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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Constitution

Approval of today's agenda and summoning

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.

Appointment of a Counting Committee

1. Hanne Berggren
2. Even A. Stokke
3. Rolf Einar Kordal

Orientation cases

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 statues 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
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 year’s 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.

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**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 SisÅ

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
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
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:

<table>
<thead>
<tr>
<th>Members</th>
<th>Basic support</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-19</td>
<td>800 kr</td>
</tr>
<tr>
<td>20-39</td>
<td>1000 kr</td>
</tr>
<tr>
<td>40-59</td>
<td>1200 kr</td>
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<td>60-79</td>
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<td>120-139</td>
<td>2000 kr</td>
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<tr>
<td>140-159</td>
<td>2200 kr</td>
</tr>
<tr>
<td>160- &gt;</td>
<td>2400 kr</td>
</tr>
</tbody>
</table>

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 Students 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 (welferd.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.
Application form for Welfare Funds
SP 6, 14.11.16

Spring/Autumn 20XX

Date XX.XX.20XX, Place: ........

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: .........................................
Other information:
Student ration of the members:

Extern income (amount, source):

Membership fee(s):

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

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.
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.
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:

<table>
<thead>
<tr>
<th>Members</th>
<th>Basic support</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-19</td>
<td>600 kr</td>
</tr>
<tr>
<td>20-39</td>
<td>800 kr</td>
</tr>
<tr>
<td>40-99</td>
<td>1000 kr</td>
</tr>
<tr>
<td>100&lt;</td>
<td>1200 kr</td>
</tr>
</tbody>
</table>

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 handled 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 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 Velfersfond 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 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 committee's 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 10  Proposed Application form for allocation of Welfare Funds

The Welfare Committee

v/ (Name of the Welfare Officer)

Post box 1202 Date XX.XX.20XX, Place: .........

Application form for Welfare Funds

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

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.

  - A short summary of what kind of activities the lag/forening (society) want support for (activity funds).
  - The sum of funds applied for, including basic support, activity funds and total sum.
  - Percentage of members who are students.
  - Activities the lag/forening apply to support in chronological order.

You also have to add a short description of each event:
- Short description of concept
- Who will attend
- An estimate of participants
- How the event or activity will contribute to the student environment
- Budget for all activities where it clearly states what the activity funds will be used for.

- An annual report with chronological descriptions of all events where it clearly states what the activity funds have been used for the previous year. It must also include an evaluation of all activities or events mentioned in the report.
  This must include:
  a) What went well
  b) What didn't go so well
  c) How the event or activity could have been improved
  d) Marketing
  e) The attendance

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

The entire application with membership lists, year report and financial statements, must be delivered in one file to velferd.au@nmbu.no.
Proposed Application form for allocation of 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/livettunet/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:

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

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

19. Account number:........................................................................................................................................

20. Name of owner of the account:................................................................................................................

21. Contact person: ........................................................................................................................................

22. Phone number:.................................................................................................................................E-mail:...........................................................................................................................................

Additional information:

22. Student share of members within the organization:................................................................................

23. Entrance fee per participant: ......................................................... No entrance fee

24. External funding (amount, source): ........................................................................................................

25. (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.

**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.
Report for Community Funds
Spring 20XX

(Name of the Welfare Officer)
Post box 1202

Date XX.XX.20XX, Place: ........

Description of the event:
26. Date: .../.../...
27. Participation:
2.2 Student share of participation:
28. Entrance fee per participant:

Evaluation of the event:
29. What went well:
30. What went bad:
31. Marketing:
32. 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.
## Plan of Action for the Student Parliament 2018

<table>
<thead>
<tr>
<th>Theme</th>
<th>Overarching Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Study Quality</td>
<td>1.1 Ensure study quality and student areas in the development of the campus.</td>
</tr>
<tr>
<td></td>
<td>1.2 Ensure a good quality of exam locations.</td>
</tr>
<tr>
<td></td>
<td>1.3 Develop good indicators for quality education at NMBU.</td>
</tr>
<tr>
<td></td>
<td>1.4 Work towards more pedagogical teaching, as well ask research based curriculum.</td>
</tr>
<tr>
<td></td>
<td>1.5 Work to improve subject evaluation, based on feedback from students.</td>
</tr>
<tr>
<td>2. Student Welfare</td>
<td>2.1 Improve the health services available at the Ås health clinic.</td>
</tr>
<tr>
<td></td>
<td>2.2 Work to improve primary doctor and dentist services available for students in the Ås commune.</td>
</tr>
<tr>
<td></td>
<td>2.3 Work to improve food and drink offers on Campus Ås.</td>
</tr>
<tr>
<td></td>
<td>2.4 Work to reverse the short-term room renting regulations of NMBU rooms.</td>
</tr>
<tr>
<td>3. The Student Democracy</td>
<td>3.1 Better cooperation on information flow and awareness of the organization between the Student Councils and the Student Board.</td>
</tr>
<tr>
<td></td>
<td>3.2 Work actively with building competence internally in the organization.</td>
</tr>
<tr>
<td></td>
<td>3.3 Follow through on overlap routines in the Student Democracy.</td>
</tr>
<tr>
<td></td>
<td>3.4 Map out the need for further policy documents at NMBU.</td>
</tr>
<tr>
<td>4. Environment</td>
<td>4.1 Work on improving the housing offers for students.</td>
</tr>
<tr>
<td></td>
<td>4.2 Ensure the biological diversity of campus throughout the campus development plan.</td>
</tr>
<tr>
<td></td>
<td>4.3 Improve the bike availability in Ås.</td>
</tr>
<tr>
<td>5. Internationalization</td>
<td>5.1 Work towards better language and communication at NMBU and SiÅs.</td>
</tr>
<tr>
<td></td>
<td>5.2 Develop a mentoring program for students than come here on exchange, and our students who go on exchange.</td>
</tr>
<tr>
<td></td>
<td>5.3 Follow through on measures that will increase going on exchange at NMBU.</td>
</tr>
</tbody>
</table>
Plan of Action for the Student Democracy at NMBU 2019

<table>
<thead>
<tr>
<th>Theme</th>
<th>Main goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Quality of Studies</td>
<td>1.1 Maintain the quality of education and student spaces in the development of the campus.</td>
</tr>
<tr>
<td></td>
<td>1.2 Work to ensure all students experience a safe and good physical and psychological learning environment.</td>
</tr>
<tr>
<td></td>
<td>1.3 Work on the implementation of merit of pedagogy to ensure it helps to increase the quality of studies.</td>
</tr>
<tr>
<td></td>
<td>1.4 Ensure a good way for students to give constructive feedback through the changes in course evaluation.</td>
</tr>
<tr>
<td>2. Student Welfare</td>
<td>2.1 Improve the offers at Ås Health Station.</td>
</tr>
<tr>
<td></td>
<td>2.2 Work on improvements of the general practitioner and dentist offers for students in Ås municipality.</td>
</tr>
<tr>
<td></td>
<td>2.3 Work to expand the food and drinking options at NMBU.</td>
</tr>
<tr>
<td></td>
<td>2.4 Work on a change in the renting regulations from Property Service for short term rent of NMBU spaces.</td>
</tr>
<tr>
<td>3. Student Democracy</td>
<td>3.1 Increase the visibility and facilitate for more low-threshold spaces where students can facilitate for different feedback to the Student Democracy.</td>
</tr>
<tr>
<td></td>
<td>3.2 Work actively with building competence within the organization.</td>
</tr>
<tr>
<td></td>
<td>3.3 Follow up on the handover-routines within the Democracy, with a particular focus on the Student Councils.</td>
</tr>
<tr>
<td>4. Environment</td>
<td>4.1 Work to better offers of public transport.</td>
</tr>
<tr>
<td></td>
<td>4.2 Ensure the biological diversity when developing the campus.</td>
</tr>
<tr>
<td></td>
<td>4.3 Improve the facilitation of biking in Ås municipality.</td>
</tr>
<tr>
<td>5. Internationalization and mobility</td>
<td>5.1 Work to improve the language and communication at NMBU and SiÅs.</td>
</tr>
<tr>
<td></td>
<td>5.2 Develop a mentor program for students connected to exchange.</td>
</tr>
<tr>
<td></td>
<td>5.3 Work to ensure all study programs have at least one semester with open credits.</td>
</tr>
</tbody>
</table>
### Budget Proposal 2019

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
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<tbody>
<tr>
<td><strong>Refunds</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Free fund NSO</td>
<td>50 000</td>
<td>50 000</td>
<td>50 000</td>
<td>50 000</td>
<td>50 000</td>
</tr>
<tr>
<td>Grants NMBU</td>
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<td>1 320 000</td>
<td>1 320 000</td>
<td>800 000</td>
<td>800 000</td>
</tr>
<tr>
<td>Inclusion funds</td>
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<td>250 000</td>
<td>250 000</td>
<td>250 000</td>
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<tr>
<td>Semester fee</td>
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<td>920 000</td>
<td>920 000</td>
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<td><strong>Total Income</strong></td>
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<td>1 059 000</td>
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<td>693 657</td>
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<td>159 000</td>
<td>100 000</td>
<td>97 806</td>
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<td>Employee insurance</td>
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<td>807 000</td>
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<td>Course, training and education, 6710</td>
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<td>150 000</td>
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<tr>
<td>Remuneration + Translation, 5330</td>
<td>27 000</td>
<td>27 000</td>
<td>25 000</td>
<td>14 000</td>
<td>15 000</td>
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<td>12 000</td>
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<td>Operating expenses, 7700</td>
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<td>5 000</td>
<td>5 000</td>
<td>3 000</td>
<td>5 000</td>
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<tr>
<td>Phone/post, 6901/6940</td>
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<td>1 000</td>
<td>5 000</td>
<td>3 000</td>
<td>5 000</td>
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<tr>
<td>Marketing etc, 7300</td>
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<td>35 000</td>
<td>35 000</td>
<td>27 000</td>
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<td>Meeting, travel, repr., 7350</td>
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<td>34 000</td>
<td>25 000</td>
<td>15 000</td>
<td>19 000</td>
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<td>NSO fee, Campus Ås</td>
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<td>299 200</td>
<td>299 200</td>
<td>290 000</td>
<td>290 000</td>
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<tr>
<td>Student Parliament meetings, 7530</td>
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<td>27 000</td>
<td>27 000</td>
<td>18 000</td>
<td>20 000</td>
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<tr>
<td>Travel NMBU</td>
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<td>Organisational expenses, 6821</td>
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<td>10 000</td>
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<td>18 000</td>
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<tr>
<td><strong>Total Other Operational Expenses</strong></td>
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<td>618 200</td>
<td>618 200</td>
<td>562 000</td>
<td>576 000</td>
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<td>Welfare funds, Campus Ås</td>
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<td>400 000</td>
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<td>400 000</td>
<td>400 000</td>
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<tr>
<td>Inclusion Funds, NMBU</td>
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<td>195 000</td>
<td>195 000</td>
<td>200 000</td>
<td>200 000</td>
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<td>Joint Campus initiatives</td>
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<td>-</td>
<td>-</td>
<td>-</td>
</tr>
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<td>ESN NMBU</td>
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<td>ISU NMBU</td>
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<td>35 000</td>
<td>35 000</td>
<td>35 000</td>
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<td><strong>Total Cultural/Social Measures</strong></td>
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<td>635 000</td>
<td>595 000</td>
<td>635 000</td>
<td>635 000</td>
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<td><strong>Total Operational Expenses</strong></td>
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<td>2 539 200</td>
<td>2 499 200</td>
<td>2 004 000</td>
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<tr>
<td><strong>Annual Result</strong></td>
<td>800</td>
<td>800</td>
<td>40 800</td>
<td>16 000</td>
<td>7 492</td>
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</table>
## Attachment 16   Accounting 2016 - 2018

<table>
<thead>
<tr>
<th>Student Parliament</th>
<th>R-2018</th>
<th>R-2017</th>
<th>R-2016</th>
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<tbody>
<tr>
<td><strong>Refunds</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Free fund NSO</td>
<td>42 951</td>
<td>50 000</td>
<td>49 900</td>
</tr>
<tr>
<td>Grants NMBU</td>
<td>1 364 000</td>
<td>1 226 000</td>
<td>900 000</td>
</tr>
<tr>
<td>Inclusion funds</td>
<td>250 000</td>
<td>250 000</td>
<td>250 000</td>
</tr>
<tr>
<td>Semester fee</td>
<td>459 999</td>
<td>920 000</td>
<td>920 000</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>2 116 950</td>
<td>2 446 000</td>
<td>2 119 900</td>
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<tr>
<td><strong>Salary</strong></td>
<td>879 685</td>
<td>1 033 380</td>
<td>763 597</td>
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<tr>
<td>Payroll taxes</td>
<td>120 829</td>
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<td>106 664</td>
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<tr>
<td>Employee insurance</td>
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<td>8924.85</td>
<td>9774.01</td>
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<tr>
<td><strong>Total Cost Employees</strong></td>
<td>1 007 530</td>
<td>1 176 070</td>
<td>880 035</td>
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<td>Course, training and education, 6710</td>
<td>57 696</td>
<td>119 588</td>
<td>130 560</td>
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<tr>
<td>Remuneration + Translation, 5330</td>
<td>6 440</td>
<td>20 930</td>
<td>21 850</td>
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<tr>
<td>Office, 6801</td>
<td>1 597</td>
<td>4 081</td>
<td>14 176</td>
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<tr>
<td>Operating expenses, 7700</td>
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<td>0</td>
<td>3 813</td>
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<td>Phone/post, 6901/6940</td>
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<td>Marketing etc., 7300</td>
<td>13 505</td>
<td>37 379</td>
<td>37 235</td>
</tr>
<tr>
<td>Meeting, travel, repr., 7350</td>
<td>35 554</td>
<td>42 472</td>
<td>18 288</td>
</tr>
<tr>
<td>NSO fee, Campus Ås</td>
<td>131 840</td>
<td>285 760</td>
<td>282 912</td>
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<tr>
<td>Student Parliament meetings, 7530</td>
<td>5 795</td>
<td>18 767</td>
<td>21 246</td>
</tr>
<tr>
<td>Travel NMBU</td>
<td>6 758</td>
<td>7 803</td>
<td>7 716</td>
</tr>
<tr>
<td>Organisational expenses, 6821</td>
<td>4 694</td>
<td>10 529</td>
<td>10 744</td>
</tr>
<tr>
<td><strong>Total Other Operational Expenses</strong></td>
<td>263 880</td>
<td>547 308</td>
<td>552 615</td>
</tr>
<tr>
<td>Welfare funds, Campus Ås</td>
<td>311 494</td>
<td>376 140</td>
<td>389 383</td>
</tr>
<tr>
<td>Inclusion Funds, NMBU</td>
<td>126 019</td>
<td>214 481</td>
<td>233 145</td>
</tr>
<tr>
<td>Joint Campus initiatives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESN NMBU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISU NMBU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cultural/Social Measures</strong></td>
<td>437 513</td>
<td>590 621</td>
<td>622 528</td>
</tr>
<tr>
<td><strong>Total Operational Expenses</strong></td>
<td>1 708 923</td>
<td>2 313 999</td>
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</tr>
<tr>
<td><strong>Annual Result</strong></td>
<td>408 027</td>
<td>132 001</td>
<td>64 721</td>
</tr>
</tbody>
</table>
# Long-term strategy for the Student Democracy at NMBU 2017-2020

## Topic | Overarching Goals
--- | ---
### 1. Study Quality | 1.1 Digitalization
1. To ensure that lecturers use the right assessment methods in relation to the subject that they teach.
1.2 Learning environment at the university:
2. To ensure a secure mental and physical learning environment for all students at NMBU
3. To ensure that the campus is universally formulated
1.3 Teaching Quality
4. Good routines concerning subject evaluations
5. Relevant teaching
6. Competent teaching
1.4 Work together with NMBU to make sure that messages concerning quality from the Ministry of Education are followed up.
### 2. Student Welfare | 2.1. Work for better medical assistance at Campus Ås.
7. A 100% psychological position at Ås health center
8. Work for better primary doctor offers
9. Work for better dentistry options for students
2.2 More train departures per hour
10. Trains towards Østfold
11. Get the region train to stop in Ås
2.3 Ensure a safe and secure movement of the Veterinary students to Ås
2.4 Ensure a smooth integration of veterinary students in Ås and work to ensure fellowship
2.5 Work closely with SiÅs and the students in the SiÅs board to ensure better welfare for the students.
### 3. The Student Democracy | 3.1. The Student Parliament’s Student Board should work more actively with NSO, and on a national level.
3.2 Continue with the good cooperation with other committees on campus Ås and Adamstuen
3.3 Strive for good marketing of the Student Democracy and information flow.
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.
<table>
<thead>
<tr>
<th>3.5 Autonomy in the student councils, independent units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Environment</td>
</tr>
<tr>
<td>4.1 Ensure that there are plenty biking and walking paths in Ås, especially between city center and campus.</td>
</tr>
<tr>
<td>4.2 Work on developing the outside areas at NMBU and ensure biodiversity.</td>
</tr>
<tr>
<td>5. Internationalization</td>
</tr>
<tr>
<td>5.1 Work more closely with SIT (The Student Information Center) to get more students to go on exchange</td>
</tr>
<tr>
<td>5.2 Strive for an inclusive environment for Norwegians and international students at NMBU</td>
</tr>
<tr>
<td>6. NMBU</td>
</tr>
<tr>
<td>6.1 Work to meet society’s needs and ensure that NMBU is to be an innovative university.</td>
</tr>
<tr>
<td>6.2 Work to strengthen the citizen’s perspective of NMBU</td>
</tr>
<tr>
<td>6.3 Work together with NMBU to develop an alumni network</td>
</tr>
<tr>
<td>6.4 Closer partnership with the Ås commune and the City Council</td>
</tr>
<tr>
<td>12. Representatives at the open meeting for Ås commune from the Student Democracy</td>
</tr>
</tbody>
</table>
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.
16. Bills are to be attested and approved of before the payment is made.

17. If the president is absent (holiday, sickness or other long absences), the vice president of the Student Parliament’s Student board has the power to attest payments together with the organizational secretary.

18. Nobody can confirm payments being made to themselves. This means that the vice president of the Student Board must confirm payments being made to the president or the organizational secretary.

19. All payments from the Student Democracy at NMBU are to be made by bank account.

§3. Travel Expenses

20. All travel costs that are to be paid for by the Student Parliament NMBU are to be pre-approved of by the president of the Student Parliament’s Student Board.

21. The Student Parliament NMBU covers travels for representatives who are traveling to represent the organization at events.

22. The main rule is that travels are handled according to the invoice.

23. Representatives for the Student Parliament NMBU are given a driving mileage allowance according to the state’s current rates.

24. If using one’s own car over long distances where public transport is also possible, the costs will be covered according to the route’s cheapest method of travel possible.

25. Events put on by the Norwegian Student Organization (NSO) are covered by NSO and are addressed in the economic regulations of the NSO.

§4. Food Expenses

26. Food expenses during travels related to the Student Democracy NMBUs work are covered for up to 300kr per day.

27. Food costs are not to be covered in meetings/courses/events where the cost is covered by the organizer or included in any participation fees.

28. For events put on by Student Parliament NMBU where there is food available, the Student Parliament NMBU covers costs up to 150kr per person. In situations where this is not included in the economic framework, the Student Board will conduct a separate assessment.

Instructions for the Semester Fee

(Given by the SiÅs Board 19.03.98)

29. Legal Basis

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

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

30. Powers

The SiÅs Board sets the semester fee price and allocation after first receiving input from the Student Parliament.
The SiÅs Board sets the budget each year for the usage of the semester fee, including economic resources for the allocation of welfare funds for clubs and societies, after first receiving input from the Student Parliament.

The SiÅs Board sets out instructions for the semester fee.

The Student Parliament sets regulations for distributing welfare funds.

The Student Parliament carries out the distribution of welfare funds.

Disputes regarding interpretation of the instructions and rules can be brought forth to the SiÅs Board for a decision.