

CONTRACT BETWEEN CONSENSUS AND THE X-SECTION



Consensus
MEDICINSKA FAKULTETENS
STUDENTKÅR

Fiscal year 22/23

This contract is intended to regulate and clarify the responsibilities and obligations of Consensus and the Section for Experimental Biomedicine regarding general cooperation, monitoring of education and working environment, reception of new students as well as economy and payments.

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1. Intentions and validity

This contract is intended to regulate and clarify the responsibilities and obligations of Consensus and the Section for Experimental Biomedicine regarding general cooperation, monitoring of education and working environment, reception of new students as well as economy and payments.

If the section does not fulfill the obligations in this contract, the board of directors of Consensus has the right to reduce or cancel the contract regulated and section specific economic compensation. In each individual case the board of directors makes an assessment before the final verdict. For more detailed information of contract obligated section compensation, see "Economy and payments" (chapter 9).

Design of the contract as well as dispute over payment of contract regulated section compensation is treated in Consensus' bylaws (Consensus' bylaws, chapter 11 § 6).

This contract has been made in two identical copies, one for each party. In case of a dispute regarding the content of the contract or either party's compliance with the contract, the outcome will be settled by the Council of Consensus (FUM). If Consensus doesn't fulfill the obligations that are specified in this contract, the section can raise the issue with the Council of Consensus.

This contract is for the fiscal year of 2021/2022 and is signed by the President of the board of Consensus and the section as well as heads of educational affairs, student welfare and support and working environment.

The Section for Experimental Biomedicine represents the students at the following educations:

- BSc Experimental and Industrial Biomedicine
- MSc Experimental and Medical Biosciences



2. General cooperation

A well functioning cooperation between Consensus and the section is a prerequisite for both organizations to function effectively. This section clarifies how the general cooperation is split between the parties.

Consensus is responsible for:

- By way of the president of the board summoning for a section's president committee (sektionsordförandemöte, SOM) at least six times each fiscal year, or in accordance with an agreement with the committee. The section's president committee is a forum of cooperation with the purpose of providing support for both Consensus and the different sections.
- Making sure that revisions of documents that regulate joint activities are always being made in consultation with the section, either by way of the chair meetings or other relevant committees.
- Informing the section about the work of Consensus and informing about what is going on at Linköping University.
- Arranging lectures or other relevant events in order to encourage and bring the work in the section boards forward.
- Arrange the section- and council education at the beginning of each fiscal year. The date of the education must be determined and sent to the sections no later than at the last council meeting during the previous fiscal year.
- Offering the president of the section board as well as the treasurer or other person responsible for the section's economy an education in basic and relevant economic knowledge.
- Promoting an integration between the programs in student union work and student welfare arrangements, by example through Consensus' committees.
- Giving feedback regarding the section and its work during the fiscal year, based on the activity report as specified below.

The section is responsible for:

- If necessary, be helpful with advice and preparation of issues of special importance. The section does this, among other things, through representation in the committees that are subordinate to the union board.
- Announcing the election of Consensus council representatives to their constituency.



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- Submit a business plan to the union board regarding the work of the section as a whole for the current fiscal year. This should be provided as soon as the business plan has been completed, but no later than 30th of August the current fiscal year.
- Submit to the union board an annual report of the section's work during the current fiscal year. The section shall submit the annual report once at the end of each semester, in accordance with what is regulated in chap. 10, List of dates in the section contract.
- Making sure that persons engaged in the section participate in relevant educations arranged by Consensus.
- In accordance with the section contract, actively collaborate with the union board to create student utilities for the students at the faculty of Medicine at Linköping University.
- Attend the Consensus council meeting in accordance with the Consensus statute.



3. Monitoring of working environment

This chapter obliges the Section for Experimental Biomedicine to monitor the working environment of all the students at the program. The section is also responsible for pleading the student's causes in matters concerning the working environment. The board of the student union is obliged to be the section of help and lead the work in this field.

Consensus is responsible for:

- Summoning to meetings for Consensus' committees for the working environment at least six times each fiscal year, or according to agreement with the committee. The committees are cooperation forums which shall work as a support in the section's and student union's monitoring of the working environment.
- Informing the sections about important matters regarding the working environment and processes which also can be influenced in between the committee meetings.
- Providing the section with tools, for example education and workshops that can be of use in the work with monitoring the working environment.
- The head of educational affairs should support the educational officer during the fiscal year with individual follow-ups.
- The summary handed in by the section decides whether the section's monitoring of the working environment during the fiscal year has been conducted according to the contract. If decided not, the board of the student union can decide to reduce or annul the compensation in accordance with what is regulated in chapter 9, Economy and payments.

The section is responsible for:

- Electing a safety representative (AMO) within the constituency.
- Sending a representative from the section to the Consensus committee for the working environment. The section is allowed to be absent maximum one committee meeting per semester. In absence, the section's compensation for working environment monitoring can be reduced or cancelled in accordance with the 9th chapter, economy and payments.
- When the AMO is absent from the committee meeting, they must get themselves informed about the work in the committee and leave a report regarding their own work.
- AMO participates in relevant educations held by Consensus.
- Collect the student's opinions regarding the working environment in a methodical way.



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- Promoting good cooperation between students, board of the semester (terminsledning) and administration.
- Appoint student representatives and participate in meetings in the following group(s).
 - Program committee – 1 seat
- Involving, asking and informing the students at the program about relevant questions regarding the working environment.
- At the start of the fiscal year, no later than 30th of September, provide Consensus with an operating plan regarding the work for the coming year. This plan should include goals that can be continuously evaluated during the year with support by Consensus CAMO.
- At the end of the fiscal year, though not later than the 31st of May of the current fiscal year, provide Consensus with a summary (a maximum of two pages) of the work performed regarding the working environment during the current fiscal year. The Summary should relate to the above mentioned operating plan, as well as include a part where the board of the section discusses whether or not they are satisfied with the work related to the working environment.



4. Monitoring of educational affairs

This chapter obliges the Section for Experimental Biomedicine to monitor the educational affairs of all the students at the program. The section is also responsible for pleading the student's causes in matters concerning education. The board of the student union is obliged to be the section of help and lead the work in this field.

Consensus is responsible for:

- Summoning to meetings for Consensus committee for educational affairs at least six times each fiscal year, or according to agreement with the committee. The committee is a cooperation forum which shall work as a support in the section's and student union's monitoring of the educational affairs.
- Informing the sections about important matters regarding educational affairs and processes which also can be influenced in between the committee meetings.
- Providing the section with tools that can be of use in the work with monitoring the working environment and educational affairs, such as education and workshops.
- In cooperation with the section work for rewarding pedagogically skilled and dedicated teachers/supervisors. Contribute to the appointment of Pedagogue of the Year and Excellent Inspirer.
- The head of educational affairs should support the educational officer during the fiscal year with individual follow-ups.
- The summary handed in by the section decides whether the section's monitoring of the educational affairs during the fiscal year has been conducted according to the contract. If decided not, the board of the student union can decide to reduce or annul the compensation in accordance with what is regulated in chapter 9, Economy and payments.

The section is responsible for:

- Electing an educational officer (UB) within the constituency.
- Sending representatives from the section to the Consensus committee for educational affairs. The section is allowed to be absent maximum one committee meeting per semester. In absence, the section's compensation for educational monitoring can be reduced or cancelled in accordance with the 9th chapter, Economy and payments.
- When the person responsible for educational affairs is absent from committee meetings, they must get themselves informed about the work in the committee and leave a report regarding their own work.
- The UB participates in relevant educations arranged by Consensus.



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- Appoint student representatives and participate in meetings in the following group(s).
 - Program committee – 2 seats
- Working for a strong student influence in the groups in which the section is represented.
- Collect the student's opinions regarding education in a methodical way.
- Promoting good cooperation between students, board of the semester (terminsledning) and administration.
- Involving, asking and informing the students at the program about relevant questions regarding education.
- Working for good pedagogy in education.
- In cooperation with the student union work for rewarding dedicated and pedagogically skilled teachers/supervisors. This by actively participating in the work with the awards “Årets pedagog” (educator of the year) and “Utmärkt inspiratör” (excellent inspirator).
- Discussing the results from course evaluations with the persons responsible for the courses and the head of educational affairs.
- At the start of the fiscal year, no later than the 30th of September, provide Consensus with an operating plan regarding the work with the monitoring of education for the coming year. This plan should include goals that can be evaluated at the end of the year and should also include how the section will meet these goals.
- At the end of the fiscal year, though not later than the 31st of May of the current fiscal year, provide Consensus with a summary (a maximum of two pages) of the work performed regarding educational affairs during the current fiscal year. The Summary should relate to the above mentioned operating plan, as well as include a part where the board of the section discuss whether or not they are satisfied with the work related to educational affairs.



5. Reception

The reception is the first impression the new students get from the University and the program. It is important that all new students feel welcomed and that they are prepared for their time at the Medical Faculty. It is also important that they get help in creating a balance between studies and a social life and that they get the opportunity to get to know their own education and get integrated with the other educations at the Medical Faculty. In this chapter we clarify and regulate the responsibilities and obligations that the section and Consensus must fulfill in order to get the best reception possible.

Consensus has the general responsibility for the reception of new students at the Medical Faculty.

Consensus is responsible for:

- Together with the other two student unions and the Student Health arrange a peer student education each semester.
- Inform organizers of the reception about current laws, regulations, rules and policies as well as other relevant information.
- Support and assist organizers in their preparation, work during and follow-up and development after the reception activities.
- Before the reception assesses and possibly approves the section's activity schedules, the section's descriptions of the actors playing new students, rough budget, performances and plays and all songs that are going to be performed to the section's newly admitted students by both the section's own participants as well as external.
- After completion of the reception, assess and possibly approve the section's financial report, which forms the basis for the payment of the receiving support after each reception, evaluate the reception policy with the section.
- In consultation with Consensus' committees for welfare and student support and the chairing meeting, if necessary, evaluate and revise the steering documents for Consensus' reception activities.
- Assess breaches of the reception policy and, if necessary, ban individual organizers or peer students from the reception activities and their access to the student union houses (Kårhusen) in accordance with the peer student contract.
- Together with the organizers, compile an evaluation of the new students' experiences of the reception.



The section is responsible for:

- Prepare and conduct the reception of new students on the program in accordance with the agreed rules of procedure (arbetsordning).
- Appoint a responsible person for the section's reception activities in the section board.
- Follow up and develop the reception activities until the next period. As well as conducting written evaluation among those involved.
- Comply with the student union's reception policy.
- Be aware of and comply with applicable laws and regulations for serving alcohol.
- Having a good handover to the section's organizers of the next reception. This should include a written testament.
- Arranging an internal case-based peer student education.
- All students participating in the reception of the new students must undergo peer student education.
- All the persons involved in organizing the section's reception must sign the peer student contract before the reception period starts and the section also has to control the membership and section membership before the students sign the contract.
- Inform Consensus about violations of the reception policy and whether suspended individuals are present at the reception events.
- Ensure that the reception subsidy is used for reception events, and that it is not spent on alcohol.
- Together with the Head of student welfare and support with focus on the reception in Consensus, compile an evaluation of the new students' experiences of the reception.
- Submitting the following to Consensus for review and approval:
 - Contact list for responsible peer student (no later than March 1st for the autumn term reception, no later than October 1st for the spring term reception)
 - rough planning for the reception (no later than March 31st for the reception of the autumn semester, no later than October 31st for the reception of the spring term)



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- detailed planning for the reception (no later than 30th April for the autumn term reception, no later than 30th November for the spring term reception)
 - descriptions of actors playing new students (no later than May 20th for the autumn term reception, no later than December 20th for the spring term reception)
 - song lyrics and performances (no later than May 20th for the autumn term reception, no later than December 20th for the spring term reception)
- After the reception period, submitting the following to the Consensus for Review and Approval:
 - a compiled evaluation of the new students' experiences of the reception
 - financial accounting
 - testament (no later than 31st October for the autumn term reception, no later than 31st March for the spring term reception)



6. Marketing of section and student union

This section regulates joint marketing of the section and Consensus.

From the fiscal year of 2013-2014 and onwards the Council of Consensus decided to set aside specific funds for marketing, these funds go to each respective section. The purpose of these funds is to enable every section to perform specific informative, engaging and member recruitment ventures. The amount of funds provided are regulated by chap. 9, economy and payments.

The purpose of these funds is also to tie Consensus and the section more tightly together when it comes to marketing, with the goal of strengthening the image that students have of Consensus and the section.

Consensus is responsible for:

- As far as possible, in communication with members and other students, mediate a clear picture of Consensus and the section as important parts of the same organization. For example, when the logotype of Consensus is used, the logotypes of the sections should also be used as far as possible.
- Disburse the agreed-on marketing funds according to what is written above.
- Summoning to meetings for Consensus marketing committee at least 4 times per fiscal year or in accordance with an agreement with the committee. The committee is a forum aimed for collaboration that will function as support in the union's and sections' work to link union and sections more closely in terms of all marketing associated work.
- Together with the sections, produce an annual business plan for marketing during the fiscal year 22/23. The business plan must contain concrete goals that can be evaluated at the end of each semester.

The section is responsible for:

- As far as possible, in communication with members and other students, mediate a clear picture of Consensus and the section as important parts of the same organization. For example, when the logotype of the section is used, the logotype of Consensus should also be used as far as possible.
- Use the provided marketing funds for specific informative, engaging and member recruitment ventures.
- Send a representative to attend at least four of the marketing committee meetings. In the event of absence, the section's subsidy for marketing can be reduced or canceled in accordance with what is regulated in chap. 9, economy and payments.



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- In the event of absence from the marketing committee's meetings, the section is responsible for getting informed about the committee's work and to report on its own work regarding marketing.
- Market Consensus' key events CARMA, AMO Week and the Medfak journey via its social media.
- Actively contribute to Consensus intersectional information campaigns.
- Together with the board of Consensus, develop an annual business plan for marketing during the financial year 21/22. The business plan must contain concrete goals that can be evaluated at the end of each semester.



7. Joint membership

This section regulates membership and membership fees for Consensus and the section.

According to §11:3 (*"Medlemskap i sektion innebär medlemskap i fakultetskåren"*) Consensus and the section have an agreement regarding joint membership. One cannot be a member of the section without also becoming a member of Consensus. When a membership fee is paid the becoming member chooses which section he or she wants to be a member of. For each fiscal year the council of Consensus selects the membership fee as well as how much of this fee is given directly to each respective section (so called section fee).

The amount of the section fee and its payment is regulated by section 7, economy and payments.

Support membership for the section is obtained on the same premises as a standard membership (according to §2.4 of the by-laws of Consensus a supporting member can also choose to become a supporting member of a section). The membership fee is the same (if the council of Consensus has not ruled otherwise), and the section therefore receives as much for each supporting member as for each standard member. At this time the current membership management program does not have the ability to link supporting members via individual sections; for this reason the section fee for supporting members needs to be provided by way of contact with the presidium of Consensus.



8. CARMA

Consensus Labor Market Fair CARMA is arranged annually with the aim of establishing contact between our students and potential future employers and organizations with activities in health, care and medicine. In order to facilitate the planning and arranging of CARMA, and to ensure a more representative exhibition with exhibitors that all students find relevant, the project manager works with an appointed project group in the CARMA committee consisting of volunteer participants from the sections. This section clarifies what is expected of the cooperation between the consensus and the section.

Consensus is responsible for:

- Together with the sections plan and arrange the labor market fair CARMA annually via an appointed officer, the project manager for CARMA.
- Summoning to meetings with Consensus' CARMA committee at least once a month during the fiscal year, until the day the fair is held. The committee is a project group that will serve as support in the project manager's work with CARMA and is a channel where the students can influence the range of exhibitors.
- Between the committee meetings inform the sections on progress in the planning of CARMA, as well as processes that can be influenced.
- award 2% of the profits from the CARMA Labor Fair to the Section, provided that a Section representative actively participates in the CARMA committee.
- Carry out an evaluation of CARMA after it has been completed, along with representatives from the section.
- On the basis of the assessment of the representatives' participation in the CARMA committee and the design of the fair, decide whether the cooperation during the fiscal year was carried out according to agreement. If this is not deemed to be the case, the board of Consensus may decide to reduce the compensation, in accordance with what is stipulated in chap. 9, Economy and payments.

The section may if they decide to:

- Send at least one representative from the section to attend at least 80% of all summoned meetings of the CARMA project group committee, where the section's representative actively participates in meetings with the project manager, planning of CARMA, contact with potential exhibitors with activities in relevant areas, marketing of CARMA (both at Campus US and Campus Norrköping), and work during the day at the fair.
- Participate in an evaluation of CARMA after the fair has taken place, where constructive criticism can be used to develop future editions of the fair.
- In the event of absence or or insufficient participation, the section's subsidy for CARMA can be reduced or canceled in accordance with what is regulated in chap. 9, economy and payments.



9. Economy and payments

This section regulates and clarifies the financial support provided to the section by Consensus. The reimbursement to the sections is based on the model that was approved by the council of Consensus when the budget of the fiscal year was decided.

Section subsidy	Payments	Conditions of payment
Base subsidy	Part 1: 50 % no later than the 1 st of August Part 2: 50 % no later than the 30 th of June	If the section's summary of monitoring of education (according to section 4) has not been approved before the 30 th of June the payment may be lowered or annulled in accordance with the bylaws of Consensus. The same applies if the board of consensus assesses that the work with monitoring the education and working environment has not been satisfactory during the current fiscal year.
Subsidy for marketing	Part 1: 60% no later than the 1 of August Part 2: 40% no later than the 30th of August	Part 1: The marketing work must have been carried out to a sufficient extent and in accordance with agreed commitments. If the union board deems that the marketing work has not been sufficient during the autumn term, or if a breach of contractual obligations in section 6, "Marketing of section and student union", has occurred, payment of this amount may be reduced or canceled, in accordance with the Consensus bylaws. Part 2: Paid under the same conditions as part 1, however with regard to the spring term's marketing work and the work as a whole. In addition, a summary of the work with the work environment (in accordance with section 6) must have been approved by the union board before payment is made.
Subsidy for monitoring of work environment	Part 1: 40% in December Part 2: 60% in June	Part 1: Monitoring work of the work environment must have been carried out to a sufficient extent and in accordance with agreed commitments. If the board of Consensus judges that the work has not been sufficient during the autumn term, or if a breach of contractual obligations in section 3, "Monitoring of work environment" has occurred, payment of this sum may be reduced or canceled, in accordance with the Consensus' bylaws. Part 2: is paid under the same conditions as part 1, however, with respect to the spring term monitoring work. In addition, a summary of the work on health and safety (in accordance with section 3) must have been approved by the Student Council before payment is made.
Subsidy for monitoring of education	Part 1: 40 % in December	Part 1: Monitoring work of the education must have been carried out to a sufficient extent and in accordance with agreed commitments. If the board of Consensus judges that the work has not been sufficient during the autumn



	Part 2: 60 % in June	<p>term, or if a breach of contractual obligations in section 4, "Monitoring of educational affairs" has occurred, payment of this sum may be reduced or canceled, in accordance with the Consensus' bylaws.</p> <p>Part 2: is paid under the same conditions as part 1, however, with respect to the spring term monitoring work. In addition, a summary of the work on education surveillance (in accordance with section 4) must have been approved by the Student Council before payment is made.</p>
Section fee	October, December, Mars and June	Payment is made for the members that have been recruited since the last payment.
Reception support	<p>Autumn part 1: 50 % no later than August 1st</p> <p>Autumn part 2: up to 50 % after the reception</p> <p>Spring part 1: 50 % no later than Decemeber 31st</p> <p>Spring part 2: up to 50 % after the reception</p>	<p>Part : 2 is paid after the reception period, provided that breach of contractual obligations and commitments in section 4, "Reception", has not occurred. If breaches of contractual obligations and commitments in section 4 have occurred, payment of this sum may be reduced or canceled, in accordance with the Consensus bylaws. Part 2 is paid after financial reporting and intends to cover the section's funds allocated up to the total amount for the reception period. If the section has not used the full amount of part 1 this shall be repaid to the Consensus.</p> <p>Sections with a master's program can take part in up to SEK 100 per student participating in the reception if the same rules are followed as for basic education.</p>
Part of profits from CARMA	2% of the profits from CARMA, no later than June 30 th	To be paid after CARMA's implementation, provided that there is no breach of contractual obligations and obligations in section 7 "CARMA".



Sections	Number of fulltime students (HST 20/21)								
AT	188								
BMA	114								
DOMFIL									
LOG	94								
BioMed	162								
MF	1242								
FT	275								
SSK-L	545								
SSK-N	291								
Total	2969								
Total section subsidy	616 038 kr								

Table from Consensus budget 22/23

Sections	Number of new students	Reception subsidy (sum per new student)
		100 kr/ny student
MF	252	25 200 kr
SSK-L	327	32 700 kr
SSK-N	122	12 200 kr
FT	115	11 500 kr
AT	82	8 200 kr
BioMed	90	9 000 kr
Log	36	3 600 kr
BMA	45	4 500 kr
Totalt	1069	106 900 kr

Table from Consensus budget 22/23



10. List of dates in section contract

Blue background means payments from Consensus to the section and green background that the section should submit something to Consensus.

Date	Event
August 1 st	Marketing subsidy part 1 is paid
August 1 st	Reception subsidy part 1 for autumn semester is payed
August 1 st	50 % of base subsidy is paid
August 1 st	Membership fees are paid
August 30 th	Established business plan for the current financial year
October 1 st	Contact list over responsible peer students (spring semester reception)
October 31 st	Rough planning for reception (spring semester reception)
10 weeks into the semester	Appoint responsible person for the section's reception
November 1 st	Written testament for the autumn reception
November 30 th	The section's annual report for the autumn term
November 30 th	The section's activity report must be sent to Consensus
November 30 th	Detailed planning for reception (spring semester reception)
November 30 th	Compiled evaluation over autumn reception
November 30 th	Financial report for the autumn semester reception
December 20 th	Descriptions of actors playing students (spring semester reception)
December 20 th	Song lyrics (spring semester reception)
December	40% of the compensation for the monitoring of work environment and education is paid
December	Membership fees are paid
December 31 st	Reception subsidy part 1 for spring semester reception is payed



March 1 st	Contact list over responsible peer students (autumn semester reception)
March 31 st	Compiled evaluation over spring reception
March 31 st	Financial report for the spring semester reception
March 20 th	Rough planning for reception (autumn semester reception)
March	Membership fees are paid
5 weeks into semester	Appoint responsible person for the section's reception
April 1 st	Written testament for the spring reception
April 30 th	Detailed planning for reception (autumn semester reception)
May 20 th	Descriptions of actors playing students (autumn semester reception)
May 20 th	Song lyrics (autumn semester reception)
May 31 st	Summary of the section's monitoring of working environment and education
May 31 st	The section's annual report for the spring term
June	60% of the compensation for the monitoring of work environment and education is paid
June	Membership fees are paid
June 30 th	50 % of base subsidy is paid
June 30 th	Marketing subsidy part 2 is paid
June 30 th	2 % of CARMA profits are paid



	Name	Initials	Date
President of the board Consensus 22/23			

	Name	Initials	Date
President of the board <i>The Section for Experimental Biomedicine</i> 22/23			

	Name	Initials	Date
Officer of Educational Affairs <i>The Section for Experimental Biomedicine</i> 22/23			

	Name	Initials	Date
Officer of Occupational Health and Safety <i>The Section for Experimental Biomedicine</i> 22/23			

	Name	Initials	Date
Officer of Social Affairs <i>The Section for Experimental Biomedicine</i> 22/23			

