

Tid: 10:00-11:00 9 september 2019
 Lokal: Luftrummet, Kårallen
 Närvarande: Sofia Ritenius, Josefin Stoor, Kim Axelsson, Leo Karlsson, Petter Palmqvist, Tone Wernerson.
 Även kallade: Sakrevisorerna

Punkt	Ärende, föredragande	Handl. nr.
1.	Mötets öppnande Kårordförande Sofia Ritenius öppnade mötet kl. 10.08	
2.	Val av mötessekreterare <u>Beslutades:</u> att välja Petter Palmqvist till mötessekreterare	
3.	Val av justeringsperson <u>Beslutades:</u> att välja Kim Axelsson till justeringsperson	
4.	Adjungeringar Punkten lämnades utan åtgärd	
5.	Godkännande av föredragningslistan <u>Beslutades:</u> <ul style="list-style-type: none"> • Att godkänna föredragningslistan i sin helhet. • Godkänd av mötet 	5 SM03-19/20
6.	Föregående mötesprotokoll Punkten lämnades utan åtgärd <u>Beslutades:</u> att lägga protokoll SM02 till handlingarna	
7.	Rapporter och meddelanden från styrelsens ledamöter Rapport från ordförande Sofia -	
8.	Presidiebeslut Punkten lämnas utan åtgärd.	
9.	Beslut per capsulam Punkten lämnas utan åtgärd.	
10.	Propositioner och motionssvar Punkten lämnas utan åtgärd.	



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11.	Övriga beslutspunkter	
	a) Belutsförslag rörande The Section Agreement Föredragare: Petter Palmqvist	11a SM03-19/20
	<u>Beslut:</u> <ul style="list-style-type: none"> Styrelsen Godkände förslaget i sin helhet 	
12.	Diskussionspunkter Punkten lämnas utan åtgärd.	
13.	Övriga frågor Punkten lämnas utan åtgärd.	
14.	Nästa möte Punkten lämnas utan åtgärd.	
15.	Mötets avslutande Kårordförande Sofia Ritenius avslutade mötet kl. 10:11	

Undertecknas av



Sofia Ritenius

Ordförande



Petter Palmqvist (Jun 25, 2020 10:44 GMT+2)

Petter Palmqvist

Sekreterare



Kim Axelsson (Jun 25, 2020 09:52 GMT+2)

Kim Axelsson

Justeringsperson



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Studentkåren för utbildningsvetenskap och
Filosofisk fakultet vid Linköpings universitet

Beslutsförslag rörande The Section Agreement

Sektionsavtalet har tidigare bara funnits på svenska men det är nu översatt till engelska. Det är inga skillnader mellan den svenska och den engelska versionen, det är alltså samma avtal men på engelska.

Därför föreslås styrelsen besluta att:

- Fastslå The Section Agreement enligt bilaga
- Ge Petter Palmqvist rätt till redaktionella ändringar

Petter Palmqvist (Jun 25, 2020 10:44 GMT+2)

Petter Palmqvist



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Section Agreement

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The Section Agreement

This agreement aims to strengthen the close contact between the StuFF is the student union for students at Educational Sciences and Faculty of Arts & Sciences University and the section specified in this agreement. The long-term goal is to ensure good quality education in the areas that StuFF represents, a good working environment for StuFF students and a good student influence.

As an appendix to this agreement there is a glossary / definition description.

§1. Essential Information

- 1.1. Cooperation Agreement between StuFF and (...), hereinafter referred to as the Section.
- 1.2. The Agreement applies to: Autumn Term (...) and Spring Term (...)
- 1.3. The Sections Bank Details::
Bank:
Bank Code:
Account Number:
Postal Giro Account:
Giro Account:

StuFF
UB

The sections chairman

The sections AMO

The sections



§2. Concerned Programs/Courses

The section admits that they represent the programs and/or the courses listed below. The numbers are collected from basic data for Linköpings University's most recent annual report.

Programs and Courses	Full-Year Students (HST)
(...)	HST
Compensation Level:	(...) HST

§3. Compensation

- 3.1. Compensation levels per term, are as listed below. In addition to the basic amount, the compensation is paid for one of the levels indicated below.
 - Basic Level: 1 000kr
 - A-Level: 10kr per HST (Totalt: ...)
 - B-Level: 15kr per HST (Totalt: ...)
 - C-Level: 20kr per HST (Totalt: ...)
- 3.2. Compensation is paid if The Section has accomplished all the requirements within a level. To receive compensation at higher levels, the requirements for the lower levels also need to be accomplished.
- 3.3. To receive compensation The Section need to report in accordance to §6 *Report*.
- 3.4. Compensation is paid after the report's arrival, in accordance with §6.4 *Assessment and Payment Period*.



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§4. StuFF's Commitment

StuFF commits to:

- 4.1. continuously call the Section to relevant meetings with StuFF and other sections to promote cooperation in current issues. Regular meetings shall be held with the section chairman, education watcher (also known as UB) and work environment representative (also known as AMO).
- 4.2. as much as possible, carry the section's say within Linköping University, thereby increasing the influence of the Section on its education and working environment.
- 4.3. be available for individual meetings and guidance when needed by the Section.
- 4.4. support the Section in their work concerning work environment and education monitoring.
- 4.5. help the Section to distribute information about that which could be of interest for students at the faculty of arts and sciences and/or the faculty for educational sciences.
- 4.6. provide the Section with relevant handbooks or other helpful materials.
- 4.7. provide the Section with template for reports.
- 4.8. at least once per term organize section training.
- 4.9. pay compensation in accordance with the agreement.
- 4.10. have a clear link to the Section's website on StuFF's website.
- 4.11. To provide the sections with 2500kr in marketing purposes, which is to include compensation to print Stuffs logo and as a general marketing support.

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§5. The Sections Commitment


5.1. Basic Level:

- 5.1.1. There has to be a chairman and treasurer of the board, the section has to meet requirements for a democratic association, and be LUST-approved.
- 5.1.2. There has to be an education watcher and a work environment representative in the board. These two positions is not allowed to be seated by the same person or by the chairman, and should not be combined with other positions on the board
- 5.1.3. The Section is to be represented by, at least one board member, in the program board for the educations that the Section represents.
- 5.1.4. The Section's Work Environment representative shall participate in atleast two meetings per semester/Term. with the Student Cooperation Group of the institution that the section represents. In cases where a section represents several institutions, an agreement with StuFF is made about which Student Cooperation Group the section should be in.
- 5.1.5. The Section shall be represented at the majority of meetings arranged by StuFF. By this the majority of meetings within every area, not the total amount of meetings StuFF calls to. This includes, without limitation, section chairmen's meetings (SEKT/INSEKT), UB and AMO meetings. Special reasons for non-attendance shall be announced.
- 5.1.6. The Section will ensure that students in the programs area of responsibility are offered the assistance and support they need regarding the working environment and education issues. This may involve taking care of simple cases yourself or forwarding questions to StuFF's Student Representative.
- 5.1.7. StuFF's link and logo shall be on the section's website and Facebook. If those exists.

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5.1.8. Students engaged in the section board, which fiscal year extends over at least one term shall be StuFF members.

5.1.9. Contact details of the chairman, work environment representative, educational watcher and other relevant people in the section, shall be reported as necessary at the start of the term unless otherwise agreed. The following information must be provided; Post / Assignment, First and Last Name, LiU ID, Email, Phone Number. Information that makes it easier for StuFF to check off its membership register so that the person is a member. All personal information are stored under the GDPR- policy and will be deleted when they are no longer necessary.

5.1.10. The Sections shall inform about StuFFs function and encourage students to become members in the Union.

5.1.11. The Section shall invite StuFF to the section's general meeting. This could, for example, include the annual meeting, fall meeting, spring meeting and additional general meetings.

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5.2. A-level:

- 5.2.1. The Section's board shall participate in the section training arranged by StuFF, unless special reasons exist.
- 5.2.2. Education watcher and Work Environment Representative shall participate in educational meets that involve these posts unless special reasons exist.
- 5.2.3. The Section shall distribute information from StuFF about the opportunity to form lists to the Union Election and to vote in the Union Election.
- 5.2.4. The section will distribute information about the opportunity to become a student representative and, as far as possible, provide StuFF with student representatives on demand. The representative must be approved by and enter into an agreement with StuFF. The section will also distribute information about the possibility of becoming a student representative for the students on the programs listed under §2 *Berörda utbildningar*.
- 5.2.5. The section has to print StuFF's logo on the section's profile clothes for the board and for the committé in charge of the introduction of new students
- 5.2.6. Students engaged in the section operation, whose operation extend for at least one term, shall be StuFF members. For this requirement, for example, Fadderier, Festerier and other committees are included.
- 5.2.7. Education Watchers and Work Environment Representatives will continuously inform students about their work and the opportunity to ask them for help with problems or issues. They will inform about the students' rights and obligations and inform the students about what they can do to influence their education.



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5.3. B-level:

- 5.3.1. During the meetings with StuFF, the section's Education Watcher and Work Environment Representatives will continuously report on the education and work environment issues that the section operates.
- 5.3.2. The section should have a mapping structure for how the section's representation in program councils and corresponding councils. This structure should ensure a broad representation from several years courses and the section's Education Watcher.
- 5.3.3. StuFF instructs the section to arrange a section activity for the section's students at least once per term, where relevant information about StuFF and the section is communicated to the student.
- 5.3.4. In conjunction with optional section activity, the section shall offer students the opportunity to sign membership on site. This can be done with the help of StuFF and should be done at least once per semester.

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
5.4. C-level:


5.4.1. The section will carry out a project per academic year focusing on developing either the work of the section or the work environment and education qualifications of the programs and/or courses that the section represents. Implementation and results shall be reported to, and approved by StuFF.

5.4.2. The section shall conduct structured and systematic development and quality work for the courses the section represents by evaluating its own activities at least once a year.

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§6. Report

6.1. Term Report

- 6.1.1. The section submits a term report in conjunction with the end of each term.
- 6.1.2. The term report is used to coordinate the Section's work against this agreement and the set goals.
- 6.1.3. The term report is written based on the template which is provided by StuFF and shall have detailed answers on the questions from the template so that StuFF can be assured that the Section has met the set goals. It can also be used by the Section to present opinions on StuFF's work and the collaboration between the contract partners.

6.2. Project Report

- 6.2.1. Possible project reports and other reports is handed in with the term report.


6.3. Use of the Report


- 6.3.1. StuFF reserves the right to use the reports in its work and to report the report to Linköping University in order to be able to convey the students' views.
- 6.3.2. Exceptions for sensitive materials may be made for all or part of the reports if the Section requests it.


6.4. Assessment and Payment Period

- 6.4.1. after the term report has been submitted StuFF will make an assessment based on the report about which level the Section has reached.
- 6.4.2. StuFF can leave written and an oral replies on the report if the Section wishes it.

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- 6.4.3. StuFF will return within 2 months with an assessment of the section's target level. If there is no further discussion between the parties, StuFF shall then pay compensation within the maximum period of 1 month in accordance with the agreement.
- 6.4.4. In the absence of payment, StuFF is required to pay a penalty of SEK 100 per delayed payment.

§7. Signatures

This agreement is drawn up in two identical copies, the parties will receive one copy each.

Date and Place

Date and Place

StuFF's Representant

The Section's Representant


StuFF's Representant Name
Clarifications

The Section's Representant Name
Clarifications

StuFF
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The sections chairman


The sections AMO


The sections













Sammanlaget protokoll SM03

Final Audit Report

2020-06-25

Created:	2020-06-24
By:	Kommunikatör StuFF (info@stuff.liu.se)
Status:	Signed
Transaction ID:	CBJCHBCAABAAh4wql4NuY3QUoawKUPAH9_hyI8GO2L_

"Sammanlaget protokoll SM03" History

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-  Document emailed to Sofia Ritenius () for signature
2020-06-24 - 6:05:36 PM GMT
-  Document emailed to Kim Axelsson (uuu@stuff.liu.se) for signature
2020-06-24 - 6:05:36 PM GMT
-  Document emailed to Petter Palmqvist (sk@stuff.liu.se) for signature
2020-06-24 - 6:05:36 PM GMT
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2020-06-24 - 6:07:37 PM GMT- IP address: :
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2020-06-25 - 8:42:54 AM GMT- IP address: :
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-  Signed document emailed to Petter Palmqvist (sk@stuff.liu.se), Sofia Ritenius (), Kim Axelsson (uuu@stuff.liu.se), and Kommunikatör StuFF (info@stuff.liu.se)
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