

# Student Parliament 1 2022



**Studenttinget**  
VED NMBU

Monday 7th February 2022  
TF3-102 Wing 3  
KI 17.15-21.00

## Protocol

Chairmen: Jens Bartnes and Wilhelm Anthun  
Protocol Author: Eivind Bækken Toft

Case documents are available:  
<http://www.studendemokratiet.no>

Tilstede ved	Studenttting 1, TF102 Fløy 3	Mandag kl 1715
<u>Fakultet</u>	<u>Studentttingsrepresentanter</u>	<u>ST 1</u>
HH	Helene Sylvarnes	X
HH	Josefine Brægge	X
HH	Reinert Hjemdahl	X
HH	Jacob Gundersen	X
RealTek	Celine Sophie Dolly Tveter	X
RealTek	Amanda Seeger Halvorsen	X
RealTek	Emil Langsrud Halvorsen	X
RealTek	Sara Duun	X
RealTek	Tobias Bjørnstad	X
VET	Ingeborg Skei	X
VET	Monica Brynildsen	X
VET	Thea Øvrengaard	
MINA	Mathilde Brunvoll	X
MINA	Ingrid Helene Orthe Nilssen	X
MINA	Ada Marie Karlsen	X
BioVit	Vegard Brandt Slevigen	X
BioVit	Bonnie Sutherland	X
BioVit	Ingrid Sand	X
LandSam	Anders Endor Nordengen	X
LandSam	Daniel Bjørnstad Kristiansen	X
LandSam	Vegard Mundal	
LandSam	Marte Vestvik	X
KBM	Ida Sauro Høimyr	X
KBM	Erlend Kristoffer Staavi	X
KBM	Maren Sofie Foss Gulliksen	X
Totalt stemmeberettigede tilstede på møtet		23

**Representanter med oppmøteplikt, uten stemmerett.**

AU	Ina Maria Finnerud	X
	Vegard Sjaastad Hansen	X
	Nisha Jha	X
	Elisabeth Breiland	
Kontrollkomitee	Lise Benette Nilsen Hovd	X
	August Reierstad Haugen	X
	Mats Nordås	X
Ordstyrere	Jens Bartnes	X
	Wilhelm Anthun	X
Valgnemnda		
SiÅs	Selma Sollihagen	X
	Kim André Nielsen	
US	Eivind Bøkken Toft	X
	Astrid Lunde	
ISU		

# **AGENDA**

STUDENT PARLIAMENT 1 - 2022, MONDAY 07th OF FEBRUARY AT 5:15 PM, TF102 WING 3  
COMPLETE CASE DOCUMENTS ARE ONLY SENT TO PERMANENT STUDENT REPRESENTATIVES.  
THE DOCUMENTS ARE ALSO PUBLISHED AT THE STUDENT BOARD WEBSITE:

<http://www.studentdemokratiet.no>

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## 2200 Introducing to Student Parliament

For Student Parliament 1: Marit Raaf Student Life Coordinator and Pro Rector for Education Elise Nordberg.

Rector Curt Rice presented to Student Parliament 1. He talked about sustainability which is a part of structuring the study programs. Comprehensive competence regarding sustainability is important.

Marit Raaf talked about well-being as a focus area. She talked about the Student Life center and what she can offer. The Student Life Center is open every day and is situated next to the Student Post.

Elise Norberg welcomed the students to campus. It is nice to see everyone. She talked about getting sustainability integrated in the study programs. She will work to get the study quality and the study life of the students as good as possible. It is important for students to give feedback to Elise Norberg and the study administration. She will utilize the positive aspects of digital teaching further on. However it is important to be back at campus to have good dialog and energy in the classroom.

## 2211 Constitution

There are 23 representatives present, 2 were not present.

### 2211.1 Approval of today's agenda and summoning

The agenda and summoning were approved the following objections: Case 2215.1 Election of members to the committee for selection of the best lecturer of the semester was addressed at the beginning of the meeting. Case 2213.3 Revised Student Council instructions was changed to a discussion case.

### 2211.2 Approval of the previous meeting protocol

- 1 Protocols are uploaded to our homepage (<http://www.studentdemokratiet.no>) a week after each
- 2 Student Parliament Meeting. If you need a paper copy of the protocol, please get in touch with the
- 3 Student Board at their office (The Clock building)
- 4 Approved without objections.
- 5

### 6 2211.3 Appointment of a Counting Committee

- 7
- 8 1. Maja Raz Karterud
- 9
- 10 2. Ane Siqveland Kalheim
- 11
- 12 3. Mats Sagervik Nordås
- 13

14 The counting committee was approved.

### 16 **Before orientation cases, there were an election.**

17  
18 2215.1 Election for the committee for the best lecturer of the semester.  
19 Sanam Maharjan was elected by acclamation. The Student Board were given mandate to fill the  
20 remaining 3 places.

21

## 22 2212 Orientation cases

### 23 2212.1 Minutes

24

25 The minutes shall be made known to the public within 12.00 the Thursday before Student Parliament.

26 The minutes will be sent to the Student Parliaments representatives by mail.

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

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

- 31 - The Student Board (AU)
- 32 - The University Board (US)
- 33 - The Education Board (SU)
- 34 - Student Welfare Organization in Ås (SiÅs)
- 35 - Student and Academics international helping fund (SAIH)
- 36 - International Student Union (ISU)
- 37 - The Research Board (FU)
- 38 - The Learning Environment Committee (LMU)
- 39 - Erasmus Student Network (ESN)

40 Approved without objections.

41

42

### 43 2212.2 New Pro Rectors and new Vice Rector in sustainability

44 *Case responsible: The Student Board*

45

#### 46 **Purpose:**

47 To inform about a new and expanded rectorate at NMBU.

48

#### 49 **Background:**

50 From 01.01.2022 Elise Nordberg started as Prorector for Education, Finn-Arne Weltzien as Prorector  
51 for Research, and Astrid Sinnes as Vice-Rector for Sustainability at NMBU. The tenures are for a 4 year  
52 period.

53

54 The Student Board are looking forward to cooperating with the new rectorate in the future.

55

56 The Student Board oriented about the case.

57

58

### 59 2212.3 Municipality plan for consultation

60 *Case responsible: The Student Board*

61

#### 62 **Purpose:**

63 Inform about AU's submitted consultation on the municipal plan to Ås municipality

64

#### 65 **Background:**

66 On Friday 14 January, the Student Board submitted a consultation input to Ås municipality's municipal  
67 plan on behalf of the Student Democracy at NMBU. The municipal plan is a long-term and

comprehensive strategic plan for a sustainable community, service and area development. It has a perspective of minimum 12 years. The community part of the municipal plan provides overall aims and strategies for this development. On the basis of our already adopted policy, the Student board has spoken on behalf of the NMBU students, and have taken an active part in the public debate. The consultation response is based on the Student Parliament's policy.

Read the consultation response here: <https://www.studentdemokratiet.no/ressurser-dokumenter>

Read the article written by AU President Ina and Rector Curt here: <https://www.aasavis.no/nmbu-trekker-store-samfunnsaktorer-innen-bade-forskning-og-industri-og-as-ma-huse-dem/o/5-2-597210>

The Student Board oriented about the case.

## 2212.4 BUA design and innovation contest

*Case responsible: The student Board*

### **Purpose:**

Inform about an interdisciplinary workshop competition for all students at NMBU

### **Background:**

In collaboration with the real estate department at NMBU, the sustainability arena TOWARDS and the Student Democracy at NMBU, BUA cooperative will be refurbished.

BUA is the small white house between the postbox office and Boksmia and is a central building on campus. It has been there for so long that no one, neither students nor staff, remembers who built it, and has always been student-driven. BUA's serves as a gathering place for events concerning food, preservation, cooking, baking etc., a place to sell local food, fair-trade and zero-waste products, and a social community and meeting place for students and staff at NMBU with an interest in food and sustainability. It also has an important function for several international students.

On the occasion of the renovation, a workshop-based competition will be launched for all students at NMBU. BUA wants to invite all students at NMBU to contribute to this development, as we want to have a process that include everyone and have a broad cover. The renovation will begin in the summer and proceed throughout the autumn. On Friday 28 January, a Kick-off event for the renovation and design conference was held under the auspices of a working group working on the renovation project.

Do you want to help make a permanent impression on NMBU's campus in an interdisciplinary team?

Follow the process further and get more updates on workshops and about opportunities to join on BUA's facebook page: <https://www.facebook.com/aaskooperativbua>

The Student Board oriented about the case.

## 2212.5 The Student Democracy shall follow up the action plan for universal design and psychosocial study environment.

*Case responsible: The Student Board*

**Attachment 7:** Action plan for universal design and psychosocial study environment.

In 2021, an action plan was adopted to strengthen the learning environment. It was divided into three sectors, the physical, the digital and the psychosocial learning environment. This plan describes specific

119 measures that shall be implemented and clarifies which department is responsible for the  
120 implementation.  
121 This is a great tool. Apart from the fact that the measures will improve the situation for students, it a  
122 formulated in such a way that it is easy for the Student Democracy to follow up the progression.  
123  
124 AU is formally responsible for sub-aim 1 within focus area 1, which concerns the psychosocial learning  
125 environment. It says "NMBU systematically facilitates good mental and physical health for our  
126 students". AU has not been limited by the formal responsibility but has worked purposefully to  
127 implement the student perspective in other aims in the plan as well. An example is section 1.2.1, where  
128 we have worked with the real estate department and the study department to define and find solutions  
129 for academic homes and meeting places for students.  
130  
131 The Action plan for universal design and strengthening of the learning environment at NMBU is only in  
132 Norwegian ptt, it will be made available when translated.  
133  
134 The Student Board oriented about the case.  
135  
136

## 137 2213 Decision Cases

### 138 2213.1 Temporary adjustment of the rules of allocation of welfare funds

139 *Case responsible: The Student Board*

140  
141 **Attachment 1:** Regulation for allocations of Welfare funds

#### 142 **Purpose:**

143 Discuss and decide whether one want a temporary change in the regulations for the allocation of  
144 welfare funds. The changes presented are based on distribution between the various funds.

#### 145 **Background:**

146 Before Christmas, The Student Parliament gave signals that they wanted to look at the possibility of  
147 being able to allocate funds in the same way as SiÅs' well-being fund is allocated. In the review, AU  
148 instead wishes to submit proposals for a temporary redistribution of the allocations for spring and  
149 autumn. AU sees it as appropriate to set aside a larger part of the funds for this autumn's distribution,  
150 due to the uncertain situation the pandemic has caused

#### 151 **The Proposal:**

152 The Student Parliament adopts these points as temporary changes in the regulations for the allocation  
153 of welfare funds, with a duration until ST1, 2023. In order to continue these points after ST1 2023, the  
154 Student Parliament must adopt these points again.

155 The Student Parliament sets aside NOK 145,000 from the welfare funds that can be allocated via funds  
156 for academic and political events.

157  
158 Student Parliament allows for an increase in the allocation in the autumn. Thus, the temporary  
159 distribution of welfare funds is 84% allocated in the spring of 2022 and 16% allocated in the autumn.  
160 This is after NOK 145,000 has been set aside for funds for professional and political events.

161  
162 **Recommendation from AU:**

163 AU recommends that this decision is approved.

164  
165 **Proposed decision:**  
166 The Student Parliament approves the proposed temporary amendments.  
167

168 **Vote:**

169 For: 23

170 Against: 0

171 Abstinent: 0

172 The temporary changes in the rules and regulations for allocation of the Welfare funds was approved.

173

174 **Decision:**

175 The Student Parliament approved the temporary amendments to the rules and regulations of the  
176 allocation of welfare funds.

177

178

## 179 2213.2 The Students' Requirements for Digitalization at NMBU

180 *Case responsible The Student Board*

181

182 **Attachment 2:** Resolution: Students' requirements for digitization at NMBU

183

184 **Purpose:**

185 Adopt the resolution Students' demands for digitization at NMBU

186

187 **Background:**

188 We live in an increasingly digitalized and decentralized world. This opens and change the way we  
189 communicate, learn and relate to each other, both inside and outside academia. It is important that  
190 universities follow this societal development, and it is therefore of great value to be able to provide  
191 digital offerings on different scales. Furthermore, it is also important that students have an active  
192 relationship with their own student everyday life and have the attitude and willingness to learn in new  
193 ways.

194 The identity of an NMBU student is strongly associated with the campus and the historical buildings  
195 where teaching is done. This dimension is still important for today's NMBU students, and we therefore  
196 believe that a fully digital study routine should never replace campus-based activities and teaching. On  
197 the other hand, it is important that we learn from innovative solutions pushed forward by the corona  
198 pandemic, and that we take with us "best practices" and the sunshine stories from this demanding  
199 period. We are still not done with the pandemic. AU believes that the Student Parliament must take an  
200 active position on what requirements NMBU students have regarding a digital student everyday life.

201

202 **AUs recommendation:**

203 AU sets the resolution.

204

205 **Proposed decision:**

206 The Student Parliament approves the resolution.

207

208 **Vote:**

209 **Suggested change 1, suggested addition**

210 Original text:

211 In good time, minimum 2 weeks so that.....

212

213 New text:

214 Minimum 5 weeks, in line with the deadline for renting a PC from the school

215

216 For: 18

217 Against: 0

218 Abstinent: 5

219 The suggested change was approved.

220

221 **Suggested change 2, suggested change**

222 Original text:

223 Combine point 7 and 8 and add 5 weeks. Students may have to be away from physical compulsory  
224 teaching, without it being appropriate to obtain a medical certificate or similar, digital participation  
225 should be offered and should be accounted as executed mandatory activity. There should be  
226 predictability for the students in regards to how the examination should be executed.

227

228 New text:

229 If the form of assessment changes, NMBU and the responsible for the subject are obligated to inform the  
230 students that are signed up for assessment about the type of examination and what type of aids that are  
231 available at the examination in good time, at least 5 weeks before. So that students have ample time to  
232 prepare themselves based on the form of assessment. If the planned ordinary examination form is  
233 changed, NMBU shall make sure that students has the opportunity and time to obtain a rental computer  
234 if necessary. They shall also provide information about how students apply for this.

235

236 For: 21

237 Against: 2

238 Abstinent: 0

239 The suggested change was approved.

240

241 **Suggested change 3, suggested addition**

242 Original text

243 -

244

245 New text:

246 The bases for the examination format should be clear. Those subjects where you are dependent on  
247 displaying calculations, it has to be facilitated for this. This will be the case for math and physics  
248 subjects amongst others.

249

250 For: 18

251 Against: 1

252 Abstinent: 4

253 The suggested change was approved.

254

255 **Suggested change 4 suggested addition**

256 Original text:

257 -

258 New text:

259 If all lectures are digital, it is encouraged that the examination shall be executed as a digital home exam.

260

261 For: 21

262 Against: 0

263 Abstinent: 2

264 The suggested change was approved.

265

266 **Suggested change 6, suggested addition**  
 267 *Original text:*  
 268 -  
 269 New text red anm AU:  
 270 The students' states that in the spring semester 2022 it should be offered a passive stream or recorded  
 271 lectures so that absent students have the opportunity to follow the lectures.  
 272  
 273 For: 19  
 274 Against:  
 275 Abstinent: 4  
 276 The suggested change was approved  
 277  
 278 **Suggested change 7 suggested change**  
 279 *Original text:*  
 280 Students may have to be away from physical mandatory education, without it being appropriate to  
 281 acquire a medical certificate or similar, digital participation should be offered and should be accounted  
 282 as executed mandatory activity  
 283  
 284 New text:  
 285 Students may have to be away from physical mandatory education, without it being appropriate to  
 286 acquire a medical certificate or similar, digital participation should be offered and should be accounted  
 287 as executed mandatory activity if it does not affect the necessary practical learning outcome.  
 288  
 289 For: 22  
 290 Against:0  
 291 Abstinent: 1  
 292 The suggested change was approved.  
 293  
 294 **Vote for the resolution as a whole, including changes.**  
 295 For: 23  
 296 Against: 0  
 297 Abstinent: 0  
 298 The resolution as a whole included changes was approved.  
 299  
 300 **Decision:**  
 301 The Student Parliament approved the resolution about the Student's requirement for digitalization at  
 302 NMBU.  
 303  
 304

## 305 2213.3 The revised instructions for the Student Councils

306 *Case responsible: The Student Board*

307  
 308 **Attachment 3:** Revised Student Council Instructions  
 309

310 **Purpose:**  
 311 Adopt revised Student Council instructions  
 312

313 **Background:**  
 314 Considering the desire for remunerated student council Presidents and Vice-Presidents, they have  
 315 investigated how to strengthen and expand these positions. In connection with this, AU has reviewed  
 316 the Work Instructions for the Student Councils at NMBU in its entirety and updated and changed what  
 317 is considered appropriate. This instruction has not been changed in 4 years, not since the departments  
 318 at NMBU were merged into 7 faculties. Therefore, it is important to evaluate how the student councils

work, possibly how you want them to work in the future. In the process of revising the instructions, we have worked closely with the Student Councils, as well as been open to input and better focus on how the student councils can function in the best possible way. The attached instructions have been strengthened and updated, as well as providing general guidelines for a standardized operation and expectation of what the student councils are, and what kind of function they have.

**AUs recommendation:**

Revised instructions are adopted.

**Proposed decision:**

The Student Parliament approves the revised instructions

This case was changes to a discussion case. This will then be decided on Student Parliament 2.

The Student Parliament discussed the case.

## 2213.4 New instructions for the President and Vice President for the Student Councils

*Case responsible: The Student Board*

### **Attachment 4:** New Instructions for the President and the Vice-President and the Student Council

**Purpose:**

Adopt new instructions for the President and the Vice-President of the Student Council

**Background:**

In collaboration with the Student Councils, AU has prepared a specified instruction for Presidents and Vice-Presidents of the student councils. This is because these are positions with specified and comprehensive work assignments. This is also important for formalizing and making key positions with a lot of responsibility accountable. It is appropriate in overlapping, for continuity for the organization, and for future remuneration of the positions. Furthermore, it is also an important part of culture building and organizational building, because by standardizing key functions, the student councils will not move towards different directions in the future.

**AUs recommendation:**

New instructions for the President and the Vice-President of the Student Council are adopted

**Proposed decision:**

The Student Parliament approves the new instructions for the President and Vice President of the Student Councils

**Vote:**

**Suggested change 1, editorial change**

Original text:

Sits in the student's leader group, SLG with student leaders from other faculties

New text:

Sits in the student's leader group, SLG with other student council leaders from other faculties

Can be changed by the Student Board in the document.

372 **Suggested change 2, suggested change**

373 Original text:

374 Writes a 6 months' report for the fall general assembly, and an overlap report for the spring general  
375 assembly.

376  
377 New text:

378 Arrange an overlap meeting with new president after election and ensure that important information  
379 also is available in writing.

380  
381 For: 23

382 Against:0

383 Abstinent: 0

384 The suggested change was approved.

385  
386 **Suggested change 3, suggested change**

387 Original text:

388 Writes an overlap report to the fall general assembly.

389  
390 New text:

391 Arrange an overlap meeting with new deputy president after election and ensure that important  
392 information also is available in writing.

393  
394 For: 23

395 Against:0

396 Abstinent: 0

397 The suggested change was approved.

398  
399 **Suggested change 4, suggested change**

400 Original text:

401 Make coffee. Make coffee to the Student Council. To be made in the kitchen in XXX.

402  
403 New text:

404 Make or order coffee. Make coffee to the Student Council. To be made in the kitchen in XXX.

405 Alternatively order coffee from SiÅs.

406  
407 For: 21

408 Against: 0

409 Abstinent: 2

410 The suggested change was approved.

411  
412 **Suggested change 5, suggested change**

413 Original text:

414 Is elected at fall general assembly and sits for 1 year.

415  
416 New text:

417 Is elected at fall general assembly, alternatively on spring general assembly if this is more appropriate  
418 and sits for 1 year.

419  
420 For:18

421 Against: 0

422 Abstinent: 5

423 The suggested change was approved.

424  
425  
426

427 **Suggested change 7, suggested change**  
 428 Original text:  
 429 Main responsible for the follow-up of all elected representatives at the faculty.  
 430  
 431 New text:  
 432 Main responsible for the follow-up and TRAINING of all elected representatives at the faculty.  
 433  
 434 For: 23  
 435 Against: 0  
 436 Abstinent: 0  
 437 The suggested change was approved.  
 438  
 439 **Suggested change 8, suggested addition**  
 440 Original text:  
 441 -  
 442  
 443 New text:  
 444 The President shall be responsible for writing certificates for members of the Student Councils.  
 445  
 446 For: 17  
 447 Against:  
 448 Abstinent: 6  
 449 The suggested change was approved.  
 450  
 451 **Suggested change 9, suggested change**  
 452 Original text:  
 453 Buy soft drinks, cups  
 454  
 455 New text:  
 456 Make sure that soft drinks, cups  
 457  
 458 For: 19  
 459 Against: 0  
 460 Abstinent: 4  
 461 The suggested change was approved.  
 462  
 463 **Vote for the instruction as a whole including changes.**  
 464 For: 20  
 465 Against:  
 466 Abstinent: 3  
 467 The instruction as a whole was approved.  
 468  
 469  
 470 **Decision:**  
 471 The Student Parliament approved the new instruction for the President and Vice President of the  
 472 Student Councils including changes.  
 473  
 474  
 475

## 476 2214 Discussion Cases

477 2214.1 Adjustments of the statutes of the student democracy  
 478 *Case responsible: The Student Board*

**Attachment 5:** New and old regulations. The changes are marked.

**Purpose:**

Discuss amendments of the regulations

**Background:**

The student Board states that it is necessary to amend several of the statutes of the Student Democracy at NMBU so that they coincide with our other political statements. The justifications from the Student Board for the changes are listed below.

**AMENDMENT OF REGULATION 1 - § 5-2 Electronic ballot election a):**

We want to stipulate requirements specification related to language for candidates who are running for positions in the Student Parliament's Student board to ensure qualified candidates. This is on the basis that in an operational, daily operations-role, such as AU's function at NMBU, it is important that the candidates have the opportunity to use Norwegian as a working language. This will also streamline AU's use of money, so that AU can make the most of the year they are elected. NMBU operates based on a centrally adopted language policy, where Norwegian is the working language, which means that all case documents, case processing and meetings will take place primarily in Norwegian. It is important that AU can navigate in the NMBU system and make themselves sufficiently understood.

Nevertheless, it is not necessary to be fluent in Norwegian both orally and in writing to do a good job in an AU position. We want to emphasize that this will not be a restriction of diversity or in the democracy, but a specification of the types of qualities that is important to have for students in such positions of trust.

**AMENDMENT OF REGULATION 2 - § 5-2 Electronic ballot election b):**

AU does not want the Student Democracy to be absolute in its opinion that there are only two genders. Therefore, we want to emphasize that a man and a woman will be elected to the University Board.

**AMENDMENT OF REGULATION 3 - § 5-2 Electronic ballot election c):**

We want to make § 5-2 Electronic ballot election b) and § 5-2 Electronic ballot election c) more similar in wording and form.

**AMENDMENT OF REGULATION 4 §8-1-2 Principles program:**

Change in accordance with a change in the Principle program treatment in Årshjulet, by specifying a 5-year treatment cycle.

**AMENDMENT OF REGULATION 5 §8-1-3 Political documents:**

We want to specify the term political documents in the Student Democracy and will therefore use it as a collective term. Therefore, we propose to divide the political documents more systematically into political platforms, resolutions, and other documents.

The Student Parliament discussed the case.

## 2214.2 Corona funds from the Ministry of Education (KD)

*Case responsible: The Student Board*

**Purpose:**

Discuss the use of corona funds from KD to NMBU and to SiÅs.

**Background:**

This year, there will also be allocated funds from the Ministry of Education (KD) in the form of «Corona funding for students». 140 million - 100 million to the educational institutions and 40 million to the university foundations for student life, will be distributed based on the number of students. The announcement reads as follows:

The educational institutions must use the funds to provide students with extra academic support and prevent them from being delayed or quitting their studies as a result of the pandemic.

The millions given to the university foundations for student life will be used for social and psychosocial measures for students.

We have not received our final allocation yet, but AU is constantly working on how this money will be used. Here, both NMBU, as an institution and SiÅs, as a foundation, will receive money. On that occasion, we want a broad participation process to know how this money can be used effectively. We are happy to receive ideas for what type of measures the students want.

If you have any input directly to AU, please send an email to Ina Finnerud at leder.au@nmbu.no

**Questions for discussion:**

- What kind of measures do the students want?
- What kind of measures do the students NOT want?
- What measures will reach as many people as possible?

The Student Parliament discussed the case.

## 2214.3 Norwegian University of Life Sciences as a university for children's rights

*Case responsible: The Student Board*

**Attachment 6:** Proposal for a new resolution for Norwegian University of Life Sciences as a university for children's rights

**Purpose:**

Several students around the country have in dialogue with the Changefactory demanded more knowledge from children, and information about children's basic procedural rights according to the UN Convention on the Rights of the Child. We in AU at NMBU have also done the same, and after a dialogue with the Changefactory, we believe there is a need for the Student Parliament at NMBU to adopt a policy in which we encourage the university to become a university for children's rights. We therefore want the attached resolution to be discussed by the Student Parliament.

**Background:**

At NMBU, we educate many students that will work with children in the future.

The educations include academic literature that is relevant for when the students go out in practice and/or get a job. Literature that the educations do not contain, however, are concrete descriptions of children's fundamental rights according to the UN Convention on the Rights of the Child - how to meet children and how to take care of them in practice. These are rights that describe how adults should be go forward and cooperate with children, in all actions and decisions that concern them. This should help ensure that it is done in the best interests of the child. The rights also contribute to better legal certainty for children and better flow of information in every case.

Several of the educations at NMBU do not have knowledge directly from children as a part of the curriculum. These are systematically obtained experiences and advice from children, about the various systems made for them. This applies to e.g. kindergarten, school, mental health services, leisure

584 activities, child protection services, police and the judiciary. AU believes this should be actively  
585 incorporated into all relevant fields of study at NMBU.

586  
587 The background is elaborated in the resolution.

588  
589 The Student Parliament discussed the case.

590  
591  
592

## 593 2215 Elections and Appointments

### 594 2215.1 Elections Committee for selection of the semester's best educator

595 *Case responsible: Election Committee*

#### 596 **Purpose:**

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

598

#### 599 **Background:**

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

604

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

612

#### 613 **Candidates:**

614 - Sanam Maharjan

615 This case was addressed before the constitution of the meeting. Sanam Maharjan was elected the only  
616 candidate. The Student Board were given mandate to find the other 3 candidates.

617

618

## 619 2216 Other Cases

620

621 KK addressed their annual report that was a notified other case.

622

623

## 624 2217 Meeting Evaluation

625

626 A meeting evaluation was performed.

627

## 2218 Attachments

### 2218.1 Attachment 1 Regulations for allocation of welfare funds

## Rules and regulations for the allocation of Welfare Funds

*Approved at Student Parliament 1. 08.02.2021*

Addition is marked in green

### 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 2000 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:

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

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

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, (under 5 years) may apply for extra basic support. If a team or fraternity applies for extra basic support, shall this be specified in the application.

#### 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.

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

677  
678 To receive Activity funds, the application must contain information about the activities (attachment 2).  
679 The use of the Welfare Funds must be documented for each activity in the budget. **Applications**  
680 **without budget will not be handled by the committee.**

681  
682 Teams/fraternities may transfer funds from one activity to another within the same Teams/fraternities;  
683 however, the transfer must be approved by the officer responsible for welfare funds at the Student  
684 Board. The funds must be used within the same calendar year. The transmission must be specified and  
685 justified in the Annual Report and be enclosed with next year's application.

686  
687 If the team/fraternity have Activity funds spare at the end of the year, they have to transfer the money  
688 to the students Welfare fund before the next application deadline. Teams/fraternities may apply to use  
689 the remaining welfare funds between the end of the year and the application deadline. This have to be  
690 approved by the Officer responsible for Welfare Funds. If the spare funds are not repaid within the  
691 deadline, the applicant will not receive any welfare funds.

692  
693 The applicants are divided into thematic groups in order to ensure equal treatment of applicants from  
694 fairly similar organizations and to simplify allocation routines. The allocation committee should strive  
695 for an even distribution between the thematic groups, in relation to the number of applicants in each  
696 thematic group, the thematic group's financial needs and the quality of the applications.

697  
698 Academic organizations  
699 Academic organizations organize students from one of Campus Ås' faculties, institutes of study  
700 programs. Academic organizations promote students' academic interests through business  
701 presentations and evenings with academic content, creating cohesion through social events.

702  
703 Music and culture  
704 Organizations promoting culture among the Campus Ås' students belong in this group; choirs,  
705 instrumental groups, and music groups, dancing groups, theatre groups, film club, the  
706 photography club and fraternities/sororities.

707  
708 Politics, society and religion  
709 Politics, society and religion are political organizations, organizations promoting general social  
710 commitment or specific social interest, and religious organizations.

711  
712 Internationally focused organizations  
713 These are organizations that focus on international student relations; either by working to  
714 achieve greater contact between the students of Campus Ås and the international society, by  
715 spreading knowledge to the students of Campus Ås concerning the international affairs, or by  
716 ensuring the flow of knowledge between the students of Campus Ås and those of other  
717 countries and cultures.

718  
719 Other organizations  
720 This category includes clubs and organizations whose purpose are primarily social.  
721 Teams/fraternities whose purpose does not belong in the other categories.

#### 1.4 Funds for academic and political events

Funds for academic and political events are Welfare Funds aimed for community 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 funds for academic and political events until the funds are empty.

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

#### 1.5 Not eligible for support

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 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.

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

## 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 officer responsible for welfare funds at the Student board by phone or email in advance if there is any questions [studenttinget@nmbu.no](mailto:studenttinget@nmbu.no) **Incomplete applications will not be handled by the committee! Late applications will not be handled by the committee.**

Application for welfare funds may be delivered digitally to The Student Parliaments student Board at [studenttinget@nmbu.no](mailto:studenttinget@nmbu.no)

## 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:

- The officer responsible for the welfare funds at the Student Board (chair).
- The officer 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 the person concerning is or has been a member of. Whether this applies to the officer responsible for the welfare funds at the Student Board, the person concerning presents the application and leaves the room. The officer responsible for welfare funds may only be retrieved for direct clarifying questions regarding the application.

## 4.4 Working method

The officer responsible for the Welfare Funds 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 officer responsible for the welfare funds. The officer responsible for the welfare funds presents the committees setting at the Student Parliament meeting. Teams/fraternities may have a meeting with the the officer responsible for the welfare funds to discuss the assignment and any unclear part.

Questions and comments should be addressed to the officer responsible for the welfare funds 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

<https://www.studentdemokratiet.no/welfarefunds>-The application form, and the rules and regulations for allocation of Welfare funds are available online throughout the year. The officer responsible for the welfare funds at 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 10<sup>th</sup> of February, application deadline in the autumn is around 10<sup>th</sup> of September. Should the set deadline fall on a holiday or weekend, the deadline will be the first upcoming weekday. Late applications will not be considered.

## 6.3 Deadline for treatment of applications

The allocation of welfare funds is announced at [nmbu.no/studenttinget](https://www.studentdemokratiet.no/welfarefunds), <https://www.studentdemokratiet.no/welfarefunds> 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.

## 8 Temporary provisions

The Student Parliament adopts these points as temporary changes in the regulations for the allocation of welfare funds, with a duration until ST1, 2023. In order to continue these points after ST1 2023, the Student Parliament must adopt these points again.

The Student Parliament sets aside NOK 145,000 from the welfare funds that can be allocated as funds for academic and political events.

Student Parliament allows an increase in the allocation in the autumn. Thus, the temporary distribution of welfare funds is 84% will be allocated in the spring of 2022, and 16% will be allocated in the autumn. This is after NOK 145,000 has been set aside for funds for academic and political events.

## 2218.2 Attachment 2 Students' requirements for digitalization at NMBU



### **Students' requirements for digitization at NMBU**

We live in an increasingly digital world. This changes the way we communicate, learn and relate to each other, both inside and outside academia. It is important that universities follow this societal development, and it is therefore of great value to be able to have digital offerings on different levels. Furthermore, it is also important that students have an active relationship with their own student everyday life and have the attitude and willingness to learn in new ways.

Nevertheless, there is a clear connection between the completion of a degree at a university and the belonging to the institution. This is especially important. One loses social relationships, professional debates, conversations by the coffee machines, and lower threshold for asking questions in digital teaching. The identity of an NMBU student is strongly associated with the campus and the historic buildings where teaching takes place. This dimension is still important for today's NMBU students, consequently we believe that a fully digital study routine should never replace campus-based activities and teaching but be an equal and complementary offer. However, it is important that we learn from innovative solutions as a result of corona the pandemic, and that we take with us "best practices" and the sunshine stories from this demanding period.

For the students, the most important thing is that we become part of the campus and that we are here in both formalized and informal meeting places to become part of the academic environments at the university. It is therefore important that we maintain this. Therefore, we do not want fully digital study weekdays. Furthermore, some administrative activities can be solved well digitally, such as master's supervision, and feedback on tests. It is therefore important to be flexible and willing to change where digital tools can streamline teaching activities.

The most important thing for the student in such a situation is transparency and predictability. If there are requirements for everyday digital study, clear guidelines must be set for why it is required for the individual course. This is especially important regarding exams and assessments in subjects. There is a big difference between teaching and exams, following there must be possible to take different considerations into account.

### **The Student Parliament at NMBU believes that:**

- Learning outcomes shall have highest priority in questions regarding teaching and assessment methods at NMBU. Then, predictability and quality are the most important factors.
  - Ordinary teaching should be physical as far it is possible, based on quality, belonging to an institution and relationship to the class and lecturer.
- Teaching, syllabus and exam that can be delivered digitally should also be given digitally.
- It must always be possible to justify why the method used is the most appropriate, regardless of whether it is digital or not.
  - There is a difference between digital teaching and digital exams. These must be placed together in context but can be different.
  - The university must ensure that when using digital tools, employees and students must receive adequate training in these tools.
  - Students may have to be away from physically compulsory teaching, without it being necessary to obtain a medical certificate, etc., digital participation is offered and is considered a completed compulsory activity.
  - There must be fixed protocols and standards for digital teaching and examination conduct in all subjects at NMBU. There must be routines so that all students and staff involved agree with the guidelines.
  - Work to evaluate the digital solutions that have been used during the corona pandemic and continue those that have worked well.
  - Students must have an intuitive, personal entrance portal to their digital study routine. There is a need for a comprehensive offer of digital curriculum.
  - E-books and e-compendiums should be available for all subjects, and they should be less expensive than paper books.

## 2218.3 Attachment 3 Revised working instructions for the Student Councils at NMBU

### Work instructions for the Student Councils at NMBU



*Adopted at Student Parliament 1, XX.XX.XXXX*

**The Student Council's vision:** *The Student Council's primary task is to protect students' rights and interests at the faculty. The Student Council is an arena for communication and collaboration across fields of study and between student councils at different faculties. The Student Council is a link between the students and employees at their faculty.*

#### Assignments

- The Student Council is responsible for operating its own Student Council in a good way.
  - Ensure that the students at their faculty are informed and updated about current issues at the faculty and the campus.
  - The Student Council is responsible for ensuring that the contact information is updated and available to the students at the faculty.
  - The Student Council is responsible for ensuring that all members of the Student Council agree with these instructions, as well as other documents of importance to the performance of their duties.
  - The student councils must be updated on current issues at the Student Parliament and what is happening in the Student Democracy in general.
- Ensure good communication and information flow internally and externally in the Student Council.
  - The Student Council is responsible for introducing STUD100 (Introduction to Student Democracy) in all first classes at the faculty every autumn semester.
  - The Student Council is responsible for showing the film STUD200 (Introduction to Student Democracy part 2) to all first classes at the faculty every spring semester.
  - The Student Council is obliged to inform and update each other internally about changes in matters. They should also search for information where it is needed.
  - The Student Council shall work to have good contact with the faculty board and represent the students at the faculty in a good way
- The Student Council shall follow up the adopted annual cycle and date plan for the Student Parliament and plan its activities based on these.
- The Student Council has the right to submit matters of relevance to students at its own faculty and for students at the entire university to the Student Parliament.
  - Marketing
    - The Student Council must contribute to that the Student Democracy is being visible on campus.
    - The student councils shall, in collaboration with the Student Board, be active during the Buddy Week at NMBU, in events such as the faculties' and "Samfunnets" rebus activities.
    - The student councils shall work for the recruitment of students to ensure a extensive student representation in all councils and committees.
- The Student Council is responsible for having student council meetings before each Student Parliament.
  - Notice of Student Council meetings must be posted no later than 1 week before the start of the meeting. The minutes must be taken during the meeting and the minutes shall be sent to the Student Council no later than 2 days before the Student Parliament.

- Resolutions must be sent out 1 week before the meeting is held. The outcome of the vote is decided by a simple majority. Personal elections are held by a secret ballot if there are several candidates.
- The Student Council is responsible for being a connector between the students at its own faculty and the management at the faculty. This can be done by the student council by adopting faculty-specific policies that the student council President can present in meetings with the faculty management.
- The Student Council shall also be a social meeting place and is responsible for stimulating academic community for students at the faculty. Where relevant, the student council has the overall responsibility for the academic homes.

### **Composition of the Student Council (All positions are 1-year positions)**

The structure of the student councils has been adopted at the Student Parliament 6, 2016.

- President. Elected at the autumn general assembly.
- Vice-President. Elected at the spring general assembly.
- Student Parliament representatives. Elected at the autumn meeting.
- Faculty board representatives. Elected by electronic ballot election in the autumn.
- Student representatives in the faculty's research committee.
- Student representatives in the faculty's teaching committee or study committee.
- Student representatives in the faculty's recommendation committee.
- Student representatives in the faculty's recruitment committee.
- Class student representatives. Selected during STUD001.

### **Elections and overlaps**

- The Student Council is elected at the General Meeting of the faculties.
  - The general meeting must be held at least once each semester. At the General meeting, all students have the right to speak, make proposals and vote to the faculties to which each individual belongs.
  - After the General Meeting, the Student Council is responsible for ensuring that the management of the faculty and the student board receive the updated list of student representatives in councils and committees.
- All representatives in the Student Council who resign from a position in the Student Council are responsible for providing good training to the incoming representative in the position. Under the auspices of the Student Council, overlapping period will be done.
- The outgoing representative shall provide a letter of experience to the incoming representative. The class student representative is an exception to this provision. The positions that will write an annual report are the following:
  - Faculty board representatives
  - President and Vice-President of the Student Council
  - The faculty's teaching committee / study committee
  - The faculty's research committee
  - The faculty's recommendation committee
  - The faculty's recruitment committee
- Only students who are semester registered at NMBU are allowed to vote in elections. You are only allowed to cast one vote at a faculty.

### **Archiving**

The purpose of an archive system is to ensure a good flow of information in the future, as well as to be able to be a serious and transparent organization.

- • The Student Councils are responsible for using a single archiving platform that everyone in the Student Council has access to. This platform must not be associated with a person, but the Student Council email. One of the university's platforms will be used, Onedrive or Canvas.

- • In the platform, all minutes and testimonials will be submitted for the future Student Councils. The structure of the archiving is up to each Student Council, but the information should be easy to find.
- The reports for overlap can also be sent to the Vice-President of the Student Board, who archive it in the Student Democracy's file structure.

## Individual tasks for each individual position in the Student Council

- All members of the Student Council have a duty to attend a student council meeting, if a permanent representative cannot be called in.
- All members of the Student Council have a duty to be directly connected between the students and their contact area at the faculty. This means that the members must always be a person who people can trust and must be available for students who need to get in contact with them.
- All members have a duty to be well prepared for their councils and committees, and to represent students in the interests of the faculty.
- The Student Council can also expand its mandate in the form of representatives. This may, for example, apply for program associations at the faculty.
- President of the Student Council
  - Has the strategic responsibility and is the Student Council's contact person.
  - Contact person between the students and the management at the faculty.
  - Is the chairman of student council meetings.
  - Sits at the student council dinner for the Student Parliament's Student Board.
  - See more at «Instructions for the President and Vice-President of the Student Council».
- Vice-President of the Student Council
  - The Vice-President has the organizational responsibility.
  - Update mailing lists and make minutes and notices available on the Student Council's communication platform. The contact information shall be passed on to the faculty's administration.
  - Responsible for ordering food and drink for student council meetings.
  - The Vice-President calls in for the meetings and writes minutes.
  - The Vice-President sits on the working group for marketing the Student Democracy.
  - See more at «Instructions for the chair and deputy chair of the Student Council».
- *Student Parliament representative - represents the students at the faculty at the Student Parliament and in the central Student Democracy*
  - Is responsible for promoting and working for the Student Council's opinions and decisions prior to the Student Parliament.
  - Duty to attend the Student Parliament.
  - Has compulsory attendance at the Student Parliament's kick-off conference, as well as other events under the auspices of the Student Parliament and the Student Board.
  - A student council representative has a duty to attend every Student Council dinner.
- The faculty's study committee - *the strategic organ for education at the faculty*
  - The representative shall be involved in providing advice and strategic input to the faculty in matters concerning education. In addition, matters delegated by the faculty board shall be discussed and dealt with.
  - Duty to attend meetings of their committees, if a permanent representative cannot be called in.
  - Has a duty to report to the Student Council.
- The faculty's research committee - *the strategic organ for research and innovation at the faculty*

- The representative shall provide advice and strategic input to the faculty's management in matters concerning research, and otherwise handle matters delegated from the faculty.
- Duty to attend meetings of their committees, if a permanent representative cannot be called in.
- Has a duty to report to the Student Council.

• The faculty's recommendation committee - *is the committee that assesses applications for positions at the faculty. The committee gives its recommendation on who is to be employed at the faculty. The recommendation committee has meetings when applicants are to be assessed/ summons if necessary.*

- The representative attends meetings, as well as trial lectures with relevant candidates. Responsibility for being updated on information about the candidate.
- Duty to attend meetings of their committees, if a permanent representative cannot be called in.
- Has a duty to report to the Student Council.

• The faculty's recruitment committee - *is the committee that hires the candidates that the recommendation committee has recommended. Like the recommendation committee, there are meetings if it is needed.*

- Representatives attend meetings, as well as discussions about hiring candidates. Responsibility for being well updated on the recommendation.
- Duty to attend meetings of their committees, if a permanent representative cannot be called in.
- Has a duty to report to the Student Council.

• Program councils - *councils that change, develop and improve study plans and study courses, at various educations. 1 program council per education / degree.*

- Duty to attend meetings of their committees, if a permanent representative cannot be called in.
- Has a duty to report to the Student Council.

• Class student representatives – *representatives from the class. 1 student representatives per class with a personal substitute.*

- Class student representatives must conduct at least one class meeting during the semester, and other meetings if necessary
- Be the representative who is closest to the students, and thus has an extra responsibility to report to the Student Council if there are relevant issues.
- Prepare for a class meeting, if a permanent representative cannot be called in.
- Has a duty to report to the Student Council.

## **Regulations**

• It is up to each Student Council to create a supplementary instruction that is adapted to their own structure that meets the requirements in this instruction.

- There must be flexibility in the student council instructions so that each individual student council has autonomy.

## **Modification of this instruction**

• This instruction is superior to anything else that is adopted by the Student Council. Changes to these instructions can take place at the Student Parliament in accordance with the rules that apply to proceedings at the Student Parliament.

## **Other**

• The Student Council has a contact person in the Student Parliament's Student Board. This person must be known to the Student Council as a resource and must be invited to the Student Council.

• The Student Council's funds come from the faculty, and partly from the Student Parliament if necessary.

## 2218.4 Attachment 4 Instructions for the President and Vice President of the Student Council



### Instructions for the President and the Vice-President of the Student council

Approved at Student parliament X, XX.XX.XX

#### - *President of the Student Council*

- The President has the overall responsibility for the operation of the Student Council.
- Represent the Student Council externally and represent the Student Council at faculty meetings for employees and students.
- Has the strategic responsibility for the Student Council and is the contact person linked to AU.
- Sits in the students' leadership group, SLG, together with student Presidents from other faculties.
- The acting contact person between the students and the administration at the faculty.
- Attend the meetings at the Student Council Dinner for the Student Parliament's Student Board. This takes place the same week as the Student Council has their meeting, on Tuesdays.
- Is the chairman and has the overall responsibility for case review at student councils and for the conduction of general meetings.
- Overall responsibility for the finances of the Student Council.
- Writes the half-year report for the autumn general meeting and the overlap report for the spring general meeting.
- Main responsibility for follow-up of all student representatives at the faculty.
- Elected at the fall general assembly and sits for one (1) year.

#### - *Vice President of the Student Council*

- The Vice President has the organizational responsibility in the Student Council
- Will update mailing lists and make the minutes and notices available on the Student Council's communication platform (s).
- Ensure that the contact information of the student representatives is passed on to the faculty's administration.
- Is responsible for ordering food and drinks for Student Council meetings and the faculty's general meetings.
- To send notice to all Student Council members for meetings.
- To be the reporter during the Student Council meetings and the faculty general meetings and publish it on the Student Council's communication platform (s) after the meeting.
- Sits in the working group responsible for the marketing of the Student Democracy, together with Vice-Presidents from other faculties
- Hang up Dassavisa after the Student Council dinner.
- Assist and help the President when it is needed.
- Writes overlap report for the autumn general meeting.
- Vice-President is elected at the spring general assembly and sits for one (1) year.

Into the instruction locally:

#### **Student Council**

Before Student Council takes place

- 1221 • Send notice and agenda to all council members. Send both email and invitation in Outlook, as well as  
 1222 on other communication platforms if preferred.
- 1223 • Order baguettes / food for the meeting
- 1224 - SiÅs wants the food to be ordered at least 24 hours before.
- 1225 - Order food from SiÅs' website: <https://www.sias.no/baguetter/category1055.html>
- 1226 - Send email to XXX and say that you have ordered food for the SC meeting.
- 1227 • Make coffee.
- 1228 - Make coffee for the student council. Made in the kitchen in XXX.
- 1229 • Prepare minutes based on the notice. The President writes in advance about the issues that have come  
 1230 up at the student council dinner (Student Parliament cases).
- 1231
- 1232 Under the student council meeting
- 1233 • Hold the meeting and write minutes.
- 1234 • Pass around a list of participants that everyone should sign and send it to the Head of Administration  
 1235 after the meeting, so that he/she sees that we order food only for those who are in present at the  
 1236 meeting.
- 1237
- 1238 After student council meeting
- 1239 • Send a list of participants to the Head of Administration.
- 1240 • Send minutes to the Student Council no later than 2 days before the Student Parliament (Monday after  
 1241 SC) and post it on canvas / facebook group / digital platform.
- 1242
- 1243 **General meeting**
- 1244 Before the general meeting
- 1245 • Order pizza in the same way as the baguettes for a regular SC. SiÅs does not have a vegan alternative to  
 1246 pizza when ordering, so write in the comments field how many vegans and how many vegetarians. Send  
 1247 an email to the **Head of Administration** stating that you have ordered food for the general meeting.
- 1248 • Buy soft drinks, cups, napkins, etc. at the store. There are soft drink boxes in the SC room.
- 1249 • Book a room (President and Vice-President agree on who does this).
- 1250 • Make a poster and hang it on bathroom doors, boards, etc. Ask AU's marketing manager for help if  
 1251 there is anything you need help with.
- 1252 • Create Facebook event. If necessary, look at the previous general meeting events.
- 1253 - Has also published info about the various positions (one position per day) during the days  
 1254 before the general meeting. (See photos under «miscellaneous» and «info about positions») In  
 1255 that way people know what they are going to.
- 1256 • Make sure that the notice is sent out to everyone at the faculty. Use the advisors.
- 1257 • Make coffee, prepare minutes and list of participants.
- 1258 • Invite the dean or head of administration to a general meeting.
- 1259
- 1260 During the general meeting
- 1261 • Write minutes and pass around the list of participants.
- 1262
- 1263 After the general meeting
- 1264 • Clean up.
- 1265 • Send out minutes on the communication platforms and register the contact information to new  
 1266 student representatives at AU.

1267 • Send the participant list to **XXX**.  
 1268  
 1269 **Other**  
 1270 • There are many in the student council who have a lot of knowledge. Use the network. Just ask if you  
 1271 have any questions. Use AU if there are things you are wondering about, or they can tell you who to  
 1272 contact. Their email addresses are in the student council email.  
 1273 • Student council email:  
 1274 - Go to <http://webmail.nmbu.no>. Press on employees and organizations at NMBU.  
 1275 - Username: **XXX**  
 1276 - Password: **XXX**  
 1277 • Dassavisa will be picked up at the student council dinner the day before the Student Council meeting  
 1278 by the President and will be hung up on all doors at **XXX**  
 1279 • Read the local Student Council's instructions, and the document «Work instructions for the Student  
 1280 Councils at NMBU» at <https://www.studentdemokratiet.no/>  
 1281 • Stud001 is conducted in August for all new students at NMBU and is an introduction to the Student  
 1282 Democracy. Join the President and divide yourself into the common subjects of all the new student  
 1283 (first- and fourth-year student) at the faculty. Attend a lecture at the beginning to elect a class  
 1284 representative. AU sends out powerpoints in advance and use them as a resource if anything.  
 1285 Remember! Submit student representatives from each class to AU after the election.  
 1286 • Must have regular contact with the dean and administration and be a connector at the faculty between  
 1287 employees and students. This includes responding to emails, receiving formal inquiries and  
 1288 encouraging regular meetings with the management of the faculty.  
 1289 • Create "what has happened since the last SC" or similar. newsletter, 1-2 weeks after each SC meeting.  
 1290 It can be a post on fb, possibly an email, where it is brief and concrete what has been done to follow up  
 1291 the cases since the last meeting. This works well and gives the council members insight into what has  
 1292 been done and the status for the cases.  
 1293 • Work to ensure that the program associations are active members of SC and ensure good academic  
 1294 and social offers for the students at the faculty.  
 1295 • Coordinate with the faculty when Student Council meetings takes place, so that it does not conflict  
 1296 with other committee meetings.  
 1297  
 1298

1299 2218.5 Attachment 5 New and old statutes with changes.

1300

1301 Yellow = part of the regulations that have been amended

1302 Green = the actual change in the regulations

1303

1304 AMENDMENT OF REGULATION 1:

1305 Old suggestion:

1306 § 5-2 Electronic ballot election

1307 a) Election of the Student Parliament's Student Board

1308 The Student Parliament's Student Board is elected by electronic ballot election, where all semester-  
1309 registered students have the right to vote. The ballot election takes place in April every year. The  
1310 position time is 1 year and lasts from 1.7. to 30.6.

1311

1312 New proposal:

1313 § 5-2 Electronic ballot election

1314 a) Election of the Student Parliament's Student Board

1315 The Student Parliament's Student Board is elected by electronic ballot election, where all semester-  
1316 registered students have the right to vote. The ballot election takes place in April every year. The  
1317 position time is 1 year and lasts from 1.7. to 30.6. The working language will be Norwegian, and a B2

1318 level is required for candidates.

1319

1320

1321 AMENDMENT OF REGULATION 2:

1322 Old suggestion:

1323 § 5-2 Electronic ballot election

1324 b) Election to the University Board

1325 Two student representatives are elected, one of each gender, with a personal substitute for the  
1326 University Board (US). These are elected by electronic ballot election, where all semester-registered  
1327 students have the right to vote. The ballot election takes place every year in April / May for female  
1328 representatives and November for male representatives. The position time for the elected is 1 year and  
1329 lasts from 01.07. to 30.06 for the spring election, and 01.01-31.12 for the autumn election.

1330

1331 New proposal:

1332 § 5-2 Electronic ballot election

1333 Two student representatives, a woman and a man, are elected, with personal substitutes to the  
1334 University Board (US). These are elected by electronic ballot, where all semester-registered students  
1335 have the right to vote. The ballot election takes place every year in April / May for female  
1336 representatives and November for male representatives. The position for the elected is 1 year, and lasts  
1337 from 01.07. to 30.06 for the spring election, and 01.01-31.12 for the autumn election.

1338

1339

1340 AMENDMENT OF REGULATION 3:

1341 Old suggestion:

1342 § 5-2 Electronic ballot election

1343 c) Election to the Faculty Board

1344 The student representatives in the Faculty Board are elected by electronic ballot election, where all  
1345 semester-registered students at the relevant faculty have the right to vote. The position time for the  
1346 elected is 1 year and lasts from 01.01-31.12 for male representatives (elected in November) and 01.07-  
1347 30.06 for female representatives (elected in April / May).

1348

1349

1350 New proposal:  
1351 § 5-2 Electronic ballot election  
1352 Two student representatives, a woman and a man, are elected with personal substitute to the seven  
1353 Faculty Boards (FS). These are elected by electronic ballot election, where all semester-registered  
1354 students at the relevant faculty have the right to vote. A student only has the right to vote in one faculty  
1355 board election. The ballot election takes place every year in April / May for female representatives and  
1356 November for male representatives. The position time for the elected is 1 year and lasts from 01.07. to  
1357 30.06 for the spring election, and 01.01-31.12 for the autumn election.

1358  
1359  
1360 AMENDMENT OF REGULATION 4:  
1361 Old suggestion:  
1362 §8-1-2 Principle Program  
1363 The Principle program stipulates the organization's basic principles and overall political priorities. The  
1364 program of principles is superior to the Student Parliament's other policy.  
1365  
1366 The Principle program must be reviewed every 4 years. Student Parliament can always choose to open  
1367 the Principle program for processing. The Principle program shall be processed over two student  
1368 council meetings including a discussion at the first meeting and a decision at the second meeting.  
1369  
1370 New proposal:  
1371 §8-1-2 Principle Program  
1372 The Principle program stipulates the organization's basic principles and overall political priorities. The  
1373 program of principles is superior to the Student Parliament's other policy.  
1374  
1375 The Principle program must be reviewed every 5 years. Student Parliament can always choose to open  
1376 the Principle program for processing. The Principle program shall be processed over two student  
1377 council meetings including a discussion at the first meeting and a decision at the second meeting.  
1378  
1379  
1380 AMENDMENT OF REGULATION 5:  
1381 Old suggestion:  
1382 §8-1-3 Political documents  
1383 The Political documents stipulates what the Student Parliament thinks about a particular topic. This  
1384 should not conflict with the Principle program. Beyond that, political documents are superior to the  
1385 Student Parliament's other policies. The document is valid for 5 years. Political documents shall be  
1386 processed over two student council meetings including a discussion matter at the first meeting and a  
1387 decision at the second meeting.  
1388  
1389 New proposal:  
1390 §8-1-3 Political documents  
1391 The political platforms stipulates what the Student Parliament thinks about a particular topic. This  
1392 should not conflict with the Principle program. Beyond that, political platforms are superior to the  
1393 Student Parliament's other policies. The document is valid for 5 years. Political platforms shall be  
1394 processed over two student council meetings with a discussion matter first meeting, and a decision at a  
1395 second meeting. Resolutions stipulates what the Student Parliament believes in a particular case.  
1396 Resolutions can be processed directly. Other political documents written directly by AU follow different  
1397 case procedures.

## 2218.6 Attachment 6 Suggested resolution for NMBU as a childrens rights university

### Discussion case - NMBU as a Children's Rights university

#### Abbreviations:

UN – United Nations

UNCRC – UN Convention on the Rights of the Child

All children in Norway have a lot of knowledge about their experience from the system or service they are in and how they work. The Change factory conducts systematic surveys for children from all over Norway. They collect experiences and advice from children about their meeting with kindergartens, schools, emergency services and the legal system. The answers that are repeated are summarized and collected as knowledge directly from children. The goal is that this knowledge is included when the systems are further developed, so that the systems made for children will be experienced as safe and useful for them. Knowledge from children contains descriptions of how kindergarten teachers, teachers, health workers, child welfare workers and others who meet children should be, for children to get sufficient learning and get good help. This knowledge describes good professionalism, seen from a child's perspective. Among other things, it describes how adults must appear so that it feels safe for the children to be honest about important things. The perspectives presented are based solely on experience and advice from children who are in various systems and services now.

The Convention on the Rights of the Child states that all children have four basic rights when you meet them, when actions are to be taken and decisions are made that will affect them:

- that the **best interests of the child** should be a fundamental consideration in all actions that affect children (BK article 3, Constitution §104),
- that the child has the **right to express himself/herself freely** about matters that affect the child (BK article 12, Constitution § 104)
- that the child has the **right to get information** in connection with the child having the right to express himself or herself (BK Article 12),
- and that the child has the right to privacy (BK article 16, The European Human Rights Convention (ECHR) Article 8, Constitution § 102).

The UN Convention on the Rights of the Child contains some basic procedural rights that apply to everyone under the age of 18. By systematically teaching students how to use these rights in practice can have great significance in the lives of many children. The rights protect children's legal certainty, and studies show that if the rights are followed in all circumstances that affects a child, the trust of the adults working in the services is maintained. This will not only contribute to the children gained confidence in the professionals of the future, but also give the students concrete tools they can use when they start working. Then we ensure that they follow Norwegian law.

For the future students that will work with children, to be well equipped to meet this community group in their working life, it is crucial that NMBU systematically trains their students in what children themselves believe are good ways to be met in all systems and services which is made for them.

#### The Student Parliament at NMBU states that:

- NMBU will become a children's rights university with focus on children's basic procedural rights according to the UN Convention on the Rights of the Child, in all fields of study that educate students to work with children.
- NMBU shall introduce knowledge directly from children in the curriculum in all relevant fields of study.
- NMBU shall provide all the university's students with training in the children's rights that focusing on how the adult community should meet children.

## 2048.7 The plan of action from the Learning Environment committee



Norwegian University of Life Sciences  
Study Department

### Action plan for universal design and strengthening of the learning environment at NMBU, 2021-2026

*A unified university is one of four focus areas in NMBU's strategy 2019-2023; Knowledge is our strength. NMBU shall consist of professionally competent and ambitious people who feels content with they job, are respected and get to use their abilities in a safe and good learning and working environment.*

This action plan will contribute to strengthening the learning environment at NMBU. The action plan establish goals and identifies measures that will develop the students' total learning environment and directing further responsibility for following up the measures. Measures within universal design are central when making NMBU's educations more accessible. Throughout the learning process, all our students will experience it as safe and good to study at NMBU, regardless of disability, gender, ethnic or cultural background, religious affiliation or age.

During the planning period, three areas are prioritized:

1. The psychosocial learning environment
2. The physical learning environment
3. The digital learning environment

Within each area, sub-goals with associated activities and measures have been defined. For each activity / measure, it is defined which units (the faculties and / or department) that have the main responsibility and co-responsibility to ensure that these are further concretized and followed up so that the sub-goals are achieved. The Learning Environment Committee (LMU) has the overall responsibility for ensuring that faculties and departments follow up these sub-goals and measures.

The faculties and departments prepare their own specific goals and measures that apply to the learning environment linked to the three priority areas. The following up of activities and measures will take place through an established routine for annual feedback from units and faculties considering quality in the studies, where assessment of the quality work and measures within the areas mentioned above are included. The director of studies publishes an annual order in which it is specified what the faculties and departments will report on. The reporting follows the academic year, and the deadline for reporting is approximately October 1st each year. The feedback forms the basis for the status of follow-up of the action plan, which will be part of the learning environment committee's annual report that is presented to the university board.

Some key documents on which this action plan is based are:

[Universitets- og høyskoleloven](#)

[Arbeidsmiljøloven](#)

1495	<a href="#">Norge Universelt utformet 2025 – regjeringens handlingsplan</a>
1496	<a href="#">NMBUs strategi for 2019-2023</a>
1497	<a href="#">NMBUs campusplan 2019-2023-2040</a>
1498	<a href="#">Digitaliseringsstrategi NMBU 2020 - 2024</a>
1499	<a href="#">NMBUs læringsfilosofi</a>
1500	<a href="#">Studentenes læringsmiljø - et læringsmiljøpolitisk dokument</a>
1501	<a href="#">NMBUs ruspolitikk</a>
1502	Bodil Norderval
1503	bodil.norderval@nmbu.no
1504	

FIELD OF ACTION 1: THE PSYCHOSOCIAL LEARNING ENVIRONMENT.		
Overall goal: NMBU's students are having a safe, social and good psychosocial learning environment		
Subgoal:	Activities and measures	Responsible (Main responsible highlighted)
1. NMBU systematically facilitates good mental and physical health for our students	<ul style="list-style-type: none"> <li>NMBU will market and follow up national student surveys, including ShoT</li> <li>NMBU will further develop the collaboration with SiÅs and the Health Care Station in Ås and ensure a comprehensive health and guidance offer</li> <li>NMBU will mark World Mental Health Day every year</li> <li>NMBU will, in collaboration with buddies, the community and teams / associations, facilitate events that include the entire student diversity</li> <li>NMBU will develop course offerings for students who in various ways have a leadership function. The course will deal with role understanding and responsibility</li> <li>NMBU will use the website «SikreSiden» actively in its preventive work</li> </ul>	<p>SA, KA, FAK, AU</p> <p>SA, AU</p> <p>SA, KA, FAK, AU</p> <p>SA, FAK, AU</p> <p>POA, (SA), AU</p> <p>SA, POA, LOV, AU</p>
2. NMBU works systematically for social inclusion of students and to strengthen their belonging to the local academic environment	<ul style="list-style-type: none"> <li>NMBU shall facilitate social meeting places for students, both academic homes at the faculties as well as meeting places across programs and faculties</li> <li>NMBU shall annually conduct and follow up the study start survey among 1-year students</li> <li>NMBU will develop mentoring programs for new students</li> <li>NMBU will further develop the pedagogical content of courses so that students are an important learning resource for each other and actively participate in the teaching of their fellow students</li> <li>NMBU shall offer employees competence within universal design of the teaching</li> </ul>	<p>EIA, SA, FAK</p> <p>SA</p> <p>SA, FAK</p> <p>FAK, SA-LS, UNIPED</p> <p>SA-LS, UNIPED</p>
3. NMBU facilitates for students with special needs	<ul style="list-style-type: none"> <li>NMBU will improve information and routines for applying for facilitation.</li> <li>NMBU shall, in collaboration with the faculties and the Health Care Station, prepare routines for following up students with extended accommodation needs.</li> </ul>	<p>SA</p> <p>SA, FAK</p>
4. NMBU has routines for handling feedback and deviation reports concerning the psychosocial learning environment	<ul style="list-style-type: none"> <li>NMBU shall improve and clarify the routines for notification cases.</li> <li>NMBU will improve and formalize the Si-Fra-program</li> </ul>	<p>SA, POA</p> <p>POA, SA, LOV</p>
5. NMBU has routines for preventing and dealing with conflicts that affects students	<ul style="list-style-type: none"> <li>NMBU will prepare a guide for students on how to work in groups/colloquia</li> <li>NMBU shall prepare guidelines for handling conflicts between students</li> </ul>	<p>SA, FAK</p> <p>POA, LOV</p>

FIELD OF ACTION 2: THE PHYSICAL LEARNING ENVIRONMENT		
Overall goal: NMBU's students, regardless of disabilities, will have access to good learning areas on campus, both for organized teaching, self-study and for social learning activities		
Subgoal:	Activities and measures	Responsible (Main responsible highlighted)
1. NMBU develops teaching areas in accordance with needs and facilitates areas for student-active learning	<ul style="list-style-type: none"> <li>When alternating the campus plan, NMBU will pay great attention to measures that develop teaching areas in accordance with future needs</li> </ul>	EIA, SA
	<ul style="list-style-type: none"> <li>NMBU will prepare new routines for the allocating of larger and smaller learning measures where the faculties are involved in the allocation processes</li> </ul>	EIA, SA, FAK
	<ul style="list-style-type: none"> <li>NMBU shall, in collaboration with the academic communities, create learning areas that stimulate active learning</li> </ul>	EIA, SA, FAK
2. Buildings and outdoor areas are available to all students, regardless of disability	<ul style="list-style-type: none"> <li>NMBU shall have routines that ensure assessments of universal design in all construction projects</li> </ul>	EIA
	<ul style="list-style-type: none"> <li>NMBU shall have staff with deep competence in the universal design of buildings and outdoor areas</li> </ul>	EIA,
	<ul style="list-style-type: none"> <li>NMBU shall ensure that there is access to universally designed workplaces in all open reading rooms and libraries, as well as good information on where such places are located.</li> </ul>	SA, EIA
	<ul style="list-style-type: none"> <li>NMBU shall ensure access to rest rooms for students in central teaching buildings, as well as good information about where such rooms are located</li> </ul>	EIA
3. Everyone has access to academic homes at their faculty where students and staff can meet for academic synergy	<ul style="list-style-type: none"> <li>NMBU shall prepare a definition of what NMBU means by academic home, in addition to develop academic homes for students at all faculties.</li> </ul>	EIA, SA
	<ul style="list-style-type: none"> <li>When alternating the campus plan, NMBU will pay great attention to measures that develop teaching areas in accordance with future needs</li> </ul>	EIA, SA
4. Student areas have	<ul style="list-style-type: none"> <li>NMBU shall systematically follow up measurements of the indoor climate and</li> </ul>	EIA
satisfactory indoor climate	improve where unsatisfactory values are found	

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FIELD OF ACTION 3. THE DIGITAL LEARNING ENVIRONMENT		
Overall goal: NMBU's students are experiencing a good digital information flow and NMBU offers student active learning which is strengthened through digital technology		
Subgoal:	Activities and measures	Ansvarlig Responsible (Main responsible highlighted)
1. Digital platforms and tools promote a good and universal learning environment	<ul style="list-style-type: none"> <li>NMBU shall have a standard template for the structure of the courserooms in Canvas to ensure recognition and simplify navigation in the rooms</li> </ul>	<b>SA-LS, FAK</b>
	<ul style="list-style-type: none"> <li>NMBU shall standardizes ICT equipment in teaching areas to facilitate the work situation for teachers</li> </ul>	<b>IT, FAK, SA-LS</b>
	<ul style="list-style-type: none"> <li>NMBU shall have ICT equipment in all teaching rooms that makes it possible for teachers to record / digitize the lectures</li> </ul>	<b>IT, FAK, SA-LS</b>
	<ul style="list-style-type: none"> <li>NMBU shall systematically work to ensure that employees have a high level of competence within the pedagogical use of digital learning resources</li> </ul> <p>NMBU shall systematically work to ensure that employees have a high level of competence within universal design of teaching and teaching materials</p>	<b>SA-LS, UNIPED, FAK</b>
2. NMBU's students are offered good, universal and easily accessible administrative services	<ul style="list-style-type: none"> <li>NMBU will prepare a communication strategy that makes it clear to students how NMBU communicates concerning central information</li> </ul>	<b>KA, SA</b>
	<ul style="list-style-type: none"> <li>NMBU will implement TOPdesk as a service portal, which ensures that students have a common point of contact for administrative services</li> </ul>	<b>IT, SA, FAK</b>
	<ul style="list-style-type: none"> <li>NMBU shall digitize all student forms</li> </ul>	<b>SA, IT, FAK, POA-DS</b>
	<ul style="list-style-type: none"> <li>NMBU will use digital solutions in Studentweb for justification and complaints about grades</li> </ul>	<b>SA, IT</b>

FAK – The Faculties

SA –Study Department

SA-LS – The Learning

Center

IT – IT-Department

EIA – Real Estate Department

POA – The Personnel and Organization

Department

POA – DS – POA/The Document Center

UNIPED – Realtek/uniped

AU – The Student Parliament's Student Board

LOV - Department of Management and Business Management

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1512 Documents approved at Student Parliament 1, 2022

1513 Rules and regulation for the allocation of Welfare Funds

1514

# 1515 Rules and regulations for the allocation of Welfare Funds

1516

1517

1518

*Approved at Student Parliament 1. 07.02.2022*

## 1519 1 The Welfare Funds

### 1520 1.1 Purpose

1521 The Welfare Funds are given to student groups and organizations at Campus Ås who contribute to a  
1522 vibrant, diverse and including student life. The welfare funds mainly support activities at campus Ås.  
1523 All groups and organizations at Campus Ås can apply for welfare funds.

1524

1525 The Welfare Funds consist of basic support, activity funds and funds for academic and political  
1526 events. 92 % of the welfare funds are given out at Student Parliament meeting 2, and the remaining  
1527 8 % are given out at Student Parliament meeting 5. The remaining 8 % are earmarked new groups  
1528 and organizations and unforeseen activities.

1529

### 1530 1.2 Basic support

1531 The basic support covers basic working expenses, such as office supplies, printing, Internet domain  
1532 etc. Groups and organizations may only receive basic support once a year at a maximum of 1200  
1533 NOK, as well as maximum 2000 NOK in extra basic support. All groups and organizations may apply  
1534 for basic support. The basic support is calculated on the basis of the number of members who are  
1535 students at Campus Ås, according to the following model:

1536

1537 Fraternities/teams that have existed more than 10 years, are qualified to receive basic support with  
1538 the minimum amount of 5 members.

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

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.

1546

1547 A list of members/estimated amount of members must be enclosed with the application (attachment  
1548 1).

1549 Teams/fraternities who have higher basic operating expenses than normal, such as new organizations,  
1550 (under 5 years) may apply for extra basic support. If a team or fraternity applies for extra basic  
1551 support, shall this be specified in the application.

1552

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1554

### 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.

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 officer responsible for welfare funds at the Student Board. The funds must be used within the same calendar year. 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 Officer responsible for Welfare Funds. 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 Funds for academic and political events**

Funds for academic and political events are Welfare Funds aimed for community 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 funds for academic and political events until the funds are empty.

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

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

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.

1641 **1.6 Lose the right to receive welfare funds**  
1642 Teams/fraternities with incomplete applications do not receive welfare funds for the allocation  
1643 applied for. Teams/fraternities who abuse the welfare funds will not be supported at the next  
1644 allocation. Teams/fraternities who do not return unused activity funds within the next welfare fund  
1645 application deadline will not be supported by the next allocation of welfare funds.

1646  
1647 Teams and fraternities that express differential treatment or discrimination regarding gender,  
1648 ethnicity, religion, spirituality, impairments, sexual orientation, gender identity or gender expression  
1649 in their actions or statements, will after an approved complaint not receive any funds at the two next  
1650 allocations.  
1651

1652 Exceptions from this is when the differential treatment has a sensible purpose, such as admission to  
1653 gender divided fraternities/choirs or geographical fraternities.  
1654

### 1655 **1.7 Complaint treatment**

1656 If a party should wish to form a complaint, this shall be done in writing to the Student Board (AU). AU  
1657 will then review the case and inform the fraternity that has received the complaint. This will at latest  
1658 happen one day before the case papers for the upcoming Student Parliament are due.  
1659

1660 When the case is up for treatment at the Student Parliament it will be presented in a neutral fashion  
1661 by AU. Impartibility for the parliament representatives will be treated according to the impartibility  
1662 clause in the Student Parliament's statutes. Individuals, teams or fraternities that have either formed  
1663 or received a complaint will be allowed to express their side of the story either in writing or orally at  
1664 Student Parliament.  
1665

1666 The Student Parliament will decide whether the team's/fraternity's behavior is in violation of  
1667 the rules. If the complaint is approved, the team/fraternity will lose the opportunity to receive  
1668 welfare funds at the two next allocations.  
1669

## 1670 **2 The Students Welfare Fund**

1671 The Student Welfare Fund is used for bigger welfare initiatives. All Welfare funds that are unused  
1672 shall be transferred to The Students Welfare Fund. There is money left over from the welfare funds  
1673 because the amount applied for is smaller than the Welfare fund, if the activities applied for does  
1674 not correspond with the Welfare funds purpose, or because applications are incomplete. The  
1675 president of the Student Board, SiÅs Board and Student Society/Samfunnet Board may give  
1676 suggestions to the use of The Student Welfare Fund to the Student Parliament. The Student  
1677 Parliament decides whether they support the proposal or not.

1678

## 1679 **3 Applications**

1680 All Teams/fraternities who apply for welfare funds have to use the stated application form.  
1681 Appendices can be written on a template determined by the Welfare Officer.

1682

1683 Those Teams/fraternities who only apply for basic support (appendix 1) encloses a list of members  
1684 with the application (appendix 2). Teams/fraternities who apply for activity funds have to, in  
1685 addition of attachment 1, enclose information and budget for the activities applied for (appendix 3).  
1686 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 officer responsible for welfare funds at the Student board by phone or email in advance if there is any questions [studenttinget@nmbu.no](mailto:studenttinget@nmbu.no) **Incomplete applications will not be handled by the committee! Late applications will not be handled by the committee.**

Application for welfare funds may be delivered digitally to The Student Parliaments Student Board at [studenttinget@nmbu.no](mailto:studenttinget@nmbu.no)

## 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:

- The officer responsible for the welfare funds at the Student board (chair).
- The officer 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 the person concerning is or has been a member of. Whether this applies to the officer responsible for the welfare funds at the Student Board, the person concerning presents the application and leaves the room. The officer responsible for welfare funds may only be retrieved for direct clarifying questions regarding the application.

### 4.4 Working method

The officer responsible for the Welfare Funds 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 officer responsible for the welfare funds. The officer responsible for the welfare funds presents the committees setting at the Student Parliament meeting. Teams/fraternities may have a meeting with the the officer responsible for the welfare funds to discuss the assignment and any unclear part.

Questions and comments should be addressed to the officer responsible for the welfare funds 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 <https://www.studentdemokratiet.no/welfarefunds>. The application form, and the rules and regulations for allocation of Welfare funds are available online throughout the year. The officer responsible for the welfare funds at 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 10<sup>th</sup> of February, application deadline in the autumn is around 10<sup>th</sup> of September. Should the set deadline fall on a holiday or weekend, the deadline will be the first upcoming weekday. Late applications will not be considered.

### 6.3 Deadline for treatment of applications

The allocation of welfare funds is announced at [nmbu.no/studenttinget](https://www.studentdemokratiet.no/welfarefunds), <https://www.studentdemokratiet.no/welfarefunds> 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

1773 and regulation of Welfare funds are a matter for discussion at Student Parliament meeting 4 and a  
1774 statutory matter at Student Parliament meeting 6. Revised version is valid when passed by the  
1775 Student Parliament. Suggested percentage rates for allocation to the variouscategories are  
1776 determined on the last Student Parliament meeting each year on request from the allocation  
1777 committee.

1778

## 1779 **8 Temporary provisions**

1780 The Student Parliament adopts these points as temporary changes in the regulations for the  
1781 allocation of welfare funds, with a duration until ST1, 2023. In order to continue these points after  
1782 ST1 2023, the Student Parliament must adopt these points again.

1783

1784 The Student Parliament sets aside NOK 145,000 from the welfare funds that can be allocated as funds  
1785 for academic and political events.

1786

1787 Student Parliament allows an increase in the allocation in the autumn. Thus, the temporary  
1788 distribution of welfare funds is 84% will be allocated in the spring of 2022, and 16% will be allocated  
1789 in the autumn. This is after NOK 145,000 has been set aside for funds for academic and political  
1790 events.

1791

## Resolution Digitalization at NMBU



### Students' requirements for digitization at NMBU

*Approved at Student Parliament 1, 07.02.2022*

We live in an increasingly digital world. This changes the way we communicate, learn and relate to each other, both inside and outside academia. It is important that universities follow this societal development, and it is therefore of great value to be able to have digital offerings on different levels. Furthermore, it is also important that students have an active relationship with their own student everyday life and have the attitude and willingness to learn in new ways.

Nevertheless, there is a clear connection between the completion of a degree at a university and the belonging to the institution. This is especially important. One loses social relationships, professional debates, conversations by the coffee machines, and lower threshold for asking questions in digital teaching. The identity of an NMBU student is strongly associated with the campus and the historic buildings where teaching takes place. This dimension is still important for today's NMBU students, consequently we believe that a fully digital study routine should never replace campus-based activities and teaching but be an equal and complementary offer. However, it is important that we learn from innovative solutions as a result of corona the pandemic, and that we take with us "best practices" and the sunshine stories from this demanding period.

For the students, the most important thing is that we become part of the campus and that we are here in both formalized and informal meeting places to become part of the academic environments at the university. It is therefore important that we maintain this. Therefore, we do not want fully digital study weekdays. Furthermore, some administrative activities can be solved well digitally, such as master's supervision, and feedback on tests. It is therefore important to be flexible and willing to change where digital tools can streamline teaching activities.

The most important thing for the student in such a situation is transparency and predictability. If there are requirements for everyday digital study, clear guidelines must be set for why it is required for the individual course. This is especially important regarding exams and assessments in subjects. There is a big difference between teaching and exams, following there must be possible to take different considerations into account.

#### **The Student Parliament at NMBU believes that:**

- Learning outcomes shall have highest priority in questions regarding teaching and assessment methods at NMBU. Then, predictability and quality are the most important factors.
- Ordinary teaching should be physical as far it is possible, based on quality, belonging to an institution and relationship to the class and lecturer.
- Teaching, syllabus and exam that can be delivered digitally should also be given digitally.
- It must always be possible to justify why the method used is the most appropriate, regardless of whether it is digital or not.
- There is a difference between digital teaching and digital exams. These must be placed together in context but can be different.
- The university must ensure that when using digital tools, employees and students must receive adequate training in these tools.
- If the form of assessment changes, NMBU and the responsible for the subject are obligated to inform the students that are signed up for assessment about the type of examination and what type of aids that are available at the examination in good time, at least 5 weeks before. So that students have ample time to prepare themselves based on the form of assessment. If the planned ordinary examination form is changed, NMBU shall make sure that students has the

1844 opportunity and time to obtain a rental computer if necessary. They shall also provide  
1845 information about how students apply for this.

- 1846 • Students may have to be away from physically compulsory teaching, without it being necessary  
1847 to obtain a medical certificate, etc., digital participation should be offered and is considered a  
1848 completed compulsory activity, if it does not affect the necessary practical learning outcome.
- 1849 • The students' states that in the spring semester 2022 it should be offered a passive stream or  
1850 recorded lectures so that absent students have the opportunity to follow the lectures.
- 1851 • There must be fixed protocols and standards for digital teaching and examination conduct in all  
1852 subjects at NMBU. There must be routines so that all students and staff involved agree with the  
1853 guidelines.
- 1854 • The bases for the examination format should be clear. Those subjects where you are dependent  
1855 on displaying calculations, it has to be facilitated for this. This will be the case for math and  
1856 physics subjects amongst others.
- 1857 • If all lectures are digital, it is encouraged that the examination shall be executed as a digital  
1858 home exam.
- 1859 • Work to evaluate the digital solutions that have been used during the corona pandemic and  
1860 continue those that have worked well.
- 1861 • Students must have an intuitive, personal entrance portal to their digital study routine. There is  
1862 a need for a comprehensive offer of digital curriculum.
- 1863 • E-books and e-compendiums should be available for all subjects, and they should be less  
1864 expensive than paper books.

1866 Instructions for President and Vice-Presidents of the Student Council

1867

## 1868 Instructions for the President and the Vice-President of the

## 1869 Student council

1870

*Approved at Student Parliament 1, 07.02.2022*

1871

### - President of the Student Council

1872

- The President has the overall responsibility for the operation of the Student Council.

1873

- Represent the Student Council externally and represent the Student Council at faculty meetings for employees and students.

1874

1875

- Has the strategic responsibility for the Student Council and is the contact person linked to AU.

1876

- Sits in the students' leadership group, SLG, together with Student Council Presidents from other faculties.

1877

1878

- The acting contact person between the students and the administration at the faculty.

1879

- Attend the meetings at the Student Council Dinner for the Student Parliament's Student Board. This takes place the same week as the Student Council has their meeting, on Tuesdays.

1880

1881

- Is the chairman and has the overall responsibility for case review at student councils and for the conduction of general meetings.

1882

1883

- Overall responsibility for the finances of the Student Council.

1884

- Arrange an overlap meeting with new president after election and ensure that important information also is available in writing.

1885

1886

- Main responsible for the follow-up and TRAINING of all elected representatives at the faculty.

1887

- Elected at the spring general meeting and sits for one year.

1888

- The President shall be responsible for writing certificates for members of the Student Councils.

1889

1890

### - Vice-President of the Student Council

1891

- The Vice-President has the organizational responsibility in the Student Council

1892

- Will update mailing lists and make the minutes and notices available on the Student Council's communication platform (s).

1893

1894

- Ensure that the contact information of the student representatives is passed on to the faculty's administration.

1895

1896

- Is responsible for ordering food and drinks for Student Council meetings and the faculty's general meetings.

1897

1898

- To send notice to all Student Council members for meetings.

1899

- To be the reporter during the Student Council meetings and the faculty general meetings and publish it on the Student Council's communication platform (s) after the meeting.

1900

1901

- Sits in the working group responsible for the marketing of the Student Democracy, together with Vice-Presidents from other faculties

1902

1903

- Hang up Dassavisa after the Student Council dinner.

1904

- Assist and help the President when it is needed.

1905

- Arrange an overlap meeting with the new deputy president after election and ensure that important information also is available in writing.

1906

1907

- Vice-President is elected at fall general assembly, alternatively on spring general assembly if this is more appropriate and sits for 1 year.

1908

1909

1910

1911

## Into the instruction locally:

### **Student Council**

#### Before Student Council takes place

- Send notice and agenda to all council members. Send both email and invitation in Outlook, as well as on other communication platforms if preferred.
- Order baguettes / food for the meeting
  - SiÅs wants the food to be ordered at least 24 hours before.
  - Order food from SiÅs' website: <https://www.sias.no/baguetter/category1055.html>
  - Send email to XXX and say that you have ordered food for the SC meeting.
- Make coffee.
  - Make or order coffee. Make coffee to the Student Council. To be made in the kitchen in XXX.
- Alternatively order coffee from SiÅs.

- Prepare minutes based on the notice. The President writes in advance about the issues that have come up at the student council dinner (Student Parliament cases).

#### Under the student council meeting

- Hold the meeting and write minutes.
- Pass around a list of participants that everyone should sign and send it to the Head of Administration after the meeting, so that he/she sees that we order food only for those who are in present at the meeting.

#### After student council meeting

- Send a list of participants to the Head of Administration.
- Send minutes to the Student Council no later than 2 days before the Student Parliament (Monday after SC) and post it on canvas / facebook group / digital platform.

### **General meeting**

#### Before the general meeting

- Order pizza in the same way as the baguettes for a regular SC. SiÅs does not have a vegan alternative to pizza when ordering, so write in the comments field how many vegans and how many vegetarians. Send an email to the **Head of Administration** stating that you have ordered food for the general meeting.
- Make sure that soft drinks, cups, napkins, are purchased at the store. There are soft drink boxes in the SC room.
- Book a room (President and Vice-President agree on who does this).
- Make a poster and hang it on bathroom doors, boards, etc. Ask AU's marketing manager for help if there is anything you need help with.
- Create Facebook event. If necessary, look at the previous general meeting events.
  - Has also published info about the various positions (one position per day) during the days before the general meeting. (See photos under «miscellaneous» and «info about positions») In that way people know what they are going to.
- Make sure that the notice is sent out to everyone at the faculty. Use the advisors.
- Make coffee, prepare minutes and list of participants.
- Invite the dean or head of administration to a general meeting.

- 1958 During the general meeting
- 1959 • Write minutes and pass around the list of participants.
- 1960
- 1961 After the general meeting
- 1962 • Clean up.
- 1963 • Send out minutes on the communication platforms and register the contact information to new
- 1964 student representatives at AU.
- 1965 • Send the participant list to XXX.
- 1966
- 1967 **Other**
- 1968 • There are many in the student council who have a lot of knowledge. Use the network. Just ask if you
- 1969 have any questions. Use AU if there are things you are wondering about, or they can tell you who to
- 1970 contact. Their email addresses are in the student council email.
- 1971 • Student council email:
- 1972 - Go to <http://webmail.nmbu.no>. Press on employees and organizations at NMBU.
- 1973 - Username: XXX
- 1974 - Password: XXX
- 1975 • Dassavisa will be picked up at the student council dinner the day before the Student Council meeting
- 1976 by the President and will be hung up on all doors at XXX
- 1977 • Read the local Student Council's instructions, and the document «Work instructions for the Student
- 1978 Councils at NMBU» at <https://www.studentdemokratiet.no/>
- 1979 • Stud001 is conducted in August for all new students at NMBU and is an introduction to the Student
- 1980 Democracy. Join the President and divide yourself into the common subjects of all the new student
- 1981 (first- and fourth-year student) at the faculty. Attend a lecture at the beginning to elect a class
- 1982 representative. AU sends out powerpoints in advance and use them as a resource if anything.
- 1983 Remember! Submit student representatives from each class to AU after the election.
- 1984 • Must have regular contact with the dean and administration and be a connector at the faculty between
- 1985 employees and students. This includes responding to emails, receiving formal inquiries and
- 1986 encouraging regular meetings with the management of the faculty.
- 1987 • Create "what has happened since the last SC" or similar. newsletter, 1-2 weeks after each SC meeting.
- 1988 It can be a post on fb, possibly an email, where it is brief and concrete what has been done to follow up
- 1989 the cases since the last meeting. This works well and gives the council members insight into what has
- 1990 been done and the status for the cases.
- 1991 • Work to ensure that the program associations are active members of SC and ensure good academic
- 1992 and social offers for the students at the faculty.
- 1993 • Coordinate with the faculty when Student Council meetings takes place, so that it does not conflict
- 1994 with other committee meetings.
- 1995