% at HiØ. We will work and follow him closely in the beginning to ensure he receives the intended functions at the University.

This summer we sent out invitations to representatives from different political parties represented at Stortinget. This has been an opportunity to point out the different challenges we face and we think are important. The parties who responded and came to visit have been SV, AP, SP, V, H and FrP. These parties represent Akershus at Stortinget. We experienced it as a constructive process where we also invited NMBU and SiÅs to talk with the politicians. Our main message has been to increase financial support for

students and grants for student housing to actualize the Skogveien project. More funding for mental health and increased effort towards public transport have also been something we focused on.

The International Officer has started a mapping of situations for students with children. How are they meet and what kind of offers do they wish they had? The aim of this work is to map out potential areas of improvement, and how we can help better their everyday student life.

Daily operations have been maintained as usual. Quite a lot of work gets put into arranging Student Parliament meetings: There is both case papers, minutes, the practical regarding the meeting, and other follow-up. We have had office hours from 12-14 every day, except during the summer.

Attachment 2 Yearly Report for the University's Research Committee 2018

Only in Norwegian

Attachment 3 Yearly Report for the University's Education Committee 2018

Only in Norwegian

Attachment 4 Yearly report for the Control Committee 2018

Only in Norwegian

Attachment 5 Current Rules and regulations for the allocation of Welfare Funds

Rules and regulations for the allocation of Welfare Funds

Approved by the Student Parliament, meeting 6 10.11.14, revised XXXX

1 The Welfare Funds

1.1 Purpose

The Welfare Funds are given to student groups and organisations at Campus Ås who contribute to a vibrant, diverse and including student life. The welfare funds mainly support activities at campus ÅS. All groups and organisations at Campus Ås can apply for welfare funds.

The Welfare Funds consist of basic support, activity funds and student meeting funds. 92 % of the welfare funds are given out at Student Parliament meeting 2, and the remaining 8 % are given out at Student Parliament meeting 5. The remaining 8 % are earmarked new groups and organizations and unforeseen activities.

1.2 Basic support

The basic support covers basic working expenses, such as office supplies, printing, Internet domain etc. Groups and organizations may only receive basic support once a year at a maximum of 2400 NOK, as well as maximum 1000 NOK in extra basic support. All groups and organizations may apply for basic support. The basic support is calculated on the basis of the number of members who are students at Campus Ås, according to the following model:

Members	Basic 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

Fraternities/teams that have existed more than 10 years, are qualified to receive basic support with the minimum amount of 5 members.

If the team/fraternity does not require membership, the number of active participants at various activities arranged by the group/organization is used as the basis of calculation. A list of members/estimated amount of members must be enclosed with the application (attachment 1).

Teams/fraternities who have higher basic operating expenses than normal, such as new organizations, may apply for extra basic support.

Teams/fraternities at Adamstua cannot apply for basic support.

1.3 Activity funds

Activity funds stimulates an active and including student life and are assigned to activities in need of extra financial support. The activity funds are only for activities at/nearby Campus Ås. All teams and fraternities at Campus Ås can apply for activity funds.

Teams and fraternities at Campus Adamstua may apply for activity funds for activities at Campus Ås.

Activities open for many/all students will be prioritized by the Welfare Funds committee. The committee aims to conserve traditions and diversity at Campus Ås and will support this. Visible and active teams/fraternities will be rewarded for their commitment.

To receive Activity funds, the application must contain information about the activities (attachment 2). The use of the Welfare Funds must be documented for each activity in the budget. Applications without budget will not be handle by the committee.

Teams/fraternities may transfer funds from one activity to another within the same Teams/fraternities; however, the transfer must be approved by the welfare officer of the Student Board. The transmission must be specified and justified in the Annual Report and be enclosed with next year's application.

If the team/fraternity have Activity funds spare at the end of the year, they have to transfer the money to the students Welfare fund before the next application deadline. Teams/fraternities may apply to use the remaining welfare funds between the end of the year and the application deadline. This have to be approved by the Welfare Officer. If the spare funds are not repaid within the deadline, the applicant will not receive any welfare funds.

The applicants are divided into thematic groups in order to ensure equal treatment of applicants from fairly similar organizations and to simplify allocation routines. The allocation committee should strive for an even distribution between the thematic groups, in relation to the number of applicants in each thematic group, the thematic group's financial needs and the quality of the applications.

Academic organizations

Academic organizations organize students from one of Campus Ås' faculties, institutes of study programs. Academic organizations promote students' academic interests through business presentations and evenings with academic content, creating cohesion through social events.

Music and culture

Organizations promoting culture among the Campus Ås' students belong in this group; choirs, instrumental groups, and music groups, dancing groups, theatre groups, film club, the photography club and fraternities/sororities.

Politics, society and religion

Politics, society and religion are political organizations, organizations promoting general social commitment or specific social interest, and religious organizations.

Internationally focused organizations

These are organizations that focus on international student relations; either by working to achieve greater contact between the students of Campus Ås and the international society, by spreading knowledge to the students of Campus Ås concerning the international affairs, or by ensuring the flow of knowledge between the students of Campus Ås and those of other countries and cultures.

Other organizations

This category includes clubs and organizations whose purpose are primarily social. Teams/fraternities whose purpose does not belong in the other categories.

1.4 Student meeting funds

Student meeting funds are Welfare Funds aimed for Student meetings, academically and political events at Samfunnet, such as debates and presentations. It is required that the supported event is open to all Campus Ås students. The allocated amount is determined by the Student Parliament at the Student Parliament meeting no. 2. All Teams/fraternities, including the Student Society/samfunnet Board, may apply for student meeting funds until the funds are empty.

Applications for student meeting funds should be handed in to the Student Board Welfare Officer at least one month before the event. The applicant have to give a report from the event to the Welfare Officer two weeks after the event took place. Activities receiving support from student meeting funds will not be supported by activity funds. If there are spare student meeting funds at the time of the following allocation of ordinary welfare funds, the student meeting funds shall be transferred to the Student Welfare fund.

1.5 Not eligible

The welfare funds do not support

- Internal activities within the teams/fraternities. The exception is the academic student associations.
- Activities outside Ås. Except for groups with a focus on outdoor activities.
- Shows or activities supported by Studentsamfunnet I Ås /UKA
- Travelling expenses
- Teams/fraternities or activities who belongs to a mother organization who receives welfare funds
- Teams/fraternities that are supported by the semester fee, such as NMBUI-teams.
- Alcohol, nicotine, narcotics and other drugs.
- Activities aimed to make money for the group/organization, such as cake sale.

- Support to other organisations
- Associations that fall under corporate law
- Group/organization outfit.

1.6 Lose the right to receive welfare funds

Teams/fraternities with incomplete applications do not receive welfare funds for the allocation applied for. Teams/fraternities who abuse the welfare funds will not be supported at the next allocation. Teams/fraternities who do not return unused activity funds within the next welfare fund application deadline will not be supported by the next allocation of welfare funds.

2 The Students Welfare Fund

The Student Welfare Fund is used for bigger welfare initiatives. All Welfare funds that are unused shall be transferred to The Students Welfare Fund. There is money left over from the welfare funds because the amount applied for is smaller than the Welfare fund, if the activities applied for does not correspond with the Welfare funds purpose, or because applications are incomplete. The president of the Student Board, SiÅs Board and Student Society/Samfunnet Board may give suggestions to the use of The Student Welfare Fund to the Student Parliament. The Student Parliament decides whether they support the proposal or not.

3 Applications

All Teams/fraternities who apply for welfare funds have to use the stated application form. Appendices can be written on a template determined by the Welfare Officer.

Those Teams/fraternities who only apply for basic support (appendix 1) encloses a list of members with the application (appendix 2). Teams/fraternities who apply for activity funds have to, in addition of attachment 1, enclose information and budget for the activities applied for (appendix 3). Teams/fraternities that received activity funds and/or received basic support for the first time at the last allocation of welfare funds have to enclose an annual report including accounting (appendix 4). New groups/organizations and Teams/fraternities who only received basic support at last allocation of welfare funds do not have to enclose an annual report.

Please contact the Welfare Officer of the Student board by phone or email in advance if there is any questions (velferd.au@nmbu.no). Incomplete applications will not be handled by the committee!

Application for welfare funds may be delivered to The Student Parliaments post box 1202.

4 Committee of allocation of the welfare funds

4.1 Mandate

The allocation committee of Welfare Funds evaluates all the applications received, and give the Student Parliament a proposal of a fair allocation of the Welfare funds. The committee considers the content of the application against the purpose of the welfare funds. The committee evaluates the

allocation process and suggests necessary changes in the rules and regulations for allocation of the Welfare funds and application form see paragraph 7, Revision.

4.2 Composition

The committee of allocating of welfare funds consists of:

- Welfare Officer of the Student board (chair).
- International Officer of the Student board.
- Finance manager of the Samfunnsst Board.
- One student representative from the SiÅs board.
- One person who has previously been a part of the committee.
- Two representatives elected by the Student Parliament. The representatives are elected at the Student Parliament meeting 4 in the spring and will participate in the committee the following academic year.

4.3 Quorum

The committee has a quorum for allocation of Welfare funds when at least four of the representatives are present and voting. A member of the committee is not allowed to vote and not be present when the committee discuss teams/fraternities he/she is or has been a member of. Whether this applies to the Welfare officer, she/he presents the application and leaves the room. The welfare representative may only be retrieved for direct clarifying questions regarding the application.

4.4 Working method

The Welfare officer reads through all applications and set up a list of applications and a preliminary proposal of allocation. The allocation committee meets 1-2 times before Student Parliament meeting 2, and 1-2 times prior Student Parliament meeting 5. The committee goes through all the applications and adjust the proposal given by the welfare officer. The welfare officer presents the committees setting at the Student Parliament meeting. Teams/fraternities may have a meeting with the welfare representative to discuss the assignment and any unclear part.

Questions and comments should be addressed to the welfare officer and not to any of the committee's members.

5 Allocations

The Student Parliament approves the allocation of welfare funds. The Student Parliament may make changes to the allocation committees' proposal. The Welfare funds are allocated at Student Parliament meeting 2 in the spring and Student Parliament meeting 5 in the autumn.

6 Deadlines

6.1 Announcement deadlines

The allocation rules and regulations, and the application form, should be made available for all students in the beginning January during the spring semester and in the beginning of August during the fall semester of each year. The allocation rules and regulations, and the application form are available at studentstyret.umb.no and in paper form at the entrance to the Student Board office. The application form, and the rules and regulations for allocation of Welfare funds are available online throughout the year. The marketing officer of the Student Board has the main responsibility of announcing the upcoming allocation of Welfare funds and application deadline in due time before the application deadline.

6.2 Application deadline

The application deadline is set by the welfare officer. In spring, the application deadline is in the middle of February, application deadline in the autumn is around middle of September. Applications for student meeting funds are to be delivered to the Student Society Board, PO box 1210, at least 14 days prior to the event. Late applications will not be considered.

6.3 Deadline for treatment of applications

The allocation of welfare funds is announced at studentstyret.umb.no and in the minutes from the Student Parliament meeting. The final results of the allocation will be delivered to all applicants by mail no longer than two weeks after the approval.

6.4 Deadline of complaints

Complaints on the treatment of applications must be put forward to the Student Board no more than 7 days after the letter of reply is received. All groups/organizations have the right to have their complaint thoroughly treated and to receive a written answer within a week.

7 Revision

The application form and the rules and regulation of the allocation of Welfare funds shall be revised by the Student Parliament each even numbered year. Revision of the application form and the rules and regulation of Welfare funds are a matter for discussion at Student Parliament meeting 4 and a statutory matter at Student Parliament meeting 6. Revised version is valid when passed by the Student Parliament. Suggested percentage rates for allocation to the various categories are determined on the last Student Parliament meeting each year on request from the allocation committee.

Attachment 6 Current Application form for welfare funds

The Welfare Committee

v/ (Name of the Welfare Officer)

Post box 1202

Date XX.XX.20XX, Place:

Application form for Welfare Funds

SP 6, 14.11.16

Spring/Autumn 20XX

Application deadline: XX.XX.XX

Make yourself familiar with the rules of allocation of activity funds and basic support, and apply for a reasonable sum. The rules can be found at nmbu.no/student/livet-rundt/studenttinget/stotte/node/22543. 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 delivered by email to velferd.au@nmbu.no or 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, but must submit financial statements and an annual report if they received activity funds the last year they applied.

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

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.

Attachment 7 Current Application for Community Funds

The Welfare Committee

v/ (Name of the Welfare Officer)

Post box 1202

Date XX.XX.20XX, Place:

Application Form for Community Funds

SP 6, 14.11.16

20XX

Make yourself familiar with the rules of allocation of activity funds and basic support, and apply for a reasonable sum. The rules can be found at nmbu.no/student/livet-rundt/studenttinget/stotte/node/22543. 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 delivered by email to velferd.au@nmbu.no or be handed in on paper form, to post box 1202

.....
(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. 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.

Attachment 8 Current Report Community Funds

The Welfare Committee

v/ (Name of the Welfare Officer)

Post box 1202

Date XX.XX.20XX, Place:

Report for Community Funds

SP 6, 14.11.16

Spring 20XX

.....
(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.

Attachment 9 Proposed Rules and regulations for the allocation of Welfare Funds

Rules and regulations for the allocation of Welfare Funds

Approved by the Student Parliament 6, XXXX

1 The Welfare Funds

1.1 Purpose

The Welfare Funds are given to student groups and organisations at Campus Ås who contribute to a vibrant, diverse and including student life. The welfare funds mainly support activities at campus Ås. All groups and organisations at Campus Ås can apply for welfare funds.

The Welfare Funds consist of basic support, activity funds and student meeting funds. 92 % of the welfare funds are given out at Student Parliament meeting 2, and the remaining 8 % are given out at Student Parliament meeting 5. The remaining 8 % are earmarked new groups and organizations and unforeseen activities.

1.2 Basic support

The basic support covers basic working expenses, such as office supplies, printing, Internet domain etc. Groups and organizations may only receive basic support once a year at a maximum of 1200 NOK, as well as maximum 1000 NOK in extra basic support. All groups and organizations may apply for basic support. The basic support is calculated on the basis of the number of members who are students at Campus Ås, according to the following model:

Members	Basic support
10-19	600 kr
20-39	800 kr
40-99	1000 kr
100<	1200 kr

Fraternities/teams that have existed more than 10 years, are qualified to receive basic support with the minimum amount of 5 members.

If the team/fraternity does not require membership, the number of active participants at various activities arranged by the group/organization is used as the basis of calculation. A list of members/estimated amount of members must be enclosed with the application (attachment 1).

Teams/fraternities who have higher basic operating expenses than normal, such as new organizations, may apply for extra basic support.

Teams/fraternities at Adamstua cannot apply for basic support.

1.3 Activity funds

Activity funds stimulates an active and including student life and are assigned to activities in need of extra financial support. The activity funds are only for activities at/nearby Campus Ås. All teams and fraternities at Campus Ås can apply for activity funds.

Teams and fraternities at Campus Adamstua may apply for activity funds for activities at Campus Ås.

Activities open for many/all students will be prioritized by the Welfare Funds committee. The committee aims to conserve traditions and diversity at Campus Ås and will support this. Visible and active teams/fraternities will be rewarded for their commitment.

To receive Activity funds, the application must contain information about the activities (attachment 2). The use of the Welfare Funds must be documented for each activity in the budget. Applications without budget will not be handle by the committee.

Teams/fraternities may transfer funds from one activity to another within the same Teams/fraternities; however, the transfer must be approved by the welfare officer of the Student Board. The transmission must be specified and justified in the Annual Report and be enclosed with next year's application.

If the team/fraternity have Activity funds spare at the end of the year, they have to transfer the money to the students Welfare fund before the next application deadline. Teams/fraternities may apply to use the remaining welfare funds between the end of the year and the application deadline. This have to be approved by the Welfare Officer. If the spare funds are not repaid within the deadline, the applicant will not receive any welfare funds.

The applicants are divided into thematic groups in order to ensure equal treatment of applicants from fairly similar organizations and to simplify allocation routines. The allocation committee should strive for an even distribution between the thematic groups, in relation to the number of applicants in each thematic group, the thematic group's financial needs and the quality of the applications.

Academic organizations

Academic organizations organize students from one of Campus Ås' faculties, institutes of study programs. Academic organizations promote students' academic interests through business presentations and evenings with academic content, creating cohesion through social events.

Music and culture

Organizations promoting culture among the Campus Ås' students belong in this group; choirs, instrumental groups, and music groups, dancing groups, theatre groups, film club, the photography club and fraternities/sororities.

Politics, society and religion

Politics, society and religion are political organizations, organizations promoting general social commitment or specific social interest, and religious organizations.

Internationally focused organizations

These are organizations that focus on international student relations; either by working to achieve greater contact between the students of Campus Ås and the international society, by spreading knowledge to the students of Campus Ås concerning the international affairs, or by ensuring the flow of knowledge between the students of Campus Ås and those of other countries and cultures.

Other organizations

This category includes clubs and organizations whose purpose are primarily social. Teams/fraternities whose purpose does not belong in the other categories.

1.4 Student meeting funds

Student meeting funds are Welfare Funds aimed for Student meetings, academically and political events at Samfunnet, such as debates and presentations. It is required that the supported event is open to all Campus Ås students. The allocated amount is determined by the Student Parliament at the Student Parliament meeting no. 2. All Teams/fraternities, including the Student Society/samfunnet Board, may apply for student meeting funds until the funds are empty.

Applications for student meeting funds should be handed in to the Student Board Welfare Officer at least one month before the event. The applicant have to give a report from the event to the Welfare Officer two weeks after the event took place. Activities receiving support from student meeting funds will not be supported by activity funds. If there are spare student meeting funds at the time of the following allocation of ordinary welfare funds, the student meeting funds shall be transferred to the Student Welfare fund.

1.5 Not eligible

The welfare funds do not support

- Internal activities within the teams/fraternities. The exception is the academic student associations.
- Activities outside Ås. Except for groups with a focus on outdoor activities.
- Shows or activities supported by Studentsamfunnet I Ås /UKA
- Travelling expenses
- Teams/fraternities or activities who belongs to a mother organization who receives welfare funds
- Teams/fraternities that are supported by the semester fee, such as NMBUI-teams.
- Alcohol, nicotine, narcotics and other drugs.
- Activities aimed to make money for the group/organization, such as cake sale.
- Support to other organisations
- Associations that fall under corporate law
- Group/organization outfit.

1.6 Lose the right to receive welfare funds

Teams/fraternities with incomplete applications do not receive welfare funds for the allocation applied for.

Teams/fraternities who abuse the welfare funds will not be supported at the next allocation.

Teams/fraternities who do not return unused activity funds within the next welfare fund application deadline will not be supported by the next allocation of welfare funds.

Teams/ fraternities that express discrimination regarding gender, ethnicity, religion, spirituality, impairments, sexual orientation, gender identity or gender expression in their actions or statements, will not receive any funds by next year's allocation.

A complaint needs to be delivered to the Student Board, which will review and present the case to the Student Parliament. Student Parliament will then decide whether the complaint is founded, and whether the lag/forening has acted in ways that go against the rules. If so, the lag/forening will lose the opportunity to receive welfare funds during next year's allocation.

2 The Students Welfare Fund

The Student Welfare Fund is used for bigger welfare initiatives. All Welfare funds that are unused shall be transferred to The Students Welfare Fund. There is money left over from the welfare funds because the amount applied for is smaller than the Welfare fund, if the activities applied for does not correspond with the Welfare funds purpose, or because applications are incomplete. The president of the Student Board, SiÅs Board and Student Society/Samfunnet Board may give suggestions to the use of The Student Welfare Fund to the Student Parliament. The Student Parliament decides whether they support the proposal or not.

Student Parliament can, if they deem it necessary, allocate 20 000 NOK from Studentenes Velferdsfond to the Welfare fund, but only if the original size of the Welfare Fund is too small to fully fund all events which Committee for allocation of Welfare Funds deem worthy. This kind of exemption can be forwarded by the committee, in cases deemed absolutely necessary, and will demand a 2/3 majority vote to pass.

3 Applications

All Teams/fraternities who apply for welfare funds have to use the stated application form. Appendices can be written on a template determined by the Welfare Officer.

Those Teams/fraternities who only apply for basic support (appendix 1) encloses a list of members with the application (appendix 2). Teams/fraternities who apply for activity funds have to, in addition of attachment 1, enclose information and budget for the activities applied for (appendix 3). Teams/fraternities that received activity funds and/or received basic support for the first time at the last allocation of welfare funds have to enclose an annual report including accounting (appendix 4). New groups/organizations and Teams/fraternities who only received basic support at last allocation of welfare funds do not have to enclose an annual report.

Please contact the Welfare Officer of the Student board by phone or email in advance if there is any questions (velferd.au@nmbu.no). Incomplete applications will not be handled by the committee!

Application for welfare funds may be delivered to The Student Parliaments post box 1202.

4 Committee of allocation of the welfare funds

4.1 Mandate

The allocation committee of Welfare Funds evaluates all the applications received, and give the Student Parliament a proposal of a fair allocation of the Welfare funds. The committee considers the content of the application against the purpose of the welfare funds. The committee evaluates the allocation process and suggests necessary changes in the rules and regulations for allocation of the Welfare funds and application form see paragraph 7, Revision.

4.2 Composition

The committee of allocating of welfare funds consists of:

- Welfare Officer of the Student board (chair).
- International Officer of the Student board.
- Finance manager of the Samfunnsst Board.
- One student representative from the SiÅs board.
- One person who has previously been a part of the committee.
- Two representatives elected by the Student Parliament. The representatives are elected at the Student Parliament meeting 4 in the spring and will participate in the committee the following academic year.

4.3 Quorum

The committee has a quorum for allocation of Welfare funds when at least four of the representatives are present and voting. A member of the committee is not allowed to vote and not be present when the committee discuss teams/fraternities he/she is or has been a member of. Whether this applies to the Welfare officer, she/he presents the application and leaves the room. The welfare representative may only be retrieved for direct clarifying questions regarding the application.

4.4 Working method

The Welfare officer reads through all applications and set up a list of applications and a preliminary proposal of allocation. The allocation committee meets 1-2 times before Student Parliament meeting 2, and 1-2 times prior Student Parliament meeting 5. The committee goes through all the applications and adjust the proposal given by the welfare officer. The welfare officer presents the committees setting at the Student Parliament meeting. Teams/fraternities may have a meeting with the welfare representative to discuss the assignment and any unclear part.

Questions and comments should be addressed to the welfare officer and not to any of the committee's members.

5 Allocations

The Student Parliament approves the allocation of welfare funds. The Student Parliament may make changes to the allocation committees' proposal. The Welfare funds are allocated at Student Parliament meeting 2 in the spring and Student Parliament meeting 5 in the autumn.

6 Deadlines

6.1 Announcement deadlines

191 The allocation rules and regulations, and the application form, should be made available for all students in
192 the beginning January during the spring semester and in the beginning of August during the fall semester of
193 each year. The allocation rules and regulations, and the application form are available at
194 studentstyret.umb.no and in paper form at the entrance to the Student Board office. The application form,
195 and the rules and regulations for allocation of Welfare funds are available online throughout the year. The
196 marketing officer of the Student Board has the main responsibility of announcing the upcoming allocation of
197 Welfare funds and application deadline in due time before the application deadline.

198 6.2 Application deadline

199 The application deadline is set by the welfare officer. In spring, the application deadline is in the middle of
200 February, application deadline in the autumn is around middle of September. Applications for student
201 meeting funds are to be delivered to the Student Society Board, PO box 1210, at least 14 days prior to the
202 event. Late applications will not be considered.

203
204

205 6.3 Deadline for treatment of applications

206 The allocation of welfare funds is announced at studentstyret.umb.no and in the minutes from the Student
207 Parliament meeting. The final results of the allocation will be delivered to all applicants by mail no longer
208 than two weeks after the approval.

209

210 6.4 Deadline of complaints

211 Complaints on the treatment of applications must be put forward to the Student Board no more than 7 days
212 after the letter of reply is received. All groups/organizations have the right to have their complaint
213 thoroughly treated and to receive a written answer within a week.

214

215 7 Revision

216 The application form and the rules and regulation of the allocation of Welfare funds shall be revised by the
217 Student Parliament each even numbered year. Revision of the application form and the rules and regulation
218 of Welfare funds are a matter for discussion at Student Parliament meeting 4 and a statutory matter at
219 Student Parliament meeting 6. Revised version is valid when passed by the Student Parliament. Suggested
220 percentage rates for allocation to the various categories are determined on the last Student Parliament
221 meeting each year on request from the allocation committee.

222
223

224 Attachment 10 Proposed Application form for allocation of Welfare Funds

225

226 The Welfare Committee

227 v/ (Name of the Welfare Officer)

228 Post box 1202

Date XX.XX.20XX, Place:

229

230

231 Application form for Welfare Funds

232

233 Spring/Autumn 20XX

234

235 Application deadline: XX.XX.XX

236

237 Make yourself familiar with the rules of allocation of activity funds and basic support, and apply for

238 a reasonable sum. The rules can be found at nmbu.no/student/livet-

239 [rundt/studenttinget/stotte/node/22543](http://nmbu.no/studenttinget/stotte/node/22543). If you have any questions, please contact the welfare

240 responsible of The Executive Committee (AU) by phone, or send an email to velferd.au@nmbu.no.

241

242 The application should be delivered by email to velferd.au@nmbu.no or be handed in on paper form,

243 to post box 1202

244

245

246

247 (Name of the team/association)

248

249 Contact Information:

250 Post box/adresse:.....

251 Email:.....

252 Account number:

253 Owner of the account:.....

254 Contact person:

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

256

257 Other information:

258 Student ration of the members:.....

259 Extern income (amount, source)

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

261 Size of capital:.....

262

263 (Name of team/association) applies for

264 Basic support: xxxx,-

265 Activity support: xxxx,-

266 Total sum: xxxx,-

267

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

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

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

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

277

278 **Application:**

279 - Formal application.

280 - Short description of the team/association.

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

283 - A short summary of what kind of activities the lag/forening (society) want support for
284 (activity funds).

285 - The sum of funds applied for, including basic support, activity funds and total sum.

286 - **Percentage** of members who are students.

287 - **Activities** the lag/forening apply to support in chronological order.

288

289 **You also have to add a short description of each event:**

290 - Short description of concept

291 - Who will attend

292 - An estimate of participants

293 - How the event or activity will contribute to the student environment

294 - Budget for all activities where it clearly states what the activity funds will be used for.

295

296 - **An annual report** with chronological descriptions of all events where it clearly states
297 what the activity funds have been used for the previous year. It must also include an
298 evaluation of all activities or events mentioned in the report.

299 This must include:

300 a) What went well

301 b) What didn't go so well

302 c) How the event or activity could have been improved

303 d) Marketing

304 e) The attendance

305

306 - **Financial statements** for how the activity funds was used. Receipts for all sums above
307 500 must be included, but all funds used must be possible to account for by receipts. If
308 the Welfare Officer should ask for all receipts, they must be forwarded. See the
309 template at <https://www.nmbu.no/student/livet-rundt/studenttinget/stotte/node/22543>.

310

311 **The entire application with membership lists, year report and financial statements, must be**
312 **delivered in one file to velferd.au@nmbu.no.**

313
314

315 Attachment 11 Proposed Application form for allocation of Community
316 Funds
317

318 The Welfare Committee

319 v/ (Name of the Welfare Officer)

320 Post box 1202

Date XX.XX.20XX, Place:

321

322 **Application Form for Community Funds**

323 SP 6, 14.11.16

324

20XX

325

326

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

331

332 The application should be delivered by email to velferd.au@nmbu.no or be handed in on paper form,
333 to post box 1202
334

335

336

337

338

.....
(Name on the organization)

339 **Contact information:**

340 17. Postbox/post address:.....

341 18. E-mail:.....

342 19. Account number:.....

343 20. Name of owner of the

344 account:.....

345 21. Contact person:

346 Phone number:.....E-mail:.....
347

348 **Additional information:**

349 22. Student share of members within the

350 organization:.....

☐

351 23. Entrance fee per participant:

No entrance fee

352 24. External funding (amount, source):

353 25. (Name of organization) applies for

354 POST(N): , -

355 Total sum applied for: , -
356

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.

A description of what the event or activity will contain:

- a) A short description of the event or activity itself.

- b) The program for the day.

- c) The audience or focus group.

- d) An estimate of attendees.

- e) How the event or activity will contribute to the student environment and student welfare.

- f) The budget for the event or activity where it states clearly what the societal meetings funds will be used for

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.

388 **Report for Community Funds**
389 Spring 20XX
390
391
392
393
394

395
396 (Name of organization)
397

398
399 (Sender)
400

402 **Description of the event:**

403 26. Date: .../.../...

404 27. Participation:

405 2.2 Student share of participation:

406 28. Entrance fee per participant:

409 **Evaluation of the event:**

410 29. What went well:

411 30. What went bad:

412 31. Marketing:

413 32. What could be improved at the event:

416 **Attachment 1: The accounts**

418 Accounts showing how the Community Funds was spent. The account must show how the
419 funding was spent. Receipts for all purchases must be attached in a separate appendix to the
420 report.
421

Theme	Overarching Goal
1. Study Quality	<p>1.1 Ensure study quality and student areas in the development of the campus.</p> <p>1.2 Ensure a good quality of exam locations.</p> <p>1.3 Develop good indicators for quality education at NMBU.</p> <p>1.4 Work towards more pedagogical teaching, as well ask research based curriculum.</p> <p>1.5 Work to improve subject evaluation, based on feedback from students.</p>
2. Student Welfare	<p>2.1 Improve the health services available at the Ås health clinic.</p> <p>2.2 Work to improve primary doctor and dentist services available for students in the Ås commune.</p> <p>2.3 Work to improve food and drink offers on Campus Ås.</p> <p>2.4 Work to reverse the short-term room renting regulations of NMBU rooms.</p>
3. The Student Democracy	<p>3.1 Better cooperation on information flow and awareness of the organization between the Student Councils and the Student Board.</p> <p>3.2 Work actively with building competence internally in the organization.</p> <p>3.3 Follow through on overlap routines in the Student Democracy.</p> <p>3.4 Map out the need for further policy documents at NMBU.</p>
4. Environment	<p>4.1 Work on improving the housing offers for students.</p> <p>4.2 Ensure the biological diversity of campus throughout the campus development plan.</p> <p>4.3 Improve the bike availability in Ås.</p>
5. Internationalization	<p>5.1 Work towards better language and communication at NMBU and SiÅs.</p> <p>5.2 Develop a mentoring program for students than come here on exchange, and our students who go on exchange.</p> <p>5.3 Follow through on measures that will increase going on exchange at NMBU.</p>

Attachment 14 Proposed Plan of Action for the Student Democracy at NMBU 2019

Plan of Action for the Student Democracy at NMBU 2019

Theme	Main goal
1. Quality of Studies	<p>1.1 Maintain the quality of education and student spaces in the development of the campus.</p> <p>1.2 Work to ensure all students experience a safe and good physical and psychological learning environment.</p> <p>1.3 Work on the implementation of merit of pedagogy to ensure it helps to increase the quality of studies.</p> <p>1.4 Ensure a good way for students to give constructive feedback through the changes in course evaluation.</p>
2. Student Welfare	<p>2.1 Improve the offers at Ås Health Station.</p> <p>2.2 Work on improvements of the general practitioner and dentist offers for students in Ås municipality.</p> <p>2.3 Work to expand the food and drinking options at NMBU.</p> <p>2.4 Work on a change in the renting regulations from Property Service for short term rent of NMBU spaces.</p>
3. Student Democracy	<p>3.1 Increase the visibility and facilitate for more low-threshold spaces where students can facilitate for different feedback to the Student Democracy.</p> <p>3.2 Work actively with building competence within the organization.</p> <p>3.3 Follow up on the handover-routines within the Democracy, with a particular focus on the Student Councils.</p>
4. Environment	<p>4.1 Work to better offers of public transport.</p> <p>4.2 Ensure the biological diversity when developing the campus.</p> <p>4.3 Improve the facilitation of biking in Ås municipality.</p>
5. Internationalization and mobility	<p>5.1 Work to improve the language and communication at NMBU and SiÅs.</p> <p>5.2 Develop a mentor program for students connected to exchange.</p> <p>5.3 Work to ensure all study programs have at least one semester with open credits.</p>

Budget Proposal 2019					
Student Parliament	B-2019	B-2018	B-2017	B-2016	B-2015
Refunds				-	-
Free fund NSO	50 000	50 000	50 000	50 000	50 000
Grants NMBU	1 320 000	1 320 000	1 320 000	800 000	800 000
Inclusion funds	250 000	250 000	250 000	250 000	250 000
Semester fee	920 000	920 000	920 000	920 000	920 000
Total Income	2 540 000	2 540 000	2 540 000	2 020 000	2 020 000
Salary	1 059 000	1 059 000	1 059 000	692 000	693 657
Payroll taxes	159 000	159 000	159 000	100 000	97 806
Employee insurance	68 000	68 000	68 000	15 000	10 045
Total Cost Employees	1 286 000	1 286 000	1 286 000	807 000	801 508
Course, training and education, 6710	140 000	150 000	150 000	150 000	140 000
Remuneration + Translation, 5330	27 000	27 000	25 000	14 000	15 000
Office, 6801	6 000	6 000	12 000	12 000	10 000
Operating expenses, 7700	5 000	5 000	5 000	3 000	5 000
Phone/post, 6901/6940	1 000	1 000	5 000	3 000	5 000
Marketing etc, 7300	35 000	35 000	35 000	27 000	28 000
Meeting, travel, repr., 7350	44 000	34 000	25 000	15 000	19 000
NSO fee, Campus Ås	299 200	299 200	299 200	290 000	290 000
Student Parliament meetings, 7530	27 000	27 000	27 000	18 000	20 000
Travel NMBU	24 000	24 000	25 000	24 000	26 000
Organisational expenses, 6821	10 000	10 000	10 000	6 000	18 000
Total Other Operational Expenses	618 200	618 200	618 200	562 000	576 000
Welfare funds, Campus Ås	400 000	400 000	400 000	400 000	400 000
Inclusion Funds, NMBU	195 000	195 000	195 000	200 000	200 000
Joint Campus initiatives				-	-
ESN NMBU	15 000	5 000			
ISU NMBU	25 000	35 000	35 000	35 000	35 000
Total Cultural/Social Measures	635 000	635 000	595 000	635 000	635 000
Total Operational Expenses	2 539 200	2 539 200	2 499 200	2 004 000	2 012 508
Annual Result	800	800	40 800	16 000	7 492

433

434 Attachment 16 Accounting 2016 - 2018

Student Parliament	R-2018	R-2017	R-2016
Refunds			
Free fund NSO	42 951	50 000	49 900
Grants NMBU	1 364 000	1 226 000	900 000
Inclusion funds	250 000	250 000	250 000
Semester fee	459 999	920 000	920 000
Total Income	2 116 950	2 446 000	2 119 900
Salary	879 685	1 033 380	763 597
Payroll taxes	120 829	133 765	106 664
Employee insurance	7015,64	8924,85	9774,01
Total Cost Employees	1 007 530	1 176 070	880 035
Course, training and education, 6710	57 696	119 588	130 560
Remuneration + Translation, 5330	6 440	20 930	21 850
Office, 6801	1 597	4 081	14 176
Operating expenses, 7700	0	0	3 813
Phone/post, 6901/6940	-	-	4 077
Marketing etc, 7300	13 505	37 379	37 235
Meeting, travel, repr., 7350	35 554	42 472	18 288
NSO fee, Campus Ås	131 840	285760	282 912
Student Parliament meetings, 7530	5 795	18 767	21 246
Travel NMBU	6 758	7 803	7 716
Organisational expenses, 6821	4 694	10 529	10 744
Total Other Operational Expenses	263 880	547 308	552 615
Welfare funds, Campus Ås	311 494	376140	389 383
Inclusion Funds, NMBU	126 019	214 481	233 145
Joint Campus initiatives			
ESN NMBU			
ISU NMBU			
Total Cultural/Social Measures	437 513	590 621	622 528
Total Operational Expenses	1 708 923	2 313 999	2 055 179
Annual Result	408 027	132 001	64 721

435

436

438 Attachment 17 Long-term strategy for the Student Democracy at NMBU
 439 2017-2020

440 Long-term strategy for the Student Democracy at NMBU 2017-2020

Topic	Overarching Goals
1. Study Quality	<p>1.1 Digitalization</p> <p>1. To ensure that lecturers use the right assessment methods in relation to the subject that they teach.</p> <p>1.2 Learning environment at the university:</p> <p>2. To ensure a secure mental and physical learning environment for all students at NMBU</p> <p>3. To ensure that the campus is universally formulated</p> <p>1.3 Teaching Quality</p> <p>4. Good routines concerning subject evaluations</p> <p>5. Relevant teaching</p> <p>6. Competent teaching</p> <p>1.4 Work together with NMBU to make sure that messaged concerning quality from the Ministry of Education are followed up.</p>
2. Student Welfare	<p>2.1. Work for better medical assistance at Campus Ås.</p> <p>7. A 100% psychological position at Ås health center</p> <p>8. Work for better primary doctor offers</p> <p>9. Work for better dentistry options for students</p> <p>2.2 More train departures per hour</p> <p>10. Trains towards Østfold</p> <p>11. Get the region train to stop in Ås</p> <p>2.3 Ensure a safe and secure movement of the Veterinary students to Ås</p> <p>2.4 Ensure a smooth integration of veterinary students in Ås and work to ensure fellowship</p> <p>2.5 Work closely with SiÅs and the students in the SiÅs board to ensure better welfare for the students.</p>
3. The Student Democracy	<p>3.1. The Student Parliament's Student Board should work more actively with NSO, and on a national level.</p> <p>3.2 Continue with the good cooperation with other committees on campus Ås and Adamstuen</p> <p>3.3 Strive for good marketing of the Student Democracy and information flow.</p> <p>3.4 Work to create space for a course group that the organization can benefit from, as well as ensure good routines for overlap and continuity.</p>

	3.5 Autonomy in the student councils, independent units
4. Environment	<p>4.1 Ensure that there are plenty biking and walking paths in Ås, especially between city center and campus.</p> <p>4.2 Work on developing the outside areas at NMBU and ensure biodiversity.</p>
5. Internationalization	<p>5.1 Work more closely with SIT (The Student Information Center) to get more students to go on exchange</p> <p>5.2 Strive for an inclusive environment for Norwegians and international students at NMBU</p>
6. NMBU	<p>6.1 Work to meet society's needs and ensure that NMBU is to be an innovative university.</p> <p>6.2 Work to strengthen the citizen's perspective of NMBU</p> <p>6.3 Work together with NMBU to develop an alumni network</p> <p>6.4 Closer partnership with the Ås commune and the City Council</p> <p>12. Representatives at the open meeting for Ås commune from the Student Democracy</p>

441

442

Economic Regulations for the Student Parliament at NMBU

Adopted at Student Parliament 3 on 25.04.2017

Attachment 1: Instructions for the Semester Fee

Economic regulations for the Student Parliament at NMBU are in accordance with the statutes for the Student Democracy at NMBU, and in conjunction with the instructions for the semester fee given by the SiÅs board on 19.03.98, and are subordinate to these.

The economic regulations are to inform the student democracy at NMBU about the current economic protocol for the Student Parliament at NMBU. Procedures and responsibilities between the Student Democracy at NMBU and SiÅs concerning the pricing and usage of the semester fee in SiÅs' budget are covered in the instructions for the semester fee.

The Student Democracy at NMBU:

The Student Parliament has the responsibility for handling the budget of the Student Parliament at NMBU. Shall go through and approve of the economic regulations every year. It shall first be presented as a discussion case, and then as a decision case at the following Student Parliament. If changes are to be made that concern SiÅs, then SiÅs is to be given an opportunity to express their opinion before decisions are made.

The Student Board: Has the responsibility of the daily economic dealings of the Student Parliament at NMBU, and is required to operate according to these regulations. Can deliver a statement on behalf of the Student Democracy at NMBU on budgetary matters if the Student Democracy at NMBU is unable to express their opinion for practical reasons.

If a situation arises where the Student Parliament's Student Board has deviated – or sees the need to deviate – from these regulations, they should inform the Student Parliament at the next upcoming meeting.

SiÅs: Is obligated to act in accordance with the instructions for the semester fee concerning decisions between the Student Democracy at NMBU and SiÅs in relation to the pricing and usage of the semester fee in SiÅs' budget.

13. Powers

1. The Student Board has the power to make reallocations between the records of the approved budget of up to 5,000 kr each allocation. Further distribution of income/expenses from the semester fee are to be presented to the Student Parliament to inform them, and to SiÅs for a decision

14. Payments

15. The president of The Student Board or the organizational secretary is to attest that the bill/invoice is in accordance with the agreement and that the purchased goods/services are received.

- 495 16. Bills are to be attested and approved of before the payment is made.
496 17. If the president is absent (holiday, sickness or other long absences), the vice
497 president of the Student Parliament's Student board has the power to attest
498 payments together with the organizational secretary.
499 18. Nobody can confirm payments being made to themselves. This means that the vice
500 president of the Student Board must confirm payments being made to the president
501 or the organizational secretary.
502 19. All payments from the Student Democracy at NMBU are to be made by bank account.
503

504 **§3. Travel Expenses**

505

- 506 20. All travel costs that are to be paid for by the Student Parliament NMBU are to be pre-
507 approved of by the president of the Student Parliament's Student Board.
508 21. The Student Parliament NMBU covers travels for representatives who are traveling
509 to represent the organization at events.
510 22. The main rule is that travels are handled according to the invoice.
511 23. Representatives for the Student Parliament NMBU are given a driving mileage
512 allowance according to the state's current rates
513 24. If using one's own car over long distances where public transport is also possible,
514 the costs will be covered according to the route's cheapest method of travel possible.
515 25. Events put on by the Norwegian Student Organization (NSO) are covered by NSO
516 and are addressed in the economic regulations of the NSO.
517

518 **§4. Food Expenses**

519

- 520 26. Food expenses during travels related to the Student Democracy NMBUs work are
521 covered for up to 300kr per day.
522 27. Food costs are not to be covered in meetings/courses/events where the cost is
523 covered by the organizer or included in any participation fees.
524 28. For events put on by Student Parliament NMBU where there is food available, the
525 Student Parliament NMBU covers costs up to 150kr per person. In situations where
526 this is not included in the economic framework, the Student Board will conduct a
527 separate assessment.
528
529

530 **Instructions for the Semester Fee**

531 (Given by the SiÅs Board 19.03.98)

532 **29. Legal Basis**

533

534
535 The semester fee is to be used for interests concerning students' welfare needs at
536 NLH, cf. § 4 in the Laws of the Student Welfare Associations.
537

- 538 1. The SiÅs board decides how much the semester fee shall be. All decisions made
539 relating to setting or increasing the semester fee shall be approved of by the
540 department, cf. § 12 in the Laws of the Student Welfare Associations.
541

542 **30. Powers**

543

544 The SiÅs Board sets the semester fee price and allocation after first receiving input
545 from the Student Parliament.

546 The SiÅs Board sets the budget each year for the usage of the semester fee,
547 including economic resources for the allocation of welfare funds for clubs and
548 societies, after first receiving input from the Student Parliament.
549
550 The SiÅs Board sets out instructions for the semester fee.
551
552 The Student Parliament sets regulations for distributing welfare funds.
553
554 The Student Parliament carries out the distribution of welfare funds.
555
556 Disputes regarding interpretation of the instructions and rules can be brought forth
557 to the SiÅs Board for a decision.
558
559