

Guide

- A guide for associations,
sections and student groups
at the Student Union Malmö



Introduction

Congratulations! You are part of an association, section or student group at the Student Union Malmö (the Union). To avoid repeating “associations, sections, and student groups”, in this document we will call these “Union groupings”.



Room booking

If you book rooms and later on know that you will not use the space, unbook the space so others can use it.

In any activities, the Union grouping is responsible for cleaning the rooms. Notify bokning@malmostudenter.se in case of any damages.

“Little” Kølsvinet

Kølsvinet is booked through the Union. You can only use Kølsvinet if you are having smaller events where students are welcome.

Mail: bokning@malmostudenter.se

Smaller meeting rooms at the office building (Nordenskiöldsgatan 4)

Book the rooms by writing in the calendar next on the door.

Large meeting room at the office building (Nordenskiöldsgatan 4)

Book the room in the Google calendar (book via your @malmostudenter.se email address). This is for internal meetings, like board meeting etc.

At Malmö University

Premises at the University are booked through the Union. Activities in the University classrooms cannot involve:

- food consumption and alcohol use
- must follow the rules of Malmö University
- activities in the University classrooms are reserved for workshops, seminars, education material, elections and study nights. It is possible to book the lobby of buildings too.

Mail: bokning@malmostudenter.se

NOTE. Rooms need to be booked at least one (1) week before the event. Needed for the booking:

- Info about the event
- Which building, and which room if you want a specific one
- An estimate of how many people are coming
- Date and time when it begins and ends
- Any other specifics you require

Union offices in the University buildings

The use of the offices the Union has in the buildings Orkanen, Niagara and HS-building is not guaranteed, but can potentially be used after agreement with the relevant student ombuds. Contact the respective student representative for possible booking.

Booking of the technology equipment

Booking of the projector

Book through Google Calendar.

Booking of the Union's Zoom account

Union's Zoom account has no limits to how long a meeting can be. Book through the calendar.

Booking of the cargo bike

Book through Google Calendar.

Economics

Åskning (financial support) from the Union

Associations and sections can apply for financial support from the Union at the start of every semester. The application is to be sent to the association or sections responsible and the organisation administrator.

Mail association responsible: foreningsansvarig@malmostudenter.se

Mail section responsible: sektionsansvarig@malmostudenter.se

Mail organisation admin: lena.petersson@malmostudenter.se

The åskning application deadline will be in the middle of September and middle of February. The exact dates will be sent out by the association or section responsible a few weeks prior to the deadline along with all the necessary information.

Åskning (the financial support) works through reimbursements: your association or section pay the cost, you keep the receipt, hand it in to the organisation admin, and you will be reimbursed. For more information read the document "Rutiner för Studentkåren Malmös åskning för föreningar och sektioner / Routines for Student Union Malmo Financial Support (åskning) for associations and sections" that can be found in the drive "Union Groupings". For security reasons, take a photo of the receipt if it should get misplaced.

Expense and other economics questions.

If you need help with how to hand in receipts, contact the Unions organisation administrator Lena Petersson. You can also get help with for example accounting, tax declaration, or how to open an own bank account for your Union grouping.

Mail: lena.petersson@malmostudenter.se

Advertisement

In your promotion, use neutral language and focus on your events. No language that promotes a political stance affiliated to a political party or violence may be used. Furthermore, alcohol cannot be the main focus of an event.

Every Union grouping must support democratic values and follow the Union's core values, which are inclusivity, knowledge and solidarity.

Logos

Each grouping has their own individual logo, which you can use to identify yourself and add to promotion material. All groupings under the Union need to add the Union logo on your promotional material. In your logo, Malmö University cannot be mentioned, as MAU is a different entity than the Student Union Malmö, hence you cannot claim affiliation to MAU in your logo or elsewhere.

Union groupings cannot use any inappropriate, suggestive or offensive language or pictures in your logos. Send any desired logo changes to the association or section responsible before you change it.

Social media and digital content

Each Union grouping is responsible for creating their own social media, though they may request the help of either the communicator or the association or section responsible of the Union.

Each Union grouping can create their own events on social media, such as Facebook, to promote their event. Send a co-host request to the Union on Facebook for additional exposure.

Accessibility signs

The Student Union Malmö has created accessibility signs, where students can see and understand what an event will look like, what language is going to be used etc.

All Union groupings are highly encouraged to use those signs, and they can request them from the communicator.

Mail: henrik.assarsson@malmostudenter.se

Posters and flyers

Union groupings are able to use the printer in the Union office at Nordenskiöldsgatan 4 to print promotional material. If they wish to print any physical promotion material, they need to contact the Union communicator five (5) working days prior so they can print the right number of materials for them.

For help with making the posters and flyers contact the communicator at least one week before you need the material. Corrections are always sent to the Communicator to ensure that communication guidelines are followed.

Mail: henrik.assarsson@malmostudenter.se

Flyers can only be distributed and posters can only be hung at the University premises, Student Union Malmö premises and student housing accommodation in Malmö.

Printing

For help with printing existing materials, it needs to be sent to the communicator at least three (3) working days before you need them.

Mail: henrik.assarsson@malmostudenter.se

Info:

- Send in material in PDF-format to ensure good print quality!
- Photos needs to be high resolution (300 dpi).
- The Union logo shall always be attached on the material. Download it at malmostudenter.se/kommunikation.

- Posters are printed in size A3 (297x420 mm) or A4 (210x297mm).
- Flyers are printed in size A5 (148x210 mm) and A6 (105x148 mm) .
- The printer can't print all the way out to the edge, so the material will have a 5 mm white border.

Merchandising

If a union group wants to buy merchandising products for marketing purposes, this can be done through the Communicator who will help. Get in touch by sending an email to **henrik.assarsson@malmostudenter.se**.

When purchases of merchandise are made, send a list to the responsible about the purchase.

foreningsansvarig@malmostudenter.se

sektionsansvarig@malmostudenter.se

Skitviktigt / The Toilet Paper

The Toilet Paper or Skitviktigt is the monthly physical newsletter, which is in the University's bathrooms and on poster boards. An email with info and deadline for the Toilet Paper is sent to you once a month. There is limited space, so try to keep the text as short as possible. Your text may be shortened/edited. If you haven't received the email contact the communicator.

Mail: henrik.assarsson@malmostudenter.se

Facebook

We are happy to help share your events on the Union Facebook page when we have space for it. Remember to send the info in due time.

Mail: henrik.assarsson@malmostudenter.se

Instagram

The Union does not post your events as a post or story on IG due, however we can repost your stories. Tag the Union's IG in your story, @studentkaren_malmo

Mail: henrik.assarsson@malmostudenter.se

Event calendar

To make associations' and sections' events more visible, you can have your events posted on the calendar on the homepage of the Union, malmostudenter.se. Send the info to the communicator at least 5 days before you want it to be put up.

Info needed for events in the events calendar:

- Title of event
- Short summary of event
- Date, start and end time and location

Mail: henrik.assarsson@malmostudenter.se

Digital screens

The Union has three digital screens. One in the Kølsvinet, one at the office on Orkanen and one on the second floor of Kranen. If you want your information or promotional material to be displayed there, please send a 986x1032 pixel image to the communications officer at least five (5) days in advance. Videos (in MP4 or MOV format) will also work.

Mail: henrik.assarsson@malmostudenter.se

Webpage

If changes need to be made to the Union's website, an email will be sent to the Union's Communications outlining the changes that need to be made.

It is possible for Union groupings to have a web page under the Union's web domain. Contact the communicator for help to set it up.

Union events and activities

Association/section fair

A fair during the introduction events for new students, for the Union and its associations and sections. It is part of both the "Orientation" (for international students) and Tjuvkik (for national students).



Kårens dagar / The Union Days

The Union Days is a fair that the Union organises every year in the beginning of the autumn semester. Malmö University, the Union, companies and other organisations visit the fair at Orkanen, Niagara, and the HS-building. This is a perfect opportunity for your Union grouping to meet new students. You will receive an invitation in June. For more info contact the organisation administrator Lena Petersson.

Mail: lena.petersson@malmoustudenter.se

Kaffe med Kåren / Coffee with the Union (KmK)

Every month the Student Union visits the faculties in Orkanen, Niagara and the HS-building. We talk to the students to get their opinion on relevant student matters, hand out free coffee and give the students info about what we do. As a Union grouping, you can come with us and market your grouping. **Be aware that your grouping cannot also hand out coffee. For more info and for booking contact the association responsible.**

Mail: ombudts@malmoustudenter.se

Joint event week

Once per academic year, the Union groupings cooperate and have events for a week or a day, around a certain topic.

Past examples include Earth Day, United Nations Day, Climate Week, Community Week.

The Faculty Cup

The Faculty Cup is a tournament where students in four teams representing four faculties compete against each other. With events organised by the Union and its associations, the Faculty Cup exists out of many competitions and games that happen throughout the year, from Insparken in September to Utsparken in May. At each event students can win points for their faculty team. At the end of the year, all points are gathered and the winning faculty is announced. Sections cannot organise events since they are biased towards a faculty, unless they cooperate with an association.

For discuss regarding the points, contact fakultetscupen@malmoustudenter.se.

Utsparken

Utsparken is a one day event towards the end of the academic year, in May, that serves as the last big event of the year. It consists of hanging out and games organised by the associations and sections. It's also the last chance to win points for Faculty Cup!

Other

Steering document

There are separate steering documents from the Union's Union groupings which you need to read! They contains the most important rules you need to follow, and your constitution has to be in line with the Union's steering document for your Union grouping and has to be uploaded to your folder on the drive. You can find the steering documents and other important documents at the drive "Union Groupings".

If you need help

You can always ask for help from the association and section responsible for certain things (the association responsible is also responsible for student groups).

This includes help with the start-up of a new Union grouping, and revising documents such as your constitution, writing documents like an operational plan and a budget.

You can also get help with figuring out how Union groupings work in general, for example the democratic aspect of elected boards.

Mail: foreningsansvarig@malmostudenter.se; sektionsansvarig@malmostudenter.se

Your email address

Log in as @karen.mah.se, create an alias ending with @malmostudenter.se. Access to Google calendars needed to book certain things via here.

If you want a different name for the joint e-mail address, please contact

For access/help with your e-mail, you may contact lena.petersson@malmostudenter.se.

Access tag to the office building (Nordenskiöldsgatan 4)

Each union group can have a maximum of one access tag to the office building. For more information and to collect a tag, contact the Union's organizational administrator.

Mail: lena.petersson@malmostudenter.se

Changes to constitution

When you intend to change your Union grouping's constitution, send the updated version to the association or section responsible before you change it.

Boards

After each annual meeting, send an upgraded list of the board to the association/section responsible.

Good luck with your Union groupings!