

CONTRACT BETWEEN CONSENSUS AND DOMFIL



Consensus
MEDICINSKA FAKULTETENS
STUDENTKÅR

Fiscal year 25/26

*This contract is intended to regulate and clarify the responsibilities and obligations of
Consensus and DOMFIL.*

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1. Intentions and validity

This contract is intended to regulate and clarify the responsibilities and obligations of Consensus and DOMFIL towards each other. If DOMFIL does not fulfill the obligations in this contract, the board of directors of Consensus has the right to reduce or cancel the contract obligated, section specific, compensation. In each individual instance the board of directors makes an assessment before the final verdict.

This agreement will be signed by each part. Consensus is then responsible for scanning and sharing the scanned copy with DOMFIL. The physical copy is stored at Consensus office. In case of a dispute regarding the content of the contract or either parties compliance with the contract, the outcome will be settled by the Council of Consensus. If Consensus does not fulfill the obligations that are specified in this contract, DOMFIL can raise the issue with the Council of Consensus.

This contract is for the fiscal year of 2025/2026 and is signed by the president of the board of Consensus and DOMFIL as well as the person responsible for educational affairs from DOMFIL.



2. General cooperation

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

Consensus is responsible for:

- By way of the president of the board summons 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.
- Provide the president of the board of DOMFIL as well as the treasurer or any other elected financial manager training regarding basic financing skills.
- Revisions of documents that regulate joint activities should always be made in consultation with DOMFIL, either by way of the chair meetings or other relevant committees.
- 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.
- Provide DOMFIL with access to a working membership management system through contact with the union board.
- Inform DOMFIL about the work of Consensus and inform about what is going on at Linköping University.
- Give feedback regarding DOMFIL and its work during the fiscal year, based on the activity report as specified below.

DOMFIL 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.
- Declare a selection for all student representatives (see section 3 "student representatives")
- 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.



- Provide documentation regarding what people are active within the board of DOMFIL as well as all student representatives.
- Inform whatever union board member who is responsible for student representation about new student representatives and members of the board just after an election or special election.
- Hold a so-called representative meeting once every semester where representatives from all organs where DOMFIL hold seats by way of Consensus (see section 3) should attend.

One representative from the presidium of Consensus should be invited to this meeting.

- In consultation with the president of the board of Consensus and if in need, summon for regular meetings with relevant members of the board of DOMFIL and Consensus, 2-3 times each semester.
- Submit to the union board an annual report of the section work during the current fiscal year. The section shall submit the annual report in two rounds at the end of each semester, in accordance with what is regulated in chapter 9, list of dates in the section contract.
- To always turn to Kårservice in the first place for all events and catering.



3. Student representatives

Consensus has an assignment from Linköping University to appoint student representatives for different organs within the workings of the university as well as the faculty to ensure student influence. This also includes seats that will be occupied by post-grad students. Consensus considers themselves as not being able to, effectively, appoint these seats. The appointment of the seats intended for post-grad students have therefore, by customary reasons, always been delegated to DOMFIL. This section intends to clarify this delegation as well as the responsibilities of both Consensus and DOMFIL.

University

- University board
Post-grad students have a representative position in this group. At the start of the fiscal year LiuPhD should have appointed a substitute.
In the case of a re-election Consensus should act within LUST so that DOMFIL once again can appoint this representative.
- Forum for post-grad education.
DOMFIL has one ordinary position in this group.
- CMIVs styrelse
DOMFIL has one ordinary representative in this group.
- Board of "Barnafriid" (Children welfare)
DOMFIL has one ordinary position in this group

Faculty

- The faculty board at the medical faculty with Linköping university (hereinafter called FSM). *Consensus has the student representatives of which one seat as well as a substitute seat go to a post-grad student. These are chosen at DOMFIL's section meeting. Continuity should be pursued.*
DOMFIL has one ordinary position in this group as well as a substitute position.
- Forsknings- och forskarutbildningsnämnden (FUN).
Consensus has three student representative positions of which all go to post-grad students as well as one substitute representatives.
Are chosen at DOMFIL's section meeting.
DOMFIL has three ordinary positions in this group as well as one substitute positions.
- Hiring board
From HT2013 and onwards the previous hiring board is split into two groups; the recruitment board and the docenture board. Consensus has two student representatives that go to post-grad students. The assignment is split so one



representative has the ordinary position in the recruitment board and the substitute position in the docenture board and vice versa. Are chosen at DOMFIL's section meeting.

DOMFIL has two ordinary representatives and one substitute on each board.

- Core Facility control group
Not a direct student representative position by way of Consensus, they do however work in a similar way. The student representative is responsible for being part of the control group that handles resources like laboratory instruments which, by extension, also affects undergraduate courses.
DOMFIL has one position in this group.
- Center for Biomedical resources (CBR)
DOMFIL has one ordinary positin in this group

Institution

These are chosen at DOMFIL's section meeting. Continuity should be pursued..

- Institution board for BKV
DOMFIL has two ordinary representatives as well as one substitute representatives in this group.
- Institution board for HMV
DOMFIL has two ordinary representatives as well as one substitute representatives in this group.
- Admission committees for BKV and HMV.
Consensus has four student representatives in BKV and eight student representatives in HMV. These are chosen at DOMFIL's section meeting.
DOMFIL has four representatives in BKV and eight representatives in HMV.

Consensus

- Council of Consensus (FUM).
DOMFIL's mandate are established yearly by mandate distribution according to Consensus's by-laws. The representatives, as well as their substitutes are chosen at DOMFIL's section meeting on a yearly basis. Every mandate corresponds one ordinary representative and one substitute.
DOMFIL has two mandates in this group.



National work

The Swedish National Union of Students PhD student committee (SFS-DK).

Consensus is a member of SFS and is allowed to nominate people for SFS-DK. Elections are held at SFS-FUM after nomination. Consensus will aid with the nomination of a candidate, if DOMFIL has such a wish.



4. Educational affairs

This section commits DOMFIL to the monitoring of the post-grad courses at the medical faculty. Consensus commits to assisting DOMFIL in this task.

Consensus is responsible for:

- Providing DOMFIL with tools, for example education and workshops, that can be of assistance when it comes to the monitoring of education.
- Summoning to meetings of the 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.
- Primarily based on DOMFIL's submitted summary determine whether or not DOMFIL's monitoring of educations has been performed satisfactory. If that is not determined to be the case Consensus can decide to reduce or cancel reimbursement, in accordance with chapter 8, Economy and payments.

DOMFIL is responsible for:

- The appointing of a person responsible for educational affairs.
- Working for a strong student influence in the groups in which the section is represented.
- Collect the student's opinions regarding post-grad courses and other research education.
- At the start of the fiscal year provide Consensus with an operating plan regarding the work for the coming year. This plan should include goals that can be evaluated at the end of the year and should also include how DOMFIL 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 DOMFIL discuss whether or not they are satisfied with the work related to educational affairs.



5. Marketing of DOMFIL and Consensus

This section regulates joint marketing of DOMFIL 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 chapter 8, Economy and payments.

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

Consensus is responsible for:

- As far as possible, in communication with members and other students, mediate a clear picture of Consensus and DOMFIL as important organizations belonging to the same business. 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 meetings for the 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 unions 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.

DOMFIL is responsible for:

- As far as possible, in communication with members and other students, mediate a clear picture of Consensus and DOMFIL as important organizations belonging to the same business. For example, when the logotype of DOMFIL is used, the logotype of Consensus should also be used as far as possible.
- Market Consensus key events CARMA, AMO Week, Education week, Members week and the Medfak journey via its social media.
- Marketing Consensus election period through their social media.



6. Membership

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

According to §10:3 ("Medlemskap i sektion innebär medlemskap i fakultetskåren") in Consensus' statutes, Consensus and DOMFIL have an agreement regarding joint membership. So one cannot be a member of DOMFIL 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 chapter 8, 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. Via the new Membership management program, support membership can be chosen directly as an individual membership and in the next step selected section to support.

Consensus is responsible for:

- Store and handle personal data in accordance with Appendix 1.
- For each operational year, train a section representative appointed by the section in management of the membership management program.
- Actively assist with questions about the membership management program.

DOMFIL is responsible for:

- Store and handle personal data in accordance with Appendix 1.
- Administer and manage the membership management program at section level, here meant management of members linked to DOMFIL.



7. 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 chapter 8, 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 chapter 8, Economy and payments.



8. 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 subsidy	Amount	Earliest due date	Conditions for payment
Base subsidy	22 000 sek	Part 1: 50 % Part 1: 50% August 1 Part 2: 50% June 1 to June 30	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 by-laws of Consensus.
Subsidy for marketing	2 000 sek	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 deems that the marketing work has not been sufficient during the autumn term, or if a breach of contractual obligations in section 5, "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 5) must have been approved by the union board before payment is made.
Substity for membership benefits	1000 kr	Invoiced no later than August 1 to August 31	Total for planning and organising member benefits
Section fee	38sek/semester membership, 2x38 sek/yearly membership	<p>-The periods are:</p> <ol style="list-style-type: none"> 1. July, August, September – invoiced no later than the end of October 2. October, November – invoiced no later than the end of December 3. December, January, February – invoiced no later than the end of March 4. March, April, May, June – invoiced no later than June 15th 	<p>Payment is made for the members that have been recruited since the last payment.</p> <p>Contact mea@consensus.liu.se to get the exact number of new members.</p>
Part of profits from CARMA	Approximately 4000 sek	2% of profits from CARMA June 1 to June 30	To be paid after CARMA's implementation, provided that there is no breach of contractual obligations and obligations in section 7 "CARMA".



			Contact VKO to find out the exact amount.
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Sections	Number of fulltime students (HST 2023)	Monitoring working environment	Monitoring education	Base subsidy	Membership benefits	Marketing subsidy	Sum per section	CARMA profit	Estimated membership fees
		42,50 kr per HST	42,50 kr per HST					Då sektionen bidrar vid planering och mäsas	38 kr per member per term
AT	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 kr	353 544 kr	32 000 kr	114 000kr
Total section subsidy	499 544 kr								

Table from Consensus budget 25/26

Sections	Number of new students	Reception subsidy (sum per new student)
		100 kr/ny student
MF	266	26 600kr
SSK-L	209	20 900kr
SSK-N	135	13 500kr
FT	145	14 500kr
AT	79	7 900kr



BioMed	79	7 900kr
Log	23	2 300kr
BMA	38	3 800kr
Totalt	974	97 400kr

Table from Consensus budget 24/25

9. List of dates in section contract

Yellow background means invoice from Domfil to Consensus and green background that the section should submit something to Consensus.

Date	Event
August 1 st	60% of Marketing subsidy is paid
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
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
December	40% of the compensation for the monitoring of work environment and education are invoiced
December	Membership fees are invoiced
March	Membership fees are invoiced
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 1 st	60% of the compensation for the monitoring of work environment and education are invoiced
June 1 st	Membership fees are invoiced
June 1	50 % of base subsidy are invoiced
June 1 st	2 % of CARMA profits are invoiced



June 1 st	40% of Marketing subsidy are invoiced
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_____ President of the board Consensus 25/26	_____ Name	_____ Initials	_____ Date
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_____ Chairman of the board DOMFIL 25/26	_____ Name	_____ Initials	_____ Date
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_____ Head of educational affairs DOMFIL 25/26	_____ Name	_____ Initials	_____ Date
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_____ Responsible for the Membership management program DOMFIL 25/26	_____ Name	_____ Initials	_____ Date
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[Appendix 1](#) - Instructions 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



INVOICE

Name of the section/association



Invoice date:

Invoice no:

Due date:

Payment terms:

Recipient

Name/organization

Address

City

Name of our contact:

Name of your contact:

Description	Number	Unit price (SEK)	Total (SEK)

Amount to pay (SEK):

Section/association

Address

City

Org. no

Contact information

Phone

Email

Webpage

Payment information

