

AGREEMENT BETWEEN CONSENSUS AND THE SECTION FOR EXPERIMENTAL AND INDUSTRIAL BIOMEDICINE



Consensus
MEDICINSKA FAKULTETENS
STUDENTKÅR

Fiscal year 25/26

The agreement aims to regulate and clarify the responsibilities and obligations of Consensus and the Section for Experimental And Industrial Biomedicine-section regarding overall collaboration, work environment and education monitoring, reception activities and economy.

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1. Purpose and validity

The agreement aims to regulate and clarify the responsibilities and obligations that Consensus and the X section have towards each other. The agreement includes obligations regarding overall collaboration, work environment and education monitoring, reception activities and economy. If the section does not fulfill the commitments agreed in this section agreement, the union board has the right to reduce the payment of contractual section compensation. In each individual case, the union board makes an assessment before making a decision. For more detailed information about invoicing of contractual section compensation, see the later section "Economy". Handling of the drafting of the agreement and disputes about the payment of contractual section compensation are dealt with in the Consensus statute (Consensus statute, chapter 11 §5).

This agreement is signed by each party, and Consensus is responsible for sending out documents for digital signature. If digital signing is not possible, the agreement must be signed physically, the agreement is then scanned by Consensus and the physical copy is available at Consensus' office. In the event of a dispute about the content of the agreement or the parties' compliance, the matter is finally decided by the Consensus Council. If the union board does not fulfill the commitments agreed in this section agreement, the section can raise it to the Consensus council which decides on the matter.

The agreement is valid for the 2025/2026 fiscal year and is signed for validity by the union and section presidents and for the knowledge of the section's responsible for education monitoring, student social activities, work environment, reception, membership system and party manager.

The X-guild represents students in the following programmes:

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

2. Overall collaboration

A well-functioning cooperation between the corps and the section is a prerequisite for the organizations' purposes to be achieved in the best possible way. This section clarifies how the overall responsibilities are allocated to each party.

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.



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- 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.
- Organize the section and council training at the beginning of each fiscal year. The date of the training must be determined no later than the last FUM of the previous fiscal year. The date must be sent to the section chairman no later than one week after its approval.
- Offer the section's chairman and treasurer, as well as any other elected representative with financial responsibility, 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.
- Continuously inform the sections about Kårservice and the union houses from an owner's perspective.

The section is responsible for:

- If necessary, the union board can assist with advice and preparation of issues of particular 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.
- 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 the union board with the annual report for the section's past work during the current fiscal year. The section must submit the annual report at the end of the spring semester (31 May), in accordance with what is regulated in *section 9, E10*, List of dates in the section agreement.



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- Send a representative to attend the meetings of the section chairman's committee. The section should ensure that the chairman or alternate attends each meeting. In the event of absence, the section's compensation can be reduced or cancelled in accordance with what is regulated in section 9, Economy.
- At the beginning of the fiscal year, but no later than *September 30*, submit two plans to the union board, one for monitoring the work environment and one for monitoring education during the year. This will contain goals that can be evaluated continuously during the fiscal year with the support of Consensus' work environment managers and training developers.
- At the end of the fiscal year, but no later than *May 31* of the current fiscal year, submit to the union board summaries (maximum 2 pages per summary) of the work carried out with work environment monitoring and education monitoring during the fiscal year. The summaries must relate to the following plans for work environment representatives (AMO) and education supervisors (UB). It should also include a discussion section where the section board discusses and analyzes the work with work environment monitoring and training monitoring during the fiscal year, whether they are satisfied with the work environment monitoring and training monitoring or not.
- Active members of the section participate in relevant training arranged by Consensus.
- In accordance with the guild agreement, actively collaborate with the union board to create student benefits for the students at the Faculty of Medicine at Linköping University.
- Attend the Consensus Council meeting in accordance with the Consensus Statute.
- Appoint student representatives and participate in meetings in the following group(s): student collaboration group (SSG) 1 place.
- To always turn to Kårservice in the first place for all events and catering.

3. Monitoring of work 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.



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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.
- Provide the section with tools such as training and workshops that can be helpful in the work of monitoring the work environment.
- Based primarily on the section's submitted summary, take a position on whether the section's work environment work during the fiscal year has been carried out according to agreement. If this is deemed not to be the case, the union board can decide to reduce or annul the compensation, in accordance with what is regulated in section 9, Economy.
- The work environment manager in Consensus will support the Officer of Occupational Health and Safety in its work through individual follow-ups during the fiscal year.

The section is responsible for:

- Officer of Occupational Health and Safety (AMO) are appointed within the section.
- Send a representative to attend the Consensus committee for the work environment. The section may be absent from a maximum of one committee meeting per semester. In the event of absence, the section's compensation for monitoring the work environment can be reduced or cancelled in accordance with what is regulated in section 9, Economy.
- In the event of absence from the work environment committee's meetings, they inform themselves about the committee's work and report on their own work.
- The AMO participates in the relevant training courses arranged by Consensus.
- Collect information regarding the section's students' opinions about the affected work environment in a methodical way.
- Work for good cooperation between students, semester management and administration.



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- Engage, ask and inform the section's students about relevant issues regarding the work 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:

- Convene meetings of the Consensus Committee for educational affairs at least six times per fiscal year or in accordance with agreement with the committee. The committees are collaboration forums that will serve as support in the union's and sections' education monitoring.
- Between committee meetings, the sections provide information on important education-related issues, as well as processes that can be influenced.
- Provide the section with tools such as training and workshops that can be helpful in the work of monitoring the education.
- In collaboration with the section, work to ensure that pedagogically skilled and committed teachers/supervisors are rewarded. Participate in the appointment of Pedagogue of the Year, VFU Place of the Year and Excellent Inspirer.
- The education developer in Consensus will support the section's education supervisors in their work through individual follow-ups during the fiscal year.
- Based primarily on the section's submitted summary, take a position on whether the section's education monitoring during the fiscal year has been carried out according to agreement. If this is deemed not to be the case, the union board can decide to reduce or annul the compensation, in accordance with what is regulated in section 9, Economy.

The section is responsible for:

- Electing an educational officer (UB) within the constituency.
- Send a representative to attend the Consensus committee for educational affairs. The section may be absent from a maximum of one committee meeting per semester. In



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the event of absence, the section's compensation for monitoring education can be reduced or canceled in accordance with what is regulated in section 9, Economy.

- 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 University Library participates in the relevant training courses arranged by Consensus.
- Appoint student representatives and participate in meetings in the following group(s): the programme committee 2 seats, theme groups (for medicine), the study welfare committee (for medicine), the study location council (for medicine), the competence council's working group (for medicine and SSK) and the competence council's working group FT/AT/LOG/BMA (according to the rotating distribution between ft/at/log/bma).
- Work for a strong student influence in the groups where the section is represented.
- Collect information regarding the section's students' opinions on the education in question in a methodical way.
- Work for good cooperation between students, programme management, semester management and administration.
- Engage, ask and inform the section's students about relevant issues regarding education.
- Work to ensure that education is carried out in accordance with good higher education pedagogy.
- In collaboration with the union, work to ensure that pedagogically skilled and committed teachers/supervisors are rewarded. This is done through active participation in the work with the awards Educator of the Year, VFU Place of the Year and Excellent Inspirer.
- Discuss the results of course evaluations together with course coordinators and education developers at Consensus.

5. Reception activities

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



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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 remaining unions and the Student Health service, arrange peer student education each semester.
- Inform the organizers of the reception about current laws, rules and policies, as well as other relevant information.
- Support and assist organisers in their preparation, work during, and follow-up and development after the reception activities.
- Prior to the reception, review and approve the section's activity schedules, the section's descriptions of actors playing new students, rough budget, performances and plays as well as all the gyckel that is to be performed for the section's newly admitted students by both the section's own actors and external parties. If activity schedules, the section's descriptions of the actors, rough budget, performances and plays as well as gyckel are not approved, they may not be used.
- After completing the reception, review and approve the section's fiscal report, which forms the basis for the payment of the reception support. Consensus assists organizers with a template for fiscal reporting.
- After each appointment, evaluate the reception policy with the section.
- 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.
- Enable introduction to the union houses by assisting with contact information for those responsible for the union houses.
- Assist the section with a compilation of evaluation responses of the new students' experiences of the reception.

The section is responsible for:

- Prepare and carry out the reception of new students on the programmes represented by the section in accordance with agreed rules of procedure (arbetsordning).
- Appoint a person responsible for the section's reception activities, who is not part of the current organizing group, on the section board.



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- Take part in the evaluation of the previous reception and pass on to new organisers to enable the development of the reception activities.
- Comply with LUST's Reception Policy.
- Be aware of and comply with current laws and regulations for the serving of alcohol.
- Have a good handover, including a written will, to the section's organizers of the next reception.
- Arrange a peer student education based on cases received from Consensus, and invite Consensus to the event.
- 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 if violations of the reception policy occur and if suspended individuals are present at the reception activities.
- Ensure that the reception grant is used for the reception events, and that it is not added to alcohol.
- Introduce the union houses and their activities to the new students and use the union houses during the reception period.
- Submit the following to Consensus for review and approval:
 - Contact list for responsible peer students
 - Rough planning for the reception
 - detailed planning and rough budget for the reception
 - descriptions of actors playing new students
 - song lyrics and performances
- After the reception period, submit the following to Consensus for review and approval:
 - Financial accounting
 - Annual report

6. Visibility of section and union

This section regulates the joint visibility of the section and the union.

As of the 2013-2014 fiscal year, the Consensus Council decided to allocate special marketing funds, funds that accrue to each section. The purpose of these funds is to enable each section to make special informative, engaging and member-recruiting initiatives. The size and disbursement of marketing funds are regulated in section 9, Economy.



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The purpose of the funds is also to tie unions and sections closer in terms of all marketing work, with the goal of strengthening the common students' image that the union and the section are important parts of the same organization.

Consensus is responsible for:

- As far as possible, in communication with members and other students, convey a clear picture of Consensus and the sections as important organizations belonging to the same activity.
- Disburse the agreed marketing funds for the business as above.
- Convene meetings of the Consensus Marketing Committee at least four times per fiscal year or in accordance with agreement with the committee. The committee is a collaboration forum that will serve as support in the union's and sections' work to tie unions and sections closer in terms of all marketing work.
- Together with the sections, develop an annual action plan for marketing during the fiscal year 25/26. The action plan must contain concrete objectives that can be evaluated at the end of each fiscal year. The action plan must be completed before *October 31 or before the member week*.
- Actively assist with help regarding questions about marketing of the union and section.

The section is responsible for:

- As far as possible, in communication with members and other students, convey a clear picture of the section and Consensus as important organizations belonging to the same organization.
- Use the marketing funds obtained for special informative, engaging and member-recruiting initiatives.
- Send a representative to attend at least four of the Marketing Committee's meetings. In case of absence, the Guild's compensation marketing may be reduced or cancelled in accordance with Section 9, Economy.
- In the event of absence from the Marketing Committee's meetings, they inform themselves about the committee's work and report on their own work.
- Promote Consensus' key events such as CARMA, AMO Week, Education Week and Member Weeks via their social media.



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- Promote Consensus' election period via their social media.
- Actively contribute to Consensus' intersectional awareness campaigns by, for example, sharing posts where sections are tagged and approving collaborative posts.
- Together with Consensus, develop an annual marketing action plan during the current fiscal year. The action plan must contain concrete goals that can be evaluated at the end of the fiscal year. The action plan must be completed before *October 31* or *before Consensus' member week*.
- Marketing and informing bilingually at events aimed at all students at the Faculty of Medicine.

7. Membership

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

According to §10:3 (*"Medlemskap i sektion innebär medlemskap i fakultetskåren"*) in Consensus' statutes, 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 9, Economy.

Support membership in sections is obtained on the same premises as regular membership (according to §2.4 Consensus statute, the support member can choose to also become a support member of a section). The fee is the same (unless the council has decided otherwise), and the section therefore receives the same amount for each supporting member as for each ordinary member. Via the new membership system, support membership can be selected directly as an individual membership and in the next step selected section to support.

For the regionalized study locations of Kalmar and Jönköping, separate agreements on additional membership are signed with local student organizations.

Consensus is responsible for:

- Store and handle personal data in accordance with Appendix 1.
- For each fiscal year, train the section representative appointed by the section in the management of the membership system.



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- Actively assist with help regarding questions about the membership system.

The section is responsible for:

- Store and handle personal data in accordance with Appendix 1.
- Manage and manage the membership system at section level, here meant management of members linked to individual sections.

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, CARMA plans and implements CARMA annually via the project manager for CARMA.
- Call meetings for Consensus CARMA committees at least 1 time per month during the fiscal year, until the day the fair takes place. The committee is a project group that will serve as support in the project manager's work with CARMA and is a channel where students can influence the range of exhibitors.
- Between committee meetings, the sections inform about progress in the planning of CARMA, as well as processes that can be influenced.
- To allocate 2% of the profits from the CARMA Labour Market Fair to the section, provided that a representative from the section actively participates in the committee of the CARMA project group.
- Carry out an evaluation of CARMA after the fair, together with representatives from the section.
- Based on an assessment of the representatives' participation in the CARMA committee and the design of the fair, take a position on whether the cooperation during the fiscal year has been carried out according to agreement. If this is deemed



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not to be the case, the union board can decide to reduce or annul the compensation, in accordance with what is regulated in section 9, Economy.

The participating section undertakes to:

- Send at least one representative from the section to attend at least 80% of the meetings for the committee of CARMA's project group, 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 works during the day at the fair.
- Participate in an evaluation of CARMA after the fair, where constructive criticism can be used to develop future editions of the fair.
- In the event of non-attendance or insufficient participation, the allocation of the prize from CARMA may be cancelled in accordance with what is regulated in section 9, Economy.



9. Economy

This section regulates and clarifies Consensus' financial support to the section. The remuneration to the sections is based on the model approved by the Consensus Council when deciding on the budget for the fiscal year. All contributions are invoiced to Consensus by the sections. Instructions for invoicing can be found below, see Appendix 1. Invoicing must be done within the fiscal year for which the grant is intended.

Section grants	Earliest due date	Conditions for payment
Base subsidy	Part 1: 50% August 1 Part 2: 50% June 1 to June 30	If the summary of the work with work environment and education monitoring for the current year (in accordance with section 3) has not been approved by the end of June, the payment of this sum may be reduced or cancelled, in accordance with the Consensus Statute. The same applies if the union board assesses that the monitoring work has not been sufficient during the current fiscal year. The grant may also be reduced in the event of the absence of a representative on the Chairman's Committee.
Subsidy for marketing	Part 1: 60% August Part 2: 40% June 1 to June 30	Part 1: The marketing work must have been carried out to a sufficient extent and in accordance with agreed commitments. If the union board assesses that the marketing work has not been sufficient during the autumn semester, or if there has been a breach of the agreed commitments in section 5, "Visibility of section and union", the payment of this amount may be reduced or cancelled, in accordance with the Consensus statute. Part 2: Paid under the same conditions as part 1, but with regard to the spring semester's marketing work and the work as a whole. In addition, a summary of the work with the work environment (in accordance with section 5) must have been approved by the union board before payment is made.
Subsidy for monitoring of work environment	Part 1: 40% December 1 to December 31 Part 2: 60% June 1 to June 30	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 union board assesses that the monitoring work has not been sufficient during the autumn semester, or if there has been a breach of agreed commitments in section 3, "Work environment", payment of this sum may be reduced or cancelled, in accordance with the Consensus statute. Part 2: To be paid under the same conditions as part 1, but with regard to the spring semester's monitoring work. In addition, a summary of the work with the work environment (in accordance with section 3) must have



		been approved by the union board before payment is made.
Subsidy for monitoring of education	<p>Part 1: 40% December 1 to December 31</p> <p>Part 2: 60% June 1 to June 30</p>	<p>Part 1: Monitoring of education must have been carried out to a sufficient extent and in accordance with agreed commitments. If the union board assesses that the monitoring work has not been sufficient during the autumn semester, or if there has been a breach of the agreed commitments in section 4, "Education", the payment of this amount may be reduced or cancelled, in accordance with the Consensus statute.</p> <p>Part 2: To be paid under the same conditions as part 1, but with regard to the spring semester's monitoring work. In addition, a summary of the work with education monitoring (in accordance with section 4) must have been approved by the union board before payment is made.</p>
Section fee	<p>October, December, March and June</p> <p>The periods are: 1 July, August, September - invoiced no later than October 2.</p> <p>October, November - invoiced no later than December 3.</p> <p>December, January, February - invoiced no later than the end of March</p> <p>March 4th, April, May, June - invoiced no later than June 15th</p>	<p>Invoice for the members recruited since the last billing.</p> <p>38 SEK/new member/term</p> <p>Contact mea@consensus.liu.se to find out the number of new members.</p>
Reception support	<p>HT Part 1: 50% by 1 August HT</p> <p>Part 2: up to 50% after the reception Period VT</p> <p>Lot 1: 50% by 31 December VT</p>	<p>Part 2: To be paid after the end of the reception period, provided that there has been no breach of the agreed commitments and obligations in section 4, "Reception activities". In the event of a breach of the agreed commitments and obligations in Section 4, payment of this amount may be reduced or cancelled, in accordance with the Statute of Consensus. Part 2 is paid out after fiscal accounting and is intended to cover the section's disbursed funds up to the total amount for the reception period. If the section has not used the full amount on part 1, this must be refunded to Consensus.</p> <p>Sections with master's programmes can take part in up to</p>



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	<p>Part 2: up to 50% after the reception Period</p> <p>Keep in mind that some programs have reception both autumn and spring → the sum in the table should be divided into 4.</p>	<p>SEK 100 per student who participates in the reception if the same rules are followed as for undergraduate programmes.</p>
Part of profit from CARMA	<p>2% of profits from CARMA June 1 to June 30</p>	<p>To be paid after CARMA's implementation, provided that there has been no breach of the agreed commitments and obligations in Section 7, "CARMA".</p> <p>Contact VKO to find out the exact amount.</p>
Member benefits	<p>Invoiced no later than August 1 to August 31</p>	<p>Total for planning and organising member benefits</p>



Sections	Number of full-time students (HST 24/25)	Monitoring work environment (sum per HST)	Monitoring education (sum per HST)	Base subsidy	Members hip benefits	Marketing subsidy	Sum per section	CARMA win	Estimated members hip fees
		42.50 kr per HST	42.50 kr per HST					2% of profits from CARMA	38 kr per Member per semester
ATE	164	6 970 kr	6 970 kr	9 000 kr	1 000 kr	2 000 kr	25 940 kr		
BMA	98	4 165 kr	4 165 kr	9 000 kr	1 000 kr	2 000 kr	20 330 kr		
DOMFIL	x	0 kr	0 kr	22 000 kr	1 000 kr	0kr	23 000 kr	0kr	
LOG	80	3 400 kr	3 400 kr	9 000 kr	1 000 kr	2 000 kr	18 800 kr		
BioMed	159	6 758 kr	6 758 kr	9 000 kr	1 000 kr	2 000 kr	24 516 kr		
MF	1172	49 810 kr	49 810 kr	9 000 kr	1 000 kr	2 000 kr	111 620 kr		
FT	265	11 263 kr	11 263 kr	9 000 kr	1 000 kr	2 000 kr	34 526 kr		
SSK-L	521	22 143 kr	22 143 kr	9 000 kr	1 000 kr	2 000 kr	60 286 kr		
SSK-N	265	11 263 kr	11 263 kr	9 000 kr	1 000 kr	2 000 kr	34 526 kr		
Total	2724	115 772 kr	115 772 kr	94 000 kr	9 000 kr	16 000 SEK	353 544 kr	32 000 kr	114 000 kr
Total contribution	SEK 499,544								

Table from Budget Consensus 25/26

Sections	Number of new students (2024)	Reception support (total per new student)
		100 SEK/new student
MF	266	26 600 kr
SSK-L	209	20 900 kr
SSK-N	135	13 500 kr
FT	145	14 500 kr
AT	79	7 900 kr
BioMed	79	7 900 kr
LOG	23	2 300 kr



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BMA	38	3 800 kr
Completely	974	97 400 kr

Table from Budget Consensus 25/26

10. List of dates in the section agreement

Blue background means information from Consensus to the section, green background means that the section must submit something to the union board and yellow is when the sections must invoice Consensus.

Date	Event
August 1	60% of Marketing subsidy are invoiced
August 1	Reception support part 1 for the autumn semester's reception is invoiced
August 1	50% of base subsidy are invoiced
August 1	Membership benefits are invoiced
August 30	Adopted business plan for the current fiscal year
September 30	Submit a plan for monitoring the work environment
September 30	Submit a plan for monitoring education
October 1	Contact list of responsible peer students (spring semester reception)
October 31	Financial report for the autumn semester's reception
October 31	Rough planning for the reception (spring semester reception)
31 October*	Marketing action plan completed
October 31	Written summary of the autumn semester's reception from the organizers
No later than the end of October	Membership fees for July, August and September are invoiced
November 30	Detailed planning for the reception (spring semester reception)
October 15	Compiled evaluation of the autumn semester's reception from Consensus



December 20	Descriptions of actors playing students (spring semester reception)
December 15	Gyckel (spring semester reception)
1 December	40% of the compensation for work environment and training monitoring is invoiced
No later than the end of December	Membership fees for October, November and December are invoiced
1 December	Reception support part 1 for the spring semester's reception is invoiced
March 1	Contact list for responsible peer students (autumn term reception)
March 15	Compiled evaluation of the spring semester's reception from Consensus
March 31	Financial report for the spring semester's reception
March 31	Rough planning for the reception (autumn term reception)
No later than the end of March	Membership fees for December, January and February are invoiced
March 31	Written summary of the spring semester's reception from the organizers
April 30	Detailed planning for the reception (autumn term reception)
May 20	Cheat-zero descriptions (autumn term reception)
May 20	Gyckel (autumn semester reception)
May 31	Summary of the section's work environment monitoring
May 31	Summary of the section's education monitoring
May 31	The section's annual report for the fiscal year must be sent to the union board
June 1	60% of the compensation for work environment and education is invoiced
June 1	50% of base subsidy are invoiced
June 1	2% of profits from CARMA are invoiced
June 1	40% of marketing subsidy are invoiced



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15 June	Membership fees for March, April and May are invoiced
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* *October 31 or before Consensus Member Week*



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_____ President of the board Consensus 25/26	_____ Name	_____ Initials	_____ Date
_____ Chairman The Section for Experimental and Industrial Biomedicine-section Linköping 25/26	_____	_____ Initials	_____ Date
_____ Officer of Educational affairs The Section for Experimental and Industrial Biomedicine Linköping 25/26	_____ Name	_____ Initials	_____ Date
_____ Officer of Occupational Health and Safety The Section for Experimental and Industrial Biomedicine Linköping 25/26	_____ Name	_____ Initials	_____ Date
_____ Officer of Social Affairs The Section for Experimental and Industrial Biomedicine Linköping 25/26	_____ Name	_____ Initials	_____ Date



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	Name	Initials	Date
Responsible for the Membership management program The Section for Experimental and Industrial Biomedicine Linköping 25/26			

	Name	Initials	Date
Festeri manager The Section for Experimental and Industrial Biomedicine Linköping 25/26			



Appendix 1 - Instructions for invoicing

Billing instructions

Find out the amount:

- The amount invoiced is based on what the Consensus Council approved when deciding on the budget for the fiscal year. The tables can be found further down in the document, but they can also be found in the current budget.
- Some forums require that you must attend a certain number of meetings in order to receive the entire grant. Specific guidelines for all meetings can be found in the table below.
- Always contact the Vice President of the Student Union if you are unsure of the amount to be invoiced.

Create invoice:

- Before you invoice Consensus for your contributions, you must create an invoice template that is adapted based on your section and your information, see example below.
- Choose the layout yourself - important that **all the info** on the invoice is included!
- The invoice must have a due date of at least **30 days** after the invoice date.
- Always label the invoice with what it concerns, for example "Marketing support part 2"

Send invoice:

- The invoice **is always** sent to vko@consensus.liu.se
- Make sure to send the invoice on time so that it has time to be paid before the last payment date according to the table in section 9. The invoice date (the date on the invoice) must be before the end date, but the due date does not have to be. It is Consensus' responsibility to pay the invoice on time if the section has invoiced the activities within the right time.
- **The most important** thing is that the invoice is sent so that it has time to pay in the **right** fiscal year.

Consensus billing address:

Consensus - Medicinska fakultetens studentkår
Kårhus Örat, US-området ingång 73
581 85 Linköping
Org. nr. 822003-1564
Reference: Vice Kårordförande



FAKTURA

Namn på sektion/förening

logga

Fakturadatum:

Fakturanummer:

Kundnummer: *(frivillig)*

Förfallodatum:

Betalningsvillkor:

Mottagare

Namn/org.

Adress

Postnummer, Stad

Vår referens:

Er referens:

Beskrivning	Antal	Å Pris (SEK)

Moms: 0%

Belopp att betala (SEK):

Sektion/förening

Adress

Postnummer, Stad

Org. nr

Kontaktuppgifter

Tel

Mail

Hemsida

Bankgiro

Nr

