
Services and conditions for student union associations

For non-profit organisations with Union
status within the Stockholm University
Student Union.

Adopted by SUS Projects and Events Developer 2021

The bottom half of the page features a background image of several orange balloons. Some balloons have the Stockholm University Student Union logo printed on them.

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Conditions for service to student union associations

General terms and conditions

To register a student union association, according to the *Student Union Association Regulations*, the Association must have at least 3 students who are members of SUS. After registration, the student union association is entitled to:

- Support from the Projects and Events Developer and training on association operations.
- Booking rooms in Studenthuset and a Stockholm University
- Operational grants of SEK 500 per semester
- Activity grants of SEK 1500 maximum per activity
- Marketing through the Student Union's website and other communication channels
- Bulletin board, if available

When evaluating financial support to a student union association, SUS may consider the number of members in the association who are also members of SUS.

Student union parties

In accordance with SUS election rules, student political parties are entitled to the same services and same terms as a student union association, but not to operational grants or activity grants.

Support and training

Support from the Projects and Events Developer

The Projects and Events Developer is the SUS contact person for all the student union associations. The Projects and Events Developer provides all the services to which the student union associations and student union parties are entitled. The Projects and Events Developer can also provide tips and inspiration for operations and facilitate communication between different student union associations.

SUS training

SUS holds training courses for people active in student union associations. It can be about the duties of the treasurer, communication, meeting techniques, leadership, equality, or anything else that a student union association may need. The courses are free of charge and all registered student union associations have the opportunity to participate.

The Projects and Events Developer is responsible for providing information about the training courses being provided and how to register for them.

Other services

The student union associations have access to a shared mailbox at SUS. Information on how to use the mailbox is available from the Projects and Events Developer on request.

Financial grants

Operational grants

The purpose of an operational grant is to help conduct basic democratic activities for the student union association. The grant is a fixed amount of SEK 500 per semester, and all student union associations are entitled to this contribution.

Application for operational grants

Application for operational grants is made using forms on the SUS website and must contain the following information:

- The student union association applying
- Payment details
- Account holder details

In addition, a board report with a decision that the person specified in the form is entitled to apply for the grant should be sent to the Projects and Events Developer.

Operational grants may only be sought for one semester at a time, and the grant cannot be applied for a semester that has already passed.

Decisions regarding operating grants

Decisions to grant or reject the application for operational grants are made by the Projects and Events Developer.

Activity grants

The purpose of the activity grant is to support student unions to hold events. However, grants shall not be made if the event is financially self-supporting. Activities carried out with activity grants must contribute to a vibrant campus at Stockholm University. When SUS provides financial support, the activity must be advertised in consultation with the Projects and Events Developer, so that SUS has visibility as well.

Activity grants are only provided for events that are open to all students at Stockholm University and not for internal association events. The activity grant may not be used to cover expenditures relating to the sale of alcohol or to cover losses.

Activity grants are granted for SEK 1500 maximum per activity .

Application for activity grant

Application for activity grants is made using forms on the SUS website and must contain the following information:

- The student union association applying
- Description of the activity
- Budget for the activity
- Total amount applied for
- Payment details
- Account holder details

Applications for activity grants should be submitted at least three weeks before the activity takes place. Payment is only made when the costs can be verified. Receipts must be submitted to the Projects and Events Developer no later than 4 weeks after

completion of the activity. If no financial accounting is provided, the association loses the right to the grant.

Decisions regarding activity grants

Decisions to grant or reject the application for activity grants is made by the Projects and Events Developer if the application is for amounts up to SEK 1500. The activity grant shall be decided within the framework of the department's budget. Rejection decisions can be appealed to the person in charge of events and membership activities.

Decisions to grant or reject applications for activity grants over SEK 1500 are made by the Projects and Events Developer in consultation with the person responsible for events and membership activities. Rejection decisions may be appealed to the SUS Presidium.

Reserving rooms

The student union's rooms in Studenthuset, as well as some of the rooms on the university campus, can be booked free of charge by student union associations according to the following conditions.

Facilities at SUS

Use of facilities

The Kårsalan, Rosarummet, Nobelrummet and Holländarrummet are mainly for meetings and presentations. The student union associations have access to SUS tea and coffee facilities during normal business hours. SUS' kitchen is for lunches for SUS employees and officials and not for cooking. The Kårsalen can be booked and used on weekdays and weekends but only during the regular hours of Studenthuset. Other facilities at SUS can be booked on weekdays, during SUS normal business hours.

Rooms must be left in a clean condition. The student union association is responsible for costs arising from the use of the facilities, such as security guard costs.

If a student union association fails to fulfil its obligations in connection with reserving the facilities, the association may receive a warning, and the association's right to reserve facilities or any other services may be withdrawn in the event of repeated infractions.

Booking facilities

Student union associations can book facilities for the current operating year an unlimited number of times depending on their location. All bookings are made by the association's contact person through the Projects and Events Developer. The processing time for reserving rooms and facilities is a maximum of 7 working days.

University facilities

Use of facilities

Through an agreement between SUS and Stockholm University, student union associations have access to large parts of the university's premises. A list of bookable rooms and facilities is available on the SUS website.

The university's facilities may only be booked during the university's normal opening hours. Rooms must be left in a clean condition. The student union association is responsible for costs arising from the use of the facilities, such as security costs.

If a student union association fails to fulfil its obligations in connection with reserving the facilities, the association may receive a warning, and the association's right to reserve facilities or any other services may be withdrawn in the event of

repeated infractions.

Booking facilities

Student union associations can book a room for the current operating year an unlimited number of times depending on their location. Reservations of the university's teaching rooms, and public areas are made via the Projects and Events Developer via form on the SUS website. The processing time for reserving rooms and facilities is a maximum of 7 working days.

Information and marketing

SUS offers free information services to all registered student union associations. The following information channels are available to distribute information to students at Stockholm University.

SUS website

SUS publishes a list of all active student union associations and brief information about them on its website: www.sus.su.se, provided that such information has been provided by the association. The student union association is responsible for ensuring that the contact information provided is correct, and that the association completes the proper form for updating information on the SUS website in case of any changes. An application for a webpage for the student union association to be displayed on the SUS website is made by filling in the same form on the SUS website. Student union associations may also be offered space on other sites where SUS is present, such as social media forums, information sites, or other types of web-based exposure.

Information desk/exhibition stand

When the Student Union is participating or organising exhibitions and the like, SUS shall offer the student union associations the ability to participate and disseminate information about their activities as much as possible.

This is especially true at the start of the semester at Stockholm University. The Projects and Events Developer is responsible for ensuring that student associations receive information about opportunities to attend and provide information at future exhibitions or trade fairs.

Bulletin boards

Student union associations may be provided with space on a bulletin board in the Södra Huset building, if possible. The Projects and Events Developer is responsible for ensuring that bulletin board space is distributed fairly to the associations that register interest.

In order to maintain a good study environment at the university, the bulletin boards must be maintained regularly. If a bulletin board is not properly maintained, the student union association will receive a warning asking to clean up the board. If no change is made, or if the association has been warned repeatedly, the association may lose access to the bulletin board.

In addition, student union political parties, just like student union associations, are entitled to space on a bulletin board if available with the same rules regarding maintenance.

Other marketing

The Student Union produces a variety of types of informational material over the course of an operating year. In relevant productions relating to SUS' overall



activities, student union associations shall be given the opportunity to present their activities if possible.

SUS can also choose to offer associations other types of external exposure as the Student Union expands its communications or develops new channels.

Copying

The copier in the SUS office may only be used by student union associations if this has been approved in advance by the Projects and Events Developer.