

# Student Parliament 1 2021



Monday 08th February 2021

KI 17.15-21.00

Student Parliament is open for everyone,  
welcome!

Digitalt på Zoom: <https://nmbu.zoom.us/j/68415496552>

The Student Board encourages all participants to fill their cup  
with a hot beverage.

Case documents is available at:

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

# AGENDA

STUDENT PARLIAMENT 1 - 2021, MONDAY 8<sup>th</sup> OF FEBRUARY AT 5:15 PM, .  
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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## 2111 Constitution

### 2111.1 Approval of today's agenda and summoning

### 2111.2 Approval of the previous meeting protocol

1 Protocols are uploaded to our homepage (<http://www.nmbu.no/student/studenttinget>) a  
2 week after each Student Parliament Meeting. If you need a paper copy of the report please get  
3 in touch with the Student Board at their office U 121 (The Clock building)  
4  
5

### 6 2111.3 Appointment of a Counting Committee

- 7
- 8 1.
- 9
- 10 2.
- 11
- 12 3.
- 13
- 14

## 15 2112 Orientation cases

### 16 2112.1 Minutes

17  
18 The minutes shall be made known to the public within 12.00 the Wednesday before Student  
19 Parliament. The minutes will be sent to the Student Parliaments representatives by mail.

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

23 Meeting notes will also be posted on the Student Democracy's Canvas Page

24 Those who report to the Student Parliament through minutes are:

- 25 - The Student Board (AU)
- 26 - The University Board (US)
- 27 - The Education Board (SU)
- 28 - Student Welfare Organization in Ås (SiÅs)
- 29 - Student and Academics international helping fund (SAIH)
- 30 - International Student Union (ISU)
- 31 - The Research Board (FU)
- 32 - The Learning Environment Committee (LMU)

33 - Erasmus Student Network (ESN)

34 2112.2 Briefing about SAIH's work and the tenners

35 *Case responsible: Hector Ulloa (Vice president at SAIH)*

36 **Purpose**

37 To brief the Student Parliament about SAIH's work, nationally and internationally, and the  
38 change that is being generated with the contributions made by NMBU students through the  
39 tenners scheme.

40

41 **Background**

42 The Students And Scholars' International Assistance Fund (SAIH) is the biggest student  
43 movement for international solidarity in Norway. SAIH was established in 1961 as a part of the  
44 Norwegian students' anti-apartheid movement and is one of the oldest solidarity organizations  
45 in Norway. SAIH believes that education is essential for creating a functional society and is one  
46 of the tools for defeating poverty. SAIH is for students by students.

47 The foundation of SAIH are the universities and colleges all over Norway. SAIH has local  
48 chapters which hold debates, seminars and campaigns in 12 different campuses across the  
49 country. SAIH does not have personal memberships, instead, the local chapters, student  
50 democracies, university boards and student organizations are members.

51 Both the Student Parliament and the University Board at NMBU are members. Additionally,  
52 SAIH Ås is also an established and active local chapter within SAIH.

53 Every year thousands of students contribute to SAIH's work through the «tenners scheme», a  
54 voluntary donation made when they pay their semester fee. Currently, NMBU's students  
55 donate 40kr per semester if they decide to be part of the tenners scheme.

56

57

58 2113 Decision cases

59 2113.1 New instructions for the Election Committee

60 *Case responsible: The Student Board*

61

62 **Attachment 1:** Current instructions for the Election Committee

63 **Attachment 2:** Proposed new instructions for the Election Committee

64

65

66 **Purpose:**

67 To approve the revised instructions for the Election Committee.

68

69 **Background:**

70 The instructions for the Election Committee was last revised in 2014, and there has been quite  
71 a few structural changes in the organization since then.  
72 The suggested changes are based on attachment 1 Current instructions for the Election  
73 Committee. If all suggested changes the Student Board are approved, the document will look  
74 like the document in attachment 2 "Proposed revised instructions for the Election Committee".  
75

76 Suggested change 1: Line 309: remove institute, as institutional elections are no longer  
77 performed.

78 Suggested change 2: Line 313: inserted correct name of the chapter in the Statutes, and added  
79 "instructions for election"

80 Suggested change 3: Line 316: Remove organizational secretary, as the communication  
81 between the Election Committee and the Student parliament at NMBU has gone through the  
82 Student Board the recent years.

83 Suggested change 4: Line 321-323: Remove organizational secretary from the whole  
84 paragraph

85 Suggested change 5: Line 322: Add that members of the Student board are summoned to  
86 meetings when needed.

87 Suggested change 6: Line 324: Remove direct and elected so that all members of the Election  
88 Committee are obligated to attend the Election Committee's meetings.

89 Suggested change 7: Line 337: Remove both campuses, as we are one campus during this  
90 semester, and replace "all study cultures and both genders" with reflect the diversity of  
91 students at NMBU in order to be more including.

92 Suggested change 8: Line 339 Add that the Election Committee are case responsible for the  
93 election cases at Student Parliament.

94 Suggested change 9: Line 342: Write The Student Board instead of SB, In order to avoid  
95 unnecessary abbreviations  
96

97 **Suggested decision:**

98 Instructions for the Election Committee are approved.  
99  
100  
101

102 **2113.2 Change the revision responsibility for the application form and**  
103 **report for community meeting funds**

104 *Case responsible: The Student Board*  
105

106 **Attachment 3:** Current application form for community meeting funds

107 **Attachment 4:** Current report from community meeting funds  
108

109 **Purpose:**

110 Approve that the Application form for Community Meetings funds and Report for Community  
111 meeting funds are no longer revised by the Student Parliament.  
112

113 **Background:**

114 Today the application form for Community meeting funds and the report for community  
115 meeting funds are approved by the Student Parliament, lastly approved at Student Parliament  
116 6 in 2018.

117 The Student Board regards this as inappropriate as the application form and report are  
118 organizational documents that do not decide the rules for allocation.

119 The regulations for allocation of community meeting funds are decided in the Rules and  
120 regulations for allocation of Welfare Funds, which are processed by the Student Parliament  
121 every other year.  
122

123 In the future it will be necessary to change the email addresses in the application form on an  
124 annual basis, because the responsibility for the community meeting funds will no longer be  
125 assigned to a specific role in the Student Board. Before the restructure of the Student Board it  
126 was the welfare officers' responsibility to handle the community, meeting funds, however now  
127 it will be internally constituted within the Student Board. Therefore, the email the community  
128 meeting funds will vary from year to year, and It should be set as soon as a new Student Board  
129 has started.  
130

131

132 **Proposed decision:**

133 The Student Parliament approves that "the application form for community meeting funds and  
134 the report for community meetings funds no longer are revised by the Student Parliament, but  
135 that the responsibility is delegated to the Student Board.  
136  
137

138 **2113.3 Revise the Rules for Inclusion Funds**

139 *Case responsible The Student Board*

140

141 **Attachment 5:** Rules for Inclusion Funds 2020

142 **Attachment 6:** Rules for Inclusion Funds Proposal

143

144 **Purpose:**

145 Update the rules and regulations for Inclusion funds so that they correspond with the situation  
146 today as well as clarifying the rules.  
147

148

148 **Background**

149 The move from Campus Adamstuen to the Veterinary Building has started, and there is  
150 therefore no longer a need to have an observer present from there. The structure of the  
151 Student Board has been changed too, and there is no longer a welfare officer or an  
152 international officer. These areas of responsibility are now internally distributed within the  
153 Student Board, and therefore it is natural that it now states that one of the Student Board  
154 members shall be represented in the committee.

155 ESN has been added as a representative. This is because it is useful to have an extra member of  
156 the committee because you need to be at least three representatives in order to make a  
157 decisions concerning the applications, and because you do not wish to discriminate between  
158 ESN and ISU, since ISU already have a representative in the committee.

159 Changes have also been suggested so that the rules will make more sense.  
160

161

162

162 **Proposed decision:**

163

164

165 **2113.4 Regulations for the allocation of welfare funds**

166 *Case responsible: The Student Board*

167

168 **Attachment 7:** Old regulations for the allocation of welfare funds

169 **Attachment 8:** Proposal for new regulations for the allocation of welfare funds

170

171 **Purpose:** To adopt revised regulations for the allocation of welfare funds

172

173 **Background:**

174 Regulations for the allocations of welfare funds were last revised in 2019. Since then, there  
175 have been changes in the composition of the working committee, and that after the spring of  
176 2021 there is no longer a «campus Adamstua». The proposed changes are put together in the  
177 «proposal for new regulations for the allocation of welfare funds», and the changes are marked  
178 in red here.

179

180 **Proposed decision:** Revised regulations for the allocation of welfare funds are adopted

181

182

183

184 **2114 Discussion cases**

185 **2114.1 Welfare Funds arrangement**

186 *Case responsible: The Student Board*

187

188 **Purpose:**

189 To discuss the Welfare funds arrangement

190

191 **Background**

192 This previous year it has been explored new solutions for the Welfare Funds arrangement.  
193 Today's model is basically ok, but the Student Parliament decided in the Plan of Action 2020 to  
194 revise the arrangement. Due to the pandemic and other incidents that have occurred the work  
195 has been put on hold this fall, and now it has been started up again. Seeing that the university is  
196 growing, we wish to have a system for allocation funds that are more efficient than the current  
197 system has been, so that we have the opportunity to consecutively meet the needs of the  
198 student body. Several different systems have been considered, and now Student Parliament's  
199 answer to the following question is required before a proposed arrangement is presented at  
200 Student Parliament before summer.

201

202 The arrangement we have today consist of welfare funds and community meeting funds. In  
203 addition there are inclusions funds, that is a separate amount. The welfare funds are for  
204 societies and organizations, and are divided into basic support a permanent sum that societies  
205 receives based on their number of members, and activity funds which the societies applies for  
206 specific activities. The committee for the allocation of Welfare Funds consist of two  
207 representatives from the Student Board, two representatives elected by the Student



208 Parliament, the financial officer from Samfunnet as well as a representative from the SiÅs-  
209 Board. This committee submits a proposal for allocation , which is processed by the Student  
210 Parliament. The Community meeting funds is a pot that everyone can apply for, for arrange  
211 thematic meetings on campus.

212  
213 In addition, NMBU and SiÅs allocate funds for inclusion purposes, Samfunnet, UKA and athletic  
214 society through their own budgets every spring. It has been discussed whether the Student  
215 Councils should have the responsibility to allocate parts of the Welfare funds, for example to  
216 the academic organizations. A discussion around whether it is appropriate to gather the funds  
217 that allocated to welfare to a more complete arrangement is desired.

- 218  
219
- Do Student Councils wish to have the responsibility for part of the Welfare Funds?
  - What should the purpose of the Welfare Funds be? How do we achieve this?
  - Is today's allocation with 92% in the spring and 8 % in the fall ok?
  - Should we work for a more complete welfare system , that Samfunnet, UKA and NMBUI are also a part of?
- 220  
221  
222  
223

224  
225

## 226 2114.2 Paid resident parking at SiÅs housing

227 *Case Responsible: SiÅs Board*

228

### 229 **Purpose:**

230 Discuss the Student Parliament's attitudes towards paid parking at SiÅs's residences

231

### 232 **Background:**

233 The SiÅs-Board are considering to start up with paid resident parking at SiÅs Housing, and  
234 they want to get the opinion of the Student Parliament about this, and explore what type of  
235 solutions that the Student parliament feel can be presented for paid resident parking.

236 It is a challenge for SiÅs to cover the needs for parking to everyone who wants it. All new  
237 projects in Ås municipality are only allowed to create parking spaces that covers 10% of the  
238 residences. This also entails SiÅs residences in Skogveien, an area with great shortage of  
239 parking spaces. The coverage is 30,4% for Pentagon student village, 26% for Skogveien,  
240 Kajaveien, Utveien and Rådhusplassen combined. 50 % of the tenants in Pentagon are  
241 registered with a car, and this just don't add up. Because of the the Municipality's regulation  
242 plan SiÅs can't build any more parking spaces than exist today.

243 A parking space includes several costs. It is the establishing fee, maintenance fees like snow  
244 clearing, scattering of gravel, and lighting. And also maintenance of the asphalt, markings and  
245 administrative costs. Today all these costs are set under SiÅs housing, which means they are  
246 covered by rents.

247

248 SiÅs' wish for the future is to free up the parking lot behind Mølla and Pomona for new student  
249 housing, since good and affordable properties are hard to come by. This together with the  
250 regulations from the Municipality and interpretation of the environmental political document  
251 from Student Parliament has led the SiÅs-Board to consider the following solution:

252 Starting at the rental period 01.07.2021 will resident parking have a fee. The arrangement we  
253 suggest is as follows:

- 254
- All students can register a car with SiÅs.
  - Per month there will be a fee of 100kr
  - There is no guarantee that du will be able to park even if you have paid the fee
- 255  
256

257 - You can pay to park per day with the Easy park arrangement

258

259 It is suggested that the arrangement is to be evaluated after a year to see the effect of it, where  
260 the Student Parliament can be a part of the evaluation. In addition, it is thought that the income  
261 from paid resident parking goes to improve cycle and walking options with more and better  
262 bicycle parking, markings and maintenance of walkways and improved lighting for the people  
263 who walk.

264 **Point for discussion**

- 265 - **What are the thoughts of the Student Parliament regarding paid parking at SiÅs housing?**
- 266
- 267 - **What should a possible arrangement concerning parking fees at SiÅs include?**
- 268 - **What should the income of the resident parking go to?**

269

270

271

## 272 2115 Elections and appointments

### 273 2115.1 Elections Committee for the Best Educator of the Semester

274 *Case preparation: The Election Committee*

275

276 **Purpose:**

277 Elect candidates to select best educator of the semester as part of the committee.

278

279 **Background:**

280 Every semester students will be voting for best educator. The purpose of this award is to  
281 encourage educator to give outstanding education therefore providing an opportunity to  
282 reward excellence in teaching. This award is an example of how NMBU works toward fostering  
283 an environment of academic excellence. Voting is open to all students from both campuses.

284

285 The Committee of the Best Educator of Semester consist of four students who will hold the  
286 position for a year. A gender-balanced committee would be preferred in accordance with the  
287 Gender Equality Act section. The Committee members are responsible for promoting and  
288 encouraging students to vote or/and nominate educators. Committee members will also  
289 review submissions of educator candidates, attend lectures of potential candidates and then  
290 finally decide on a winner. It is up to the members of the committee to meet and work at their  
291 own convenience. The Vice-President of the Student Board will also assist the committee.

292

293 **Pre-notified candidates:**

294

295

296

## 297 2116 Other cases

298

## 299 2117 Meeting evaluation

300

301



303 2118 Attachments

304 2118- 1 Attachment 1: Current Instructions for the Election Committee

305 Working instructions for the Election Committee at NMBU

306 Approved at Student Parliament 5 - 07.10.2014

307

308 With Elections, it is meant all elections, both elections made by Student Parliament and all  
309 Electronic Ballot Elections, where the whole student body have the right to vote. Not included  
310 are ~~institute~~ and faculty elections.

311

312 **Purpose:**

313 The Election Committee shall ensure that elections to the Student Democracy at NMBU is  
314 executed according to the Statutes, especially Chapter 5 Elections

315

316 **Composition and meetings:**

- 317 • The Election Committee consist of 4 members. ~~The organizational secretary of the~~  
318 ~~Student Parliament acts as secretary for the election committee, and do not have the~~  
319 ~~right to vote.~~
- 320 • The election committee chooses their own president/leader. If there is a tie in a vote,  
321 the leaders vote counts double.
- 322 • The leader of the Election Committee and ~~Organizational secretary~~ can summon  
323 meetings. ~~The leader of the Election committee can choose to summon a meeting where~~  
324 ~~the Organizational secretary do not have the right to meet if so is desired.~~ All the  
325 Election Committee representatives have an obligation to attend every election  
326 committee meeting.
- 327 • The election committee are quorate when at least 60% of the committee is present at a  
328 meeting.
- 329 • Representatives in the election committee cannot run for any other elections in their  
330 Election Committee period, with an exception of a reelection to the Election Committee.

331

332 **Instructions:**

- 333 • The Election Committee shall ensure that there are qualified candidates to all elections  
334 that are the Election Committees' responsibility
- 335 • The Election Committee shall work together with the Student Councils in order to get an  
336 overview of potential candidates.
- 337 • The Election Committee shall search amongst all NMBU students to find qualified  
338 candidates to elect, they shall strive to include ~~all study cultures, both campuses and~~  
339 ~~both genders~~ are amongst the candidates.
- 340 • The Election Committee is case responsible for all election cases in Student Parliament  
341 and can suggest candidates. Representatives of the Election Committee can express  
342 dissent of the suggestions if there is a disagreement about candidates.
- 343 • The Election Committee shall in cooperation with the Student councils and the SB  
344 ensure that all students are well informed about upcoming elections and encourage  
345 students to run for election.

346

347 **Miscellaneous:**

348 The representatives in the Election Committee should be invited and attend the Student  
349 Parliaments meetings and arrangements.  
350  
351

## 354 Working instructions for the Election Committee at NMBU

355 *Approved at Student Parliament x - xx.xx.xxxx*

356

357 With Elections, it is meant all elections, both elections made by Student Parliament and all  
358 Electronic Ballot Elections, where the whole student body have the right to vote. Not included  
359 are faculty elections.

360

### 361 **Purpose:**

362 The Election Committee shall ensure that elections to the Student Democracy at NMBU is  
363 executed according to the Statutes, especially Chapter 5 "Elections and appointments" and that  
364 "Instructions for Elections" are followed.

365

### 366 **Composition and meetings:**

- 367 • The Election Committee consist of 4 members.
- 368 • The Election Committee chooses their own leader. If there is a tie in a vote, the leaders  
369 vote counts double.
- 370 • The leader of the Election Committee can summon meetings. Members of the Student  
371 Board can be summoned to meetings if needed. All the Election Committee members are  
372 obligated to attend every election committee meeting.
- 373 • The Election Committee are quorate when at least 60% of the committee is present at a  
374 meeting.
- 375 • Members of the Election Committee cannot run for any other elections in their period in  
376 the Election Committee, with an exception of a reelection to the Election Committee.

377

### 378 **Instructions:**

- 379 • The Election Committee shall ensure that there are qualified candidates to all elections  
380 that are the Election Committees' responsibility
- 381 • The election committee shall work together with the Student Councils in order to get an  
382 overview of potential candidates.
- 383 • The election committee shall search amongst all NMBU students to find qualified  
384 candidates to elect, they shall strive make sure that the candidates reflect the diversity  
385 of the NMBU students.
- 386 • The Election Committee is case responsible for all election cases and are to present  
387 them in Student Parliament. They can suggest candidates. Members of the Election  
388 Committee can express dissent of the suggestions if there is a disagreement about  
389 candidates.
- 390 • The Election Committee shall in cooperation with the Student councils and the Student  
391 Board ensure that all students are well informed about upcoming elections and  
392 encourage students to run for election.

393

### 394 **Miscellaneous:**

395 The representatives in the Election Committee should be invited and attend the Student  
396 Parliaments meetings and arrangements.

397

398

399 2118. 3 Attachment 3 Current application form for community meeting funds

400

401 Komiteen for tildeling av velferdsmidler

402 v/ (navn på ansvarlig)

403 Postboks 1202

Dato 00.00.00, Sted

404

405

## Søknadsskjema for samfunnsmøtemidler

406

Vedtatt på Studentting 6, 12.11.2018

407

408

409

410

20XX

411

412 Gjør deg kjent med reglementet for tildeling av samfunnsmøtemidler og søk om en realistisk sum.

413 Reglementet er tilgjengelig på [nmbu.no/student/livet-rundt/studenttinget/stotte/node/24246](http://nmbu.no/student/livet-rundt/studenttinget/stotte/node/24246). Ved

414 spørsmål, ta kontakt med Arbeidsutvalget på telefon eller mail ([tildedal@nmbu.no](mailto:tildedal@nmbu.no)).

415 Søknaden leveres digitalt på mail til [tildedal@nmbu.no](mailto:tildedal@nmbu.no) eller i papirformat i postboks 1202.

416

417

418

419

(Navn på lag/forening)

420

### Kontaktinformasjon:

422

1.

423

Postboks/postadresse:.....

424

.....

425

2. E-

426

post:.....

427

.....

428

3.

429

Kontonummer:.....

430

.....

431

4. Eier av

432

konto:.....

433

.....

434

5. Kontaktperson:

435

.....

436

Telefonnummer:.....E-

437

post:.....

438

439 **Annen informasjon:**

440 6. Studentandel av  
441 medlemsmassen:.....

442 7. Inngangspris pr deltaker: .....  Ingen inngangspris

443 8. Eksterne inntekter (beløp, kilde):  
444 .....

445 9. (navn på lag/forening) søker om

446 POST(N): , -

447 Total søknadssum: , -

448 Alle lag/foreninger som søker om samfunnsmøtemidler må skrive en utfyllende søknad.

449  
450

451 **Søknad**

452 - Formell søknad.

453 - Kort om laget/foreningen.

454 - Kort om hva laget/foreningen tilfører studentvelferden og hvordan det/den bidrartil  
455 aktivitet på campus.

456 - Hva arrangementet skal tilføre studentene og studentvelferden, og hvordan det skal bidra  
457 til aktivitet på campus.

458 - Beskrivelse av arrangementet skal inneholde:

459 a) Kort beskrivelse av selve arrangementet

460 b) Program for dagen

461 c) Målgruppe

462 d) Anslag over hvor mange som kommer til å delta

463 e) Hvordan aktiviteten vil bidra til studentmiljøet og studentvelferden

464 f) Budsjett for aktiviteten der det kommer tydelig fram hva samfunnsmøtemidlene  
465 skal gå til.

466  
467

468 **HUSK: Rapport skal leveres i etterkant av arrangementet**

469 Rapport skal leveres til velferdsansvarlig i Arbeidsutvalget senest to (2) uker etter arrangementet  
470 fant sted. Alle kvitteringer må legges ved i eget vedlegg til rapporten.

471 Se egen mal for denne rapporten, eller etterspør malen for rapporten fra velferdsansvarlig.

472  
473



474 2118.4 Attachment 4 Current report for community meeting funds

475

476 Studenttingets Arbeidsutvalg

477 v/ (navn på velferdsansvarlig)

478 Postboks 1202

Dato 00.00.00, Sted

479

480

## Rapport for samfunnsmøtemidler

481

Vedtatt på Studentting 6, 12.11.2018

482

483

20XX

484

485

486

.....

487

(Navn på lag/forening)

488

489

490

.....

491

(Avsender)

492

493

### Beskrivelse av arrangementet:

495

1. Dato: .../.../...

496

2. Oppmøte:

497

2.1 Studentandel av oppmøtte:

498

3. Inngangspris pr deltaker:

499

### Evaluering av arrangement:

501

4. Hva gikk bra:

502

5. Hva gikk dårlig:

503

6. Markedsføring:

504

7. Hvordan kunne arrangementet vært gjennomført bedre:

505

### Vedlegg 1: Regnskap

506

Regnskap for hvordan Samfunnsmøtemidlene ble brukt. Regnskapet skal vise hvordan

507

samfunnsmøtemidlene har blitt brukt. Kvitteringer for alle beløp skal legges ved som eget vedlegg.

509

510

512

## 513 **Rules for Inclusion funds**

514 **2020**

515

### 516 **Objectives:**

517 The main objective for the inclusion funds is to promote the inclusion of international students to  
518 the student environment at NMBU. The inclusion funds will contribute to this by creating contact  
519 between Norwegian and International students, and to give International and Norwegian students  
520 an arena to share knowledge involving culture, language and history. Other forms of inclusion are  
521 also taken into consideration although students applying for larger social/pro-active activities or  
522 initiatives will be prioritized (i.e. groups larger than ten).

523

### 524 **Entitled for support:**

525 ☐ The funds must be used for socio-cultural activities/initiatives.

526 ☐ The applicant(s) must be (a) student(s) from NMBU. Both individual persons and  
527 groups/associations can apply for funding.

528 ☐ Both upcoming and previous activities/initiatives can be applied for. Applications for previous  
529 activities/initiatives should be applied for within one month.

530 ☐ Applicants also applying for Welfare Funds for their event may still be eligible for funding,  
531 however, the amount may be reduced.

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533

### 534 **Not entitled for support:**

535 ☐ Expenses for tobacco and alcohol

536 ☐ Expenses for activities/initiatives which are only educational and/or political.

537 ☐ Expenses for fieldwork.

538 ☐ As a general rule costs for transportation will not be covered by Inclusion Funds, however,  
539 transportation may be covered in special circumstances.

540 ☐ If the requirements for the application and/or the applicant are not fulfilled.

541

### 542 **Requirements for the application and the applicant:**

543 ☐ The application and the report must be written in English.

544 ☐ The application must contain a budget with explanations for each post.

545 ☐ The applier must advertise the activities/initiatives in both English AND Norwegian. Posters can  
546 be printer for free at the Student Board Office within reason.

547 ☐ A report with receipts must be sent to the International Officer during the first three weeks after  
548 the activity/initiative.

549 ☐ The organization must seek to make as many students as possible benefit from the  
550 activities/initiatives to which it is applying for. Closed or internal activities/initiatives will  
551 normally not be taken into consideration.

552

### 553 **The Inclusion Funds Committee:**

554 ☐ International officer and welfare officer from the student board.

555 ☐ One person from Samfunnet Board.

556 ☐ One person from ISU.

557 ☐ One person from SIT.

558 ☐ One observer from Campus Adamstua.

559 ☐ Committee members who themselves are board members of the organizations applying for  
560 funding, or are actively involved in planning the event will not be allowed to participate or be

561 present in the processing of the application. This includes the general discussions and outcome of  
562 the application.  
563 ☑ There should be at least 3 committee members present in order to make decisions concerning  
564 applications.  
565  
566 **Other:**  
567 ☑ Decisions made by the committee are final, and cannot be appealed.  
568 ☑ The deadline for application is the 5<sup>th</sup> every month. Funds will be transferred within the 15<sup>th</sup>  
569 every month.  
570 ☑ Applications will not be processed in July.  
571 ☑ All funds not spent must be reimbursed within one month of the event to account  
572 1654.20.29092. Include organization name, mark it as Inclusion Funds repayment and notify the  
573 International Officer about the transfer.  
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## Rules for Inclusion funds

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### Objectives:

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The main objective for the inclusion funds is to promote the inclusion of international students to the student environment at NMBU. The inclusion funds will contribute to this by creating contact between Norwegian and International students, and to give International and Norwegian students an arena to share knowledge involving culture, language and history. ~~Other forms of inclusion are also taken into consideration although~~ Students applying for larger social/pro-active activities or initiatives will be prioritized (i.e. groups larger than ten).

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### Entitled for support:

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- The funds must be used for socio-cultural activities/initiatives.
- The applicant(s) must be (a) student(s) from NMBU. Both individual persons and groups/associations can apply for funding.
- Both upcoming and previous activities/initiatives can be applied for. Applications for previous activities/initiatives should be applied for within one month.
- Applicants also applying for Welfare Funds for their event may still be eligible for funding, however, the amount may be reduced.

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### Not entitled for support:

601

- Expenses for tobacco and alcohol
- Expenses for activities/initiatives which are only educational and/or political.
- Expenses for fieldwork.
- As a general rule costs for transportation will not be covered by Inclusion Funds, however, transportation may be covered in special circumstances.
- If the requirements for the application and/or the applicant are not fulfilled.

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### Requirements for the application and the applicant:

609

- The application and the report must be written in English.
- The application must contain a budget with explanations for each post.
- The applier must advertise the activities/initiatives in both English AND Norwegian. Posters can be printed for free at the Student Board Office within reason.
- A report with receipts must be sent to the International Officer during the first three weeks after the activity/initiative.
- The organization must seek to make as many students as possible benefit from the activities/initiatives to which it is applying for. Closed or internal activities/initiatives will normally not be taken into consideration.

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### The Inclusion Funds Committee:

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- One representative from the Student Board (leader of the committee).

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- One representative from the Samfunnet Board.

622

- One representative from ISU.

623

- One representative from SIT.

624

- ~~One observer from Campus Adamstua.~~

625

- One representative from ESN

626 Committee members who themselves are board members of the organizations applying for funding  
627 or are actively involved in planning the event will not be allowed to participate or be present in the  
628 processing of the application. This includes the general discussions and outcome of the application.  
629

630 There should be at least 3 committee members present in order to make decisions concerning  
631 applications.  
632

633 **Other:**

- 634 • Decisions made by the committee are final and cannot be appealed.
- 635 • The deadline for application is the 5<sup>th</sup> every month. Funds will be transferred within the  
636 15<sup>th</sup> every month.
- 637 • Applications will not be processed in July.
- 638 • All funds not spent must be reimbursed within one month of the event to account  
639 1654.20.29092. Include organization name, mark it as Inclusion Funds repayment and  
640 notify the International Officer about the transfer.  
641  
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643

# 646 Rules and regulations for the allocation of Welfare 647 Funds

Approved at Student Parliament 1, 11.02.19

## 651 1 The Welfare Funds

### 653 1.1 Purpose

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

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

### 663 1.2 Basic support

664 The basic support covers basic working expenses, such as office supplies, printing, Internet  
665 domain etc. Groups and organizations may only receive basic support once a year at a  
666 maximum of 1200 NOK, as well as maximum 2000 NOK in extra basic support. All groups and  
667 organizations may apply for basic support. The basic support is calculated on the basis of the  
668 number of members who are students at Campus Ås, according to the following model:

Members	Basic support	
10-39	800 kr	673
40-99	1000 kr	675
100<	1200 kr	676
		677

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

678 If the team/fraternity does not require membership, the number of active participants at  
679 various activities arranged by the group/organization is used as the basis of calculation. A list  
680 of members/estimated amount of members must be enclosed with the application (attachment  
681 1).

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

686 Teams/fraternities at Adamstua cannot apply for basic support.

### 689 1.3 Activity funds

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

693  
694 Teams and fraternities at Campus Adamstua may apply for activity funds for activities at Campus Ås.

695  
696 Activities open for many/all students will be prioritized by the Welfare Funds committee. The  
697 committee aims to conserve traditions and diversity at Campus Ås and will support this. Visible and  
698 active teams/fraternities will be rewarded for their commitment.

699  
700 To receive Activity funds, the application must contain information about the activities (attachment 2).  
701 The use of the Welfare Funds must be documented for each activity in the budget. Applications without  
702 budget will not be handle by the committee.

703  
704 Teams/fraternities may transfer funds from one activity to another within the same Teams/fraternities;  
705 however, the transfer must be approved by the welfare officer of the Student Board. The transmission  
706 must be specified and justified in the Annual Report and be enclosed with next year's application.

707  
708 If the team/fraternity have Activity funds spare at the end of the year, they have to transfer the money  
709 to the students Welfare fund before the next application deadline. Teams/fraternities may apply to use  
710 the remaining welfare funds between the end of the year and the application deadline. This have to be  
711 approved by the Welfare Officer. If the spare funds are not repaid within the deadline, the applicant will  
712 not receive any welfare funds.

713  
714 The applicants are divided into thematic groups in order to ensure equal treatment of applicants from  
715 fairly similar organizations and to simplify allocation routines. The allocation committee should strive  
716 for an even distribution between the thematic groups, in relation to the number of applicants in each  
717 thematic group, the thematic group's financial needs and the quality of the applications.

718

#### 719 Academic organizations

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

723

#### 724 Music and culture

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

#### 728 Politics, society and religion

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

731

#### 732 Internationally focused organizations

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

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#### Other organizations

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This category includes clubs and organizations whose purpose are primarily social.

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Teams/fraternities whose purpose does not belong in the other categories.

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### 1.4 Student meeting funds

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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.

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750

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.

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### 1.5 Not eligible

757

The welfare funds do not support

758

- Internal activities within the teams/fraternities. The exception is the academic student associations.

759

760

- Activities outside Ås. Except for groups with a focus on outdoor activities.

761

- Shows or activities supported by Studentsamfunnet I Ås /UKA

762

- Travelling expenses

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- Teams/fraternities or activities who belongs to a mother organization who receives welfare funds

764

765

- Teams/fraternities that are supported by the semester fee, such as NMBUI-teams.

766

- Alcohol, nicotine, narcotics and other drugs.

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- Activities aimed to make money for the group/organization, such as cake sale.

768

- Support to other organisations

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- Associations that fall under corporate law

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- Group/organization outfit.

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### 1.6 Lose the right to receive welfare funds

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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.

775

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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.

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Teams and fraternities that express differential treatment or discrimination regarding gender, ethnicity, religion, spirituality, impairments, sexual orientation, gender identity or gender expression in their actions or statements, will after an approved complaint not receive any funds at the two next allocations.

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Exceptions from this is when the differential treatment has a sensible purpose, such as admission to gender divided fraternities/choirs or geographical fraternities.

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## 1.7 Complaint treatment

If a party should wish to form a complaint, this shall be done in writing to the Student Board (AU). AU will then review the case and inform the fraternity that has received the complaint. This will at latest happen one day before the case papers for the upcoming Student Parliament are due.

When the case is up for treatment at the Student Parliament it will be presented in a neutral fashion by AU. Impartibility for the parliament representatives will be treated according to the impartibility clause in the Student Parliament's statutes. Individuals, teams or fraternities that have either formed or received a complaint will be allowed to express their side of the story either in writing or orally at Student Parliament.

The Student Parliament will decide whether the team's/fraternity's behavior is in violation of the rules. If the complaint is approved, the team/fraternity will lose the opportunity to receive welfare funds at the two next allocations.

## 2 The Students Welfare Fund

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

## 3 Applications

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

Those Teams/fraternities who only apply for basic support (appendix 1) encloses a list of members with the application (appendix 2). Teams/fraternities who apply for activity funds have to, in addition of attachment 1, enclose information and budget for the activities applied for (appendix 3).

Teams/fraternities that received activity funds and/or received basic support for the first time at the last allocation of welfare funds have to enclose an annual report including accounting (appendix 4).

New groups/organizations and Teams/fraternities who only received basic support at last allocation of welfare funds do not have to enclose an annual report.

Please contact the Welfare Officer of the Student board by phone or email in advance if there is any questions ([velferd.au@nmbu.no](mailto: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

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

840

## 841 4.2 Composition

842 The committee of allocating of welfare funds consists of:

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

851

## 852 4.3 Quorum

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

858

## 859 4.4 Working method

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

866

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

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## 871 5 Allocations

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

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## 878 6 Deadlines

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### 880 6.1 Announcement deadlines

881 The allocation rules and regulations, and the application form, should be made available for all students  
882 in the beginning January during the spring semester and in the beginning of August during the fall

883 semester of each year. The allocation rules and regulations, and the application form are available at  
884 studentstyret.umb.no and in paper form at the entrance to the Student Board office. The application  
885 form, and the rules and regulations for allocation of Welfare funds are available online throughout the  
886 year. The marketing officer of the Student Board has the main responsibility of announcing the  
887 upcoming allocation of Welfare funds and application deadline in due time before the application  
888 deadline.

## 889 6.2 Application deadline

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

## 894 895 6.3 Deadline for treatment of applications

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

## 900 901 6.4 Deadline of complaints

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

905

## 906 7 Revision

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

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916 2118. 8 Attachment 8 Proposed new regulations for the allocation of welfare  
917 funds

# 919 Rules and regulations for the allocation of Welfare 920 Funds

921 Approved at Student Parliament x. xx.xx.xxxx

## 924 1 The Welfare Funds

### 926 1.1 Purpose

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

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

### 936 1.2 Basic support

937 The basic support covers basic working expenses, such as office supplies, printing, Internet  
938 domain etc. Groups and organizations may only receive basic support once a year at a  
939 maximum of 1200 NOK, as well as maximum 2000 NOK in extra basic support. All groups and  
940 organizations may apply for basic support. The basic support is calculated on the basis of the  
941 number of members who are students at Campus Ås, according to the following model:

Members	Basic support	
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944 Fraternities/teams that have existed more than 10  
945 years, are qualified to receive basic support with the  
946 minimum amount of 5 members.  
947

950  
951 If the team/fraternity does not require membership, the number of active participants at  
952 various activities arranged by the group/organization is used as the basis of calculation. A list  
953 of members/estimated amount of members must be enclosed with the application (attachment  
954 1).

955  
956 Teams/fraternities who have higher basic operating expenses than normal, such as new  
957 organizations, (under 5 years) may apply for extra basic support. If a team or fraternity applies  
958 for extra basic support, shall this be specified in the application.

959  
960 ~~Teams/fraternities at Adamstua cannot apply for basic support.~~

961  
962

963 **1.3 Activity funds**

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

967  
968 ~~Teams and fraternities at Campus Adamstua may apply for activity funds for activities at Campus Ås.~~

969  
970 Activities open for many/all students will be prioritized by the Welfare Funds committee. The  
971 committee aims to conserve traditions and diversity at Campus Ås and will support this. Visible and  
972 active teams/fraternities will be rewarded for their commitment.

973  
974 To receive Activity funds, the application must contain information about the activities (attachment 2).  
975 The use of the Welfare Funds must be documented for each activity in the budget. **Applications without**  
976 **budget will not be handled by the committee.**

977  
978 Teams/fraternities may transfer funds from one activity to another within the same Teams/fraternities;  
979 however, the transfer must be approved by ~~the officer responsible for welfare funds~~ ~~welfare officer~~ at  
980 the Student Board. ~~The funds must be used within the same calendar year.~~ The transmission must be  
981 specified and justified in the Annual Report and be enclosed with next year's application.

982  
983 If the team/fraternity have Activity funds spare at the end of the year, they have to transfer the money  
984 to the students Welfare fund before the next application deadline. Teams/fraternities may apply to use  
985 the remaining welfare funds between the end of the year and the application deadline. This have to be  
986 approved by the Welfare Officer. If the spare funds are not repaid within the deadline, the applicant will  
987 not receive any welfare funds.

988  
989 The applicants are divided into thematic groups in order to ensure equal treatment of applicants from  
990 fairly similar organizations and to simplify allocation routines. The allocation committee should strive  
991 for an even distribution between the thematic groups, in relation to the number of applicants in each  
992 thematic group, the thematic group's financial needs and the quality of the applications.

993  
994 Academic organizations  
995 Academic organizations organize students from one of Campus Ås' faculties, institutes of study  
996 programs. Academic organizations promote students' academic interests through business  
997 presentations and evenings with academic content, creating cohesion through social events.

998  
999 Music and culture  
1000 Organizations promoting culture among the Campus Ås' students belong in this group; choirs,  
1001 instrumental groups, and music groups, dancing groups, theatre groups, film club, the  
1002 photography club and fraternities/sororities.

1003 Politics, society and religion  
1004 Politics, society and religion are political organizations, organizations promoting general social  
1005 commitment or specific social interest, and religious organizations.

1006  
1007 Internationally focused organizations  
1008 These are organizations that focus on international student relations; either by working to  
1009 achieve greater contact between the students of Campus Ås and the international society, by  
1010 spreading knowledge to the students of Campus Ås concerning the international affairs, or by

1011 ensuring the flow of knowledge between the students of Campus Ås and those of other  
1012 countries and cultures.

1013  
1014 Other organizations

1015 This category includes clubs and organizations whose purpose are primarily social.  
1016 Teams/fraternities whose purpose does not belong in the other categories.

#### 1017 1018 **1.4 Student meeting funds Funds for academic and political events**

1019 ~~Student meeting funds~~ are Welfare Funds aimed for Student meetings, academically and political events  
1020 at Samfunnet, such as debates and presentations. It is required that the supported event is open to all  
1021 Campus Ås students. The allocated amount is determined by the Student Parliament at the Student  
1022 Parliament meeting no. 2. All Teams/fraternities, including the Student Society/samfunnet Board, may  
1023 apply for ~~student meeting funds~~ **funds for academic and political events** until the funds are empty.

1024  
1025 Applications for ~~student meeting funds~~ **funds for academic and political events** should be handed in to  
1026 officer responsible for welfare funds at the Student Board ~~Welfare Officer~~ at least three (3) weeks  
1027 before the event. The applicant has to give a report from the event to the the officer responsible for  
1028 welfare funds ~~Welfare Officer~~ no longer than two weeks after the event took place. Activities receiving  
1029 support from ~~student meeting funds~~ **funds for academic and political events** will not be supported by  
1030 activity funds. If there are spare student meeting funds at the time of the following allocation of  
1031 ordinary welfare funds, ~~the student meeting funds~~ **funds for academic and political events** shall be  
1032 transferred to the Student Welfare fund.

#### 1033 **1.5 Not eligible for support**

1034 The welfare funds do not support

- 1035 • Internal activities within the teams/fraternities. The exception is the academic student
- 1036 associations.
- 1037 • Activities outside Ås. Except for groups with a focus on outdoor activities.
- 1038 • Shows or activities supported by Studentsamfunnet I Ås /UKA
- 1039 • Travelling expenses
- 1040 • Teams/fraternities or activities who belongs to a mother organization who receives welfare
- 1041 funds
- 1042 • Teams/fraternities that are supported by the semester fee, such as NMBUI-teams.
- 1043 • Alcohol, nicotine, narcotics and other drugs.
- 1044 • Activities aimed to make money for the group/organization, such as cake sale.
- 1045 • Support to other organisations
- 1046 • Associations that fall under corporate law
- 1047 • Group/organization outfit.

#### 1048 1049 1050 **1.6 Lose the right to receive welfare funds**

1051 Teams/fraternities with incomplete applications do not receive welfare funds for the allocation applied  
1052 for. Teams/fraternities who abuse the welfare funds will not be supported at the next allocation.

1053 Teams/fraternities who do not return unused activity funds within the next welfare fund application  
1054 deadline will not be supported by the next allocation of welfare funds.

1055  
1056 Teams and fraternities that express differential treatment or discrimination regarding gender,  
1057 ethnicity, religion, spirituality, impairments, sexual orientation, gender identity or gender

1058 expression in their actions or statements, will after an approved complaint not receive any  
1059 funds at the two next allocations.

1060  
1061 Exceptions from this is when the differential treatment has a sensible purpose, such as  
1062 admission to gender divided fraternities/choirs or geographical fraternities.

### 1063 **1.7 Complaint treatment**

1064  
1065 If a party should wish to form a complaint, this shall be done in writing to the Student Board  
1066 (AU). AU will then review the case and inform the fraternity that has received the complaint.  
1067 This will at latest happen one day before the case papers for the upcoming Student Parliament  
1068 are due.

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1070 When the case is up for treatment at the Student Parliament it will be presented in a neutral  
1071 fashion by AU. Impartibility for the parliament representatives will be treated according to the  
1072 impartibility clause in the Student Parliament's statutes. Individuals, teams or fraternities that  
1073 have either formed or received a complaint will be allowed to express their side of the story  
1074 either in writing or orally at Student Parliament.

1075  
1076 The Student Parliament will decide whether the team's/fraternity's behavior is in violation of  
1077 the rules. If the complaint is approved, the team/fraternity will lose the opportunity to receive  
1078 welfare funds at the two next allocations.

## 1079 1080 **2 The Students Welfare Fund**

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1083 The Student Welfare Fund is used for bigger welfare initiatives. All Welfare funds that are unused shall  
1084 be transferred to The Students Welfare Fund. There is money left over from the welfare funds because  
1085 the amount applied for is smaller than the Welfare fund, if the activities applied for does not correspond  
1086 with the Welfare funds purpose, or because applications are incomplete. The president of the Student  
1087 Board, SiÅs Board and Student Society/Samfunnet Board may give suggestions to the use of The  
1088 Student Welfare Fund to the Student Parliament. The Student Parliament decides whether they support  
1089 the proposal or not.

## 1090 1091 **3 Applications**

1092 All Teams/fraternities who apply for welfare funds have to use the stated application form. Appendices  
1093 can be written on a template determined by the Welfare Officer.

1094  
1095 Those Teams/fraternities who only apply for basic support (appendix 1) encloses a list of members  
1096 with the application (appendix 2). Teams/fraternities who apply for activity funds have to, in addition  
1097 of attachment 1, enclose information and budget for the activities applied for (appendix 3).

1098 Teams/fraternities that received activity funds and/or received basic support for the first time at the  
1099 last allocation of welfare funds have to enclose an annual report including accounting (appendix 4).

1100 New groups/organizations and Teams/fraternities who only received basic support at last allocation of  
1101 welfare funds do not have to enclose an annual report.

1102  
1103 Please contact the officer responsible for welfare funds at ~~Welfare Officer of~~ the Student board by phone  
1104 or email in advance if there is any questions [studenttinget@nmbu.no](mailto:studenttinget@nmbu.no) (~~velferd.au@nmbu.no~~).

1105 **Incomplete applications will not be handled by the committee! Late applications will not be handled by**  
1106 **the committee.**

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Application for welfare funds may be delivered digitally to The Student Parliaments student Board at [studenttinget@nmbu.no](mailto:studenttinget@nmbu.no) ~~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~~ The officer responsible for the welfare funds at the Student board (chair).
- ~~International Officer~~ the officers who is the leader of the inclusion funds committee at the Student board. (if the is the same person as the one responsible for the welfare funds, another representative of the Student Board steps in)
- Finance manager of the Samfunnet 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~~ the officer responsible for the welfare funds at the Student Board, she/he presents the application and leaves the room. The ~~welfare representative~~ the officer responsible for welfare funds 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 officer responsible for the welfare funds. ~~The welfare officer~~ the officer responsible for the welfare funds presents the committees setting at the Student Parliament meeting. Teams/fraternities may have a meeting with the ~~welfare representative~~ the officer responsible for the welfare funds 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.



## 1155 5 Allocations

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1157 The Student Parliament approves the allocation of welfare funds. The Student Parliament may make  
1158 changes to the allocation committees' proposal. The Welfare funds are allocated at Student Parliament  
1159 meeting 2 in the spring and Student Parliament meeting 5 in the autumn.

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## 1162 6 Deadlines

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### 1164 6.1 Announcement deadlines

1165 The allocation rules and regulations, and the application form, should be made available for all students  
1166 in the beginning January during the spring semester and in the beginning of August during the fall  
1167 semester of each year. The allocation rules and regulations, and the application form are available at  
1168 ~~studentstyret.umb.no~~ <https://www.studentdemokratiet.no/welfarefunds> ~~and in paper form at the~~  
1169 ~~entrance to the Student Board office.~~ The application form, and the rules and regulations for allocation  
1170 of Welfare funds are available online throughout the year. ~~The marketing officer~~ **the officer responsible**  
1171 **for the welfare funds** at the Student Board has the main responsibility of announcing the upcoming  
1172 allocation of Welfare funds and application deadline in due time before the application deadline.

### 1173 6.2 Application deadline

1174 The application deadline is set by the welfare officer. In spring, the application deadline is in the 10<sup>th</sup> of  
1175 February, application deadline in the autumn is around 10<sup>th</sup> of September. Should the set deadline fall  
1176 on a holiday or weekend, the deadline will be the first upcoming weekday. Late applications will not be  
1177 considered.

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### 1182 6.3 Deadline for treatment of applications

1183 The allocation of welfare funds is announced at [nmbu.no/studenttinget](http://nmbu.no/studenttinget) and in the minutes from the  
1184 Student Parliament meeting. The final results of the allocation will be delivered to all applicants by mail  
1185 no longer than two weeks after the approval.

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### 1187 6.4 Deadline of complaints

1188 Complaints on the treatment of applications must be put forward to the Student Board no more than 7  
1189 days after the letter of reply is received. All groups/organizations have the right to have their complaint  
1190 thoroughly treated and to receive a written answer within a week.

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## 1192 7 Revision

1193 The application form and the rules and regulation of the allocation of Welfare funds shall be revised by  
1194 the Student Parliament each even numbered year. Revision of the application form and the rules and  
1195 regulation of Welfare funds are a matter for discussion at Student Parliament meeting 4 and a statutory  
1196 matter at Student Parliament meeting 6. Revised version is valid when passed by the Student  
1197 Parliament. Suggested percentage rates for allocation to the various categories are determined on the  
1198 last Student Parliament meeting each year on request from the allocation committee.

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