

Steering document for Insparken

1. Purpose, vision, and goals

1.1 Purpose

1.1.1 Purpose of Insparken

Malmö University (MAU) admits thousands of new students each autumn semester. For these new students, or nollor (zeros, singular nolla), in the assignment of Malmö University the Student Union Malmö (the Union) organises welcome activities at the start of every autumn semester. These activities are called Insparken (the Kick-off), which is organised through a project group called the Generals. An additional Inspark may also be arranged at the start of the spring semester.

1.1.2 Purpose of this steering document

The purpose of the Steering document for Insparken is to establish the framework for Insparken and is the leading document for organising Insparken. In addition to this, the document should act as a source of information regarding the values and responsibilities in connection with Insparken. This steering document must be followed by all parties involved and those who choose to be present during Insparken. This document will be available on the Union's website.

1.2 Vision

Insparken is for the newly admitted students and is carried out in good cooperation between MAU, the Union, and Malmö Stad. A good collaboration is characterised by an open dialogue, mutual respect and a good understanding of the perspectives of the different parties. Insparken must embody the values of the Union: knowledge, solidarity, and equality

All students should feel welcome at MAU and its campus. All students must also be given good conditions for studies and student life. All Insparken's events must aim to contribute to a good community and good opportunities to make new friendships. Alcohol shall never be the focus of any event of Insparken.

1.3 Goals

- Insparken must be inclusive.
- Insparken should encourage a positive attitude to studies and give students the best conditions to start with and succeed in their studies.
- Diversity, equal treatment, equality and security must characterise Insparken for newly admitted students.
- Insparken should promote social relations and collaborations between students, also between different programs, faculties and grades.

These goals mean that:

- Participation in Insparken and all its sub-moments will be completely voluntary.
- All information regarding Insparken must be available in both Swedish and English
- There is zero tolerance for discrimination, harassment and abusive treatment.
- No one at MAU, the Union, other organizers or participants shall perform actions that risk making someone else feel exploited or uncomfortable.
- A person who behaves threateningly, violently or otherwise opposes Insparken's vision and goals will not be part of Insparken.

- Activities organised during Insparken must not disturb the public. After an activity has taken place, it is important that the site is restored to its original condition.
- Those present during Inspark activities must respect the Generals and their directives.
- No one at MAU, the Union, Festmesteriet or other organizers shall exploit their position of power against any other participant or organiser of Insparken in any way.

Furthermore, Insparken must:

- Start at the earliest at the start of the academic year (autumn semester), alternatively at the start of the spring semester.
- Insparken's activities will be designed so that nollor and officers can have the ability to study the next day.
- Contain activities that include all students regardless of background and abilities.
- Showcase student life at MAU, its campus and the city of Malmö, and encourage involvement in student life.
- Do not encourage alcoholism and pressure on the consumption of alcohol.

2. Team division

Insparken is organised for all newly admitted students at Malmö University at the four faculties that the Student Union Malmö represents. Every faculty has its own team that is represented by its own colour.

- Health & Society – Red
- Culture & Society – Blue
- Education & Society – Yellow
- Technology & Society – Green

If a nolla is newly admitted for educations within two or more faculties, the nolla can choose which team they want to be part of.

The Generals, and the Union board may wear an overall colour distinct to the four team colours. The number of overall colours used during Insparken to indicate team and role division is limited to the above described.

3. Inspark officers

3.1 Who can be an Inspark officer

All the Union's members who, during the semester they are elected or selected as Inspark officer, study with one of the faculties that the Student Union Malmö represents can be an Inspark officer.

3.2 Inspark officers' responsibilities

- Inspark officers will work within the Union's policies, values, constitution, steering documents, and decisions taken by either the Union's board and/or council.
- Generals, Captains and Fadders must be well versed in the governing documents named in their contracts.
- Inspark officers can only give wristbands that identify nollor, to nollor. Purposefully handing wristbands identifying nollor to people who are not nollor can be a reason for the Inspark officer to be excluded from Insparken.
- Inspark officers are obliged to keep all premises they have used clean and tidy, such as not leaving trash and being a nuisance in the public space

- It is a mutual responsibility of the Union and Inspark officials to ensure that none of their activities damage the reputation of the other party. The responsibility also applies mutually to the Union's sections, associations and groups.
- If Inspark officials make decisions that conflict with this steering document or with the Union's constitution, policies, values, and steering documents, the decision may be revoked by the Union's board, and further consequences may apply.

3.2.1 Insparken officers' relationship to newly admitted students

All Insparken officers can have a position of power towards the new students. Therefore, those involved in Insparken sign a contract. One of the purposes of the contract is to inform the officers about their obligations. In accordance with the goals of the Union's and Festmesteriets alcohol policy, officers during Insparken must strive for a healthy alcohol culture even outside of the scheduled activities. The Insparken officers commit to not exploit their position of power towards the newly admitted students and not to have intimate relations with nollor, the so-called nollefriden. A signed contract is required to be an Insparken officer.

3.3 Generals

Insparken will be led and planned by 3-5 people, called Generals, elected as written in chapter 3.6.1 and 3.6.2. During their active year, the Generals do not belong to any faculty but will be neutral. The Generals must undergo training (specified in the Guide for generals) and should have previous relevant experience for what the role entails, such as project management, Insparken, marketing, etc. The generals must have participated in previous Inspark/insparks as an insparken officer. The Generals will have a handover document called the General handbook, which is revised annually by the previous Generals before handover. The Generals use this handbook as aid to fulfil their mission.

The Generals are Insparken's governing body and are responsible for Insparken's operations according to the Union's task. Their mandate extends from when they are elected till the handover to the new Generals. Generals must notify the Union's Inspark responsible if they leave their position early.

Those active in Insparken, both officers and participants, must have time to study and be on top of their studies during Insparken. It is the responsibility of the Generals to ensure that this is possible.

Generals have responsibility for:

- Planning and organising Insparken, including schedule creating.
- Insparken's mission and finances.
- PR/advertising. Generals are entitled to help with marketing and PR material from the Union and Festmesteriet; Generals have the right to represent their operation at selected events together with the Union, such as the Orientation for international students and Tjuvkik.
- Appointment of representative to the recruitment groups' different phases.
- Use and regularly check their official Union email address.
- Other things that may arise within the framework of Insparken.

3.4 Captains

Each team will be led by 3-5 people, called Captains, elected as written in chapter 3.6.2 and 3.6.3. The Captains are responsible for both fadders and nollor in their team. The Captains must go through every education the fadders go through, as well as a responsibility training for the student pub under the direction of Festmesteriet. The Captains must follow the Captain handbook which is revised annually by the previous Generals, and can be revised again by the

new Generals. All Captains in the team are responsible for inclusivity for all students, such as making sure information is always shared in both Swedish and English. Captains and Fadders are delegated responsibility by the Generals in the form of working on pub nights, club nights and the like. The Captains will be in communication with the studentombud of the Union of their respective faculty.

3.5 Fadders

Each team will have at least 10 people who help the Captains, called Fadders, selected as written in chapter 3.6.3.

Fadders must undergo fadder-training from the Student Health Service, as well as a pub education by Festmesteriet. The Fadders must follow the Fadder handbook which is revised annually by the previous Generals, and can be revised again by the new Generals. Captains and Fadders are delegated responsibility by the Generals in the form of working on pub nights, club nights and the like.

3.6 Election of Inspark officers - Recruitment group

The recruitment group is responsible for all recruitment of Inspark officers. The recruitment group oversees the whole recruitment process, from promoting and announcing applications to the reviewing of all candidates. The recruitment group is responsible for, in consultation with the Union's communicator, marketing that the application for Generals is open. The forming of the Recruitment group is initiated by the Union's Inspark responsible. In the case of applications where students applying to be an Inspark officer have violated statutes/policies, their application is reviewed within the recruitment group where a joint decision is made whether the applicant is elected or not. The recruitment group has the right to deny applicants.

All Inspark officers must go through an application process where the roles are appointed after consideration of suitability, merits and interviews (interviews are a requirement for Generals and Captains, if necessary, also for Fadders). Evaluations of previous years may also play a role in the decision. Inspark officers can at most be elected for one operational year at a time. The election process will be transparent and democratic. The call for Inspark officers will be publicly advertised by the Union, Festmesteriet and Insparkens channels.

The recruitment group has different phases to ensure a recruitment process that is as good as possible. People from different groups make up the recruitment group. Recruitment group members will represent the common interest of Insparken for all involved students. While the preference is for recruitment group members to continue their role through the different phases, they can be replaced from phase to phase and within the same phase.

During interviews, the candidates will be asked:

- If they are students at one of the four faculties the Union represents and if they are members of the Union.
- About their previous experience in Insparken, as well as relevant work or other experiences.
- About their values, such as diversity, equal treatment, equality and security.
- How they intend to make Insparken accessible and inclusive to all students, both nollor and those part of organising Insparken, both national and international students.
- About their knowledge of Swedish and English in reading and writing, listening and speaking.

3.6.1 Recruitment group phase one

The recruitment group phase one consists of:

- 2 (ex-)Generals
- 1 Union board member
- 1 Festmesteriet board member
- 1 external if no 2 willing ex-Generals can be found

The recruitment group phase one is responsible for electing 3-5 Generals, which happens through interviews. More recent (ex-)Generals are given priority over less recent ones to be in the recruitment group. The potential external member is picked by the Union board and Festmesteriet.

3.6.2 Recruitment group phase two

The recruitment group phase two consists of:

- 1 General
- 2 Union board members
- 1 Festmesteriet board member

The recruitment group phase two is responsible for electing 3-5 Captains per team, which happens through interviews.

The recruitment group phase two can also elect additional Generals if deemed necessary by the Generals elected by the recruitment group phase one. The Generals have the right of veto when electing potential additional Generals.

3.6.3 Recruitment group phase three

The recruitment group phase three consists of:

- 1 General
- 1 Captain per team
- 2 Union board members
- 1 Festmesteriet board member

The recruitment group phase three is responsible for selecting at least ten Fadders per team, which happens through open application. Interviews are possible if deemed necessary.

The recruitment group phase three can also recruit additional Captains if deemed necessary by the Generals. This happens through interviews. The Captains have the right of veto when selecting Fadder applicants and electing potential additional Captains.

4. Cooperation with and relation to other parties

The relationship between the Generals and other relevant actors must be smooth. The relationship is explained further here.

4.1 Communication between the parties involved in Insparken

During the planning of, the execution of, and the aftermath of Insparken, the Generals and the recruitment group must be in contact with the Union's Insparksresponsible, Festmesteriets Insparksresponsible, as well as any other relevant parties. There must be good communication between the different parties so that the cooperation runs smoothly. When making any final decisions the Generals must make sure they have all relevant information and consult other relevant parties when necessary.

4.2 Nollor

A nolla is a newly admitted student at MAU on bachelor levels, master's level, or preparatory education (förutbildning). This can be in a program or a freestanding course not part of a program. Students who have previously studied at MAU but started a new program or freestanding course not part of a program may join Insparken as nollor.

Nollor are identified during Insparken by wristbands in the colour of their team. Such wristbands can only be handed out to and worn by nollor or Inspark officers. People wearing wristbands with the purpose of pretending to be a nolla can be the cause for these people to be removed from the premises and not be allowed to take part in Insparken ever again. The wristbands of nollor can be cut if they display behaviour not in line with Insparkens values. Only Generals and Captains can cut wristbands, which they can do immediately without consulting each other, while keeping in mind that their perspective may not be shared by others. Nollor can appeal to the Generals if a Captain cut their bracelet. The General's decision is final.

4.3 Malmö University

Insparken is organised by the Student Union Malmö in assignment of Malmö University, according to the agreement between Malmö University and the Student Union Malmö that says *"The Student Union Malmö undertakes to conduct targeted introductory activities for new students with the aim of promoting inclusion. There must be alcohol-free events within the operation."* All contact with Malmö University management regarding Insparken will be handled by the Union's board. Necessary information from MAU is forwarded to the Generals by the Union's board.

4.3.1 Studenthälsan

The Student Health Service organises education for Captains and Fadders. Generals communicate with Student Health on when this is intended to happen. Student Health needs to be asked in due time to do so.

4.4 The Student Union Malmö

The Student Union Malmö has the ultimate responsibility over Insparken. The Union delegates the organisation of Insparken to the Generals. The Union board will elect an Insparksresponsible as main contact person between the Union board and the Generals, whose purpose is to facilitate communication between the parties. The Insparksresponsible works based on the Union's guidelines for the Insparksresponsible. Newly elected Generals will have a meeting with the Union's Insparksresponsible, administrator and communicator to set expectations on the upcoming Inspark. Further on, the Generals must have meetings with the Union's Insparksresponsible, administrator and communicator if necessary or when either party requests a meeting.

Lilla Kølsvinet (alternatively also other premises within the premises of the Student Union) is reserved for Insparken during all evenings during Insparken. The Union will book the ground floor of the University buildings during uppsops upon request of the Generals. Inspark officers can use the Union's faculty officers during uppsops after agreement with the studentombuds. The Union organises one of the spots during stadsvandringen.

Tacksittningen, which is organised to thank the Inspark officers and where the new Generals are announced, is organised by the Generals, in cooperation with the Union. The Generals communicate with the Union's Insparksresponsible the date for the tacksittning, the tacksittning shall be hosted before the 1st of the December. This needs to happen in due time. The Union funds the dinner and alcohol-free welcome drink for the tacksittning and if necessary, the Union will also provide workers.

4.4.1 Student Union organisation administrator

The generals must have a meeting with the Unions' organization administrator no later than 3 weeks after they are elected, the meeting is booked by the organization administrator. At this meeting, Insparken's finances, external grants and sales during Insparken will be discussed. More meetings can be booked if necessary.

Purchase

All purchases made for Insparken must go under the Student Union Malmö. Invoices are issued to the Student Union Malmö and expenses are paid by the Student Union Malmö. All purchases that are discussed during the finance meeting can be approved by the Generals, other purchases must first be approved by the organization administrator.

Sale

All sales during the Insparken, such as overalls, patches, t-shirts, tickets to events during the Insparken must go to the Union account, sales are made via card or swish.

The team's own sales, for example patches, must be handled by the Captains, these sales must not go to the Unions' account.

The generals are responsible for the storage and sale of overalls, jerseys and more before and during Insparken. The Union only takes over the sale and storage of overalls after Insparken is over and the inventory is completed.

Inventory

Overalls and shirts must be inventoried, and the report must be submitted to the organization administrator no later than one (1) week after the Insparken has ended.

Follow-up

No later than 3 weeks after the Insparken, the generals must have a meeting with the organization administrator where the Insparken finances are reviewed, the meeting is booked by the generals. All sales must be reported by 31st of October at the latest.

4.4.2 Student Union communicator

At meetings related to communication, the Generals should invite the Unions communicator to participate in the process. This ensures that the communicator is informed of what needs to be done and can plan to produce the necessary material.

The Generals are responsible for Insparken's graphic profile in collaboration with the communicator, where the communicator can assist the Generals with review of material as well as publication and dissemination through the Unions' digital channels.

To ensure that everything can be carried out on time, it is important to have good foresight. If something needs to be planned or reviewed for the Unions' digital channels, requests must be submitted at least five working days in advance.

4.4.3 The Student Union's studentombud

The Union's studentombuds work together with the Captains of their team, and are invited by the Captains to their team's communication channels, activities and education before, during, and after Insparken. The studentombud is responsible for scheduling moments to visit the classes of new students, typically called role-calls (upprop) at the start of the autumn semester. The studentombud informs the Captains of the schedule for role-calls. The Captains and Fadders introduce and invite new students to Insparken during these roll-calls.

4.5 Festmesteriet and the Student Pub

One person within the board of Festmesteriet will be elected Insparkresponsible. This person will be the contact person and representative within Festmesteriet for anything regarding Insparken.

Parts of the pub can be used for storage of Inspark material, in conversation with Festmesteriet.

Festmesteriet makes sure that the necessary Insparken officers receive the alcohol education and that they have knowledge of the pub's functioning.

The Student Pub can be used for the selling of overalls, patches and tickets to events that are part of Insparken, after consultation with Festmesteriet. As such Festmesteriet will make sure the Student Pub is available and usable for this purpose after conversation with the Generals.

The Generals can request to book the Student Pub for events during Insparken with Festmesteriet. The Generals must book the Student Pub for these events with Festmesteriet in good time.

For some events in the Student Pub, guards are necessary. Festmesteriet pays for half of the costs for guards during such events up to 100 000 sek, meaning up to 50 000 sek will be paid by the Union. Costs for guards above 100 000 sek will be paid by Festmesteriet in full.

If the student pub shares premises with the Union's other activities, Chapter 4.5 must also be discussed with the Student Union Malmö.

4.6 Malmö Stad

Malmö stad may possibly contribute money to Insparken, the application for this is made together with the Union's organisational administrator during the first finance meeting.

4.7 The Student Union's sections

According to the steering document for sections *"they have a responsibility to organise (part of) the introduction at the start of the semester during the Student Union Malmö's Insparken and to guide the students of their own section under Insparken that the Student Union Malmö organises, so that new students get a nice introduction. This must be done in collaboration with the Insparken Generals and the Insparken responsible in the Student Union Malmö board."*

Sections can have one event in Insparken where they have responsibility for nollor within their section's area of activity. This happens in cooperation with the Captains. Captains and Fadders will help on the day as usual. If a section for certain educations does not exist or if a section does not have the possibility to organise the section day, the Captains have responsibility for these students and will divide and organise activities for these nollor according to the Union's section division. If the section chooses to be involved, the Generals will have a meeting with a representative from the sections' boards to discuss the section's participation in Insparken, along with the Union's section responsible.

Sections are also invited to be part of the association fair.

4.8 The Student Union's associations

The Union's associations do not have a right to organise parts of Insparken but can be invited to events by the Generals. An association fair will be organised during Insparken, where all associations and sections will be invited to introduce their association or section to the nollor. How the association fair looks is up to the Generals.

5. Well-functioning of Insparken

5.1 Insparken's year

To be able to plan a good Inspark, deadlines are important and should be followed. While the General handbook provides a more detailed overview of tasks and deadlines, this subchapter gives some of the most important deadlines.

- The preliminary event schedule will be shared with the Union's communicator before the end of June, and the set schedule will be made public at least 3 weeks before Insparken starts
- In the first two weeks of the autumn semester: Insparken
- Before the tacksittning: evaluation meetings, ekonomisk redovisning, and updating of handover documents
- Latest 1st of December: Tacksittning and announcing new Generals
- At the end of November/beginning of December: handover between Generals

If due to unforeseen situations Insparken cannot take place at the start of the autumn semester, Insparken can be moved, for example to the start of the spring semester, after discussion between the Generals and other relevant parties.

5.2 5.5 Fulfilling its mission and resolving deficiencies

If a conflict arises between officers and/or volunteers in Insparken or if an officer and/or volunteer does not fulfil its assignment, tasks, or obligations towards the students and according to this steering document, a conversation will take place to see what the problem is. The first step is always communication and conversation in the effort to solve the situation together. If a problem arises between Inspark officers who are not Generals, the Generals have the primary responsibility for conducting these talks and reporting the case back to relevant parties. If the problem arises between Generals, sections or associations, the Union's board has the primary responsibility for these talks and reporting the case back to relevant parties. This may lead to the Union temporarily helping the generals to fulfil the assignment of Insparken or to other consequences.

If the conversations show that any Inspark official has violated the Union's values or documents, the Generals or the Union must decide whether it is relevant to introduce a consequence against the involved party. It is the Generals that decides on any consequences for Inspark officers, according to the contract the Inspark officials signed. The Union board who decides on any consequences for Generals, sections and their volunteers, or associations and their volunteers. The Generals and the Union board must always consider the follow-up work when trying to resolve the situation. It is important that no one should ever hesitate to turn to the Generals or the Union for fear of a consequence, as the talks should be about jointly solving difficult situations in the best possible way.

Creating a list of possible consequences is difficult because the Generals and the Union primarily want to advocate cooperation with the involved parties. If a situation has arisen, the follow-up work will largely be about mapping the situation and how all parties can counteract that a similar situation arises in the future.

Possible consequences are, but not limited to:

- Temporary takeover of (parts of) Insparken's operations.
- Expulsion of certain Inspark officers.
- Denied entry to the Student pub.

5.3 Transfer of knowledge

The newly elected Generals will be given a handover by the previous Generals. Other Inspark officers will receive education.

The previous Generals will make sure all relevant documents are collected in one place for the new Generals. All working documents used for the planning of events must be saved and be available to the new Generals. The handover will include an evaluation of the passed Inspark and

schedules of previous Inspark. All handover documents and other relevant documents, including the General-, Captain- and Fadder handbooks, agreements and evaluations will be shared with the Union's Inspark responsible.

5.4 Overview of relevant documents

There are many relevant documents relating to Insparken, besides this steering document for Insparken. A few of the most important ones are listed here. This list does not aim to be a complete list. Other relevant documents can be found in the handover documents.

- This steering document for Insparken
- All types of handover documents, such as the General handbook, Captain handbook, and Fadder handbook.
- The contracts that Insparken officer's sign
- The Union alcohol and drug policy, and Festmesteriet's alcohol policy
- The agreement between Malmö University and the Student Union Malmö

5.5 Evaluation

What worked and what didn't? Evaluation meetings take place after Insparken has happened. These happen between the Generals themselves, between the Generals and the Captains, between the Generals and the Union's Insparksresponsible, administrator and communicator as well as the Generals and Festmesteriet. Evaluation meetings will take place between the Generals and other relevant parties if deemed necessary by either party, such as with sections, associations and the Student Health Service.

6. Diverting from the steering document

This steering document can be diverted from after a decision by the Union's board if they deem there is an acute need to do so, in consultation with the Generals.

7. Revision of the steering document

Any revision to this steering document is voted through by the Union's Council. Every year after Insparken at Insparken's evaluation, the Union's Insparksresponsible together with the elected Generals reviews if there is a need to revise this steering document. Relevant parties should be consulted.

The revised steering document is sent to all parties concerned.

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