Criteria for distribution of Welfare Funding to the social activities of the students at the Faculty of Medicine and Health Sciences

# 1. Abbreviations

* MH = Faculty of Medicine and Health Sciences
* FTV = Faculty Representative

# 2. Announcement

This document is an attachment to the Bylaws for the Student Council MH. When the criteria are sent out to the student organizations, this document may be presented by itself.

# 3. Mandate

The Student Council has, by resolution in the Executive Committee under “A-sak 19-98” received authority of the distribution of financial support to student measures at the Faculty of Medicine and Health Sciences.

The General Assembly has according to Norwegian law (Lov om universiteter og høyskoler) no formal right to process applications for financial support, but is given the following proxy by the Student Council:

* The General Assembly determines the criteria by which the Student Council allocates the funds.
* In cases of complaint where the Student Council and the applicant are not able to come to an agreement the General Assembly is responsible for resolving the matter.

The Student Council MH can make editorial changes to the criteria when necessary. This includes correcting spelling errors, grammar mistakes and wrongful numbering. Editorial changes cannot change the criteria’s meaning.

Changes in the Norwegian criteria must also be updated in the English translation. The translation does not require approval by the General Assembly to be valid.

# 4. Deadlines

The Student Council receives a new grant from the faculty on January 1st each year and is responsible for the distribution of the funds among the student organizations who apply. The distribution is based on the received applications and the criteria in this document.

**November 25th:**

* Deadline for applying for funds to be used in the following calendar year.
* Deadline for sending in the form for reimbursement for expenses the present year. Receipts and invoices must be attached to this form.

The Student Council shall process applications received outside the ordinary distribution period if there are still funds available. If all funds are already granted, such applications will not be processed.

# 5. The application processing procedure in the Student Council

After the deadline for the ordinary distribution has passed, the applications will be processed by the Faculty Representatives (FTV), who put together a suggestion for a distribution of the funds. The suggestion is then processed in the following Student Council meeting, where it must be approved by

a qualified majority to be applicable. Changes to the distribution suggestion can be made at this meeting if the members of the Student Council agree. The applications are processed based on the current regulations in the Criteria for Welfare Funding.

If the Student Council processes applications received outside of the ordinary distribution, this is done by the FTV’s in the following FTV meeting. The applications are processed based on the current regulations in the Criteria for Welfare Funding. If more than one FTV is considered incapacitated (because of a personal connection to the applicant), or the FTV’s are not able to come to a majority decision, the application(‘s) shall be processed in the following Student Council meeting.

The result is announced in writing to all applicants by e-mail. A document showing how much funding each organization received, and what the funding goes towards, must be enclosed in the e-mail.

The applicants are given a right to complain up until 14 days after the Student Council announced the results per e-mail. Complaints are processed in the first Student Council meeting following the complaint deadline.

If the Student Council and the complaining applicant are not able to reach an agreement, the appealing part has the right to put forward their complaint to the General Assembly for a final decision. The issue must be announced in the invitation to the General Assembly following the current regulations in the Bylaws.

Issues of appeal cannot be voted in on the agenda. The General Assembly can convert the Student Council’s decision by a vote of two thirds majority. The decision of the General Assembly cannot be appealed.

If the result of the appeal is an increase in the originally distributed fund, the means can still not be taken from already allocated funds or lead to overspending of the current year’s budget.

# 6. The application

The application is submitted by filling out the Microsoft Forms document linked to on the Student Council’s website under “Welfare funds”. A separate form is filled out when applying for funds outside the ordinary distribution, as well as sending an e-mail to ftv@sr-mh.no to inform that an application has been submitted.

## 6.1 The organizations may apply for

* Project funding
* Equipment funding
* Operating funds

Project funding is applicable to an event or activity within a limited time frame.

Expenses for alcohol and restaurant visits will not be refunded. One cannot apply for funds that go towards students not enrolled at the Faculty of Medicine and Health Sciences.

## 6.2 The application must include

* Budget for the project/event/activity you are applying for funds for. This is not necessary when applying only for operating funds.
* A description of the projects/events/activities you are applying for funds for. This is not necessary when applying only for operating funds.
* The organization’s account for the previous year. When applying for operating funds you must include accounts from the two previous years in the application.
* Budget for the coming year
* Inventory list: All organizations applying for equipment funding must keep an inventory list of all equipment. The inventory list must be updated. The Student Council can demand an investigation of all equipment to make sure it matches the inventory list.
* The total sum of funds the organization is applying for.
* The organization’s objective
* Description of members: Number of members, membership fee and a definition of what being a member constitutes.
* A disclosure of applications sent to, and funding received from other institutions.
* Contact information (e-mail) for the member responsible for the application on behalf of the organization.

In applying for operating funds, the organizations also must include an activity report of the previous year, and an activity plan for the coming year. A complete minute from the organizations General Assembly is not necessary.

The files attached in the application must be labeled “type of file” + “year” + “name of organization”. For example: “Budget 2021 Student Council MH”.

# 7. Prioritizations

The distribution of the welfare funds is decided based on a discretionary evaluation of the application as a whole. Funds that benefit as many students at the faculty as possible will be prioritized. It is important that the funding reaches as many students at the faculty as possible, for example by an event being open and accessible to several students. A well-presented and unerring economy is necessary, so that it is possible for the Student Council to assess the needs of the organization on the right grounds. It is also important that the applicant discloses if they have received funds from other institutions, or whether they have explored the possibility. How big the interest/demand for the activity/event/project/equiptment is will also be taken into consideration.

# 8. Reimbursement for expenses

The organizations will only receive a refund for expenses where the receipts match the amount approved in advance by the Student Council.

Unused funds will be put into a collective pot, and then redistributed among the student organizations in the next distribution.

One can ask for an approval to extend the deadline for sending in the reimbursement form if expenses fall after the deadline. This can be done by sending an e-mail to ftv@sr-mh.no. One should strive to send a request like this in a good advance before the deadline.