



Adopted by the Council of the Student Union Malmö 2022-12-07

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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 of 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 of 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 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 general 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 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 this.
- 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 amount 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 of 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 removed from their function.
- Inspark officers are obliged to keep premises they have used at Malmö University and in the Union House 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. One cannot be an Inspark officer if one has not signed the respective contract.

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. 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 group
- 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. The Captains must follow the Captain handbook which is revised annually by the previous Generals, and can be revised again by the new Generals. One Captain per team is responsible for inclusivity for all students, such as making sure information is shared in both Swedish and English at all times. Captains will also designate fadder(s) responsible for inclusivity. 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. There will be designated contact fadder(s) for inclusivity, who deal with matters such as making all students feel welcome regardless if they study in Swedish or English. 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 forming of the Recruitment group is initiated by the current Generals, the Union's Insparksresponsible, and Festmesteriet's Insparksresponsible.

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/selected or not. The recruitment group has the right to not elect/select applicants.

All Insparks 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 and Festmesteriet.

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 (mångfald, likabehandling, jämställdhet och trygghet).
- 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.

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 selecting people. 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

Relationen mellan Generalerna och andra relevanta aktörer måste ske smidigt. Här förklaras förhållandet ytterligare.

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, masters 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. 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 regarding Insparken will happen 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. Newly elected Generals will have a meeting with the Union's Insparksresponsible, administrator and communicator to set expectations. Further on, the Generals must have meetings with the Union's Insparksresponsible, administrator and communicator if necessary or when either requests a meeting.

Kølsvinet is reserved for Insparken during all evenings during Insparken. The Union will book the ground floor of 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.

Other than during Insparken and the week before and after Insparken, the Union has responsibility for the storage and selling of overalls.

Tacksittningen, which is organised to thank the Inspark officers and where the new Generals are announced, is organised by the Generals, while the Union's board delivers the workforce. The Generals communicate with the Union's Insparksresponsible on when the tacksittning is

intended to happen. This needs to happen in due time. The Union fund the dinner and alcohol free welcome drink for the tacksittning.

4.4.1 Studentkårens organisationsadministratör

The Generals must have a meeting with the Union's organisation administrator no later than 3 weeks after they are elected. At this meeting, Insparken's finances will be discussed, grants from the city of Malmö and sales during Insparken. More meetings can be booked if necessary or when one of them requests.

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

All sales during Insparken, such as overalls, patches, t-shirts, tickets to events during Insparken and more must go to the Union.

4.4.2 Studentkårens kommunikatör

The Generals must have meetings with the Union's communicator when necessary or when one of them requests a meeting. The Generals are responsible for Insparken's graphic profile in collaboration with the Union's communicator. The Union's communicator can assist the Generals if something needs to be reviewed, or spread in the Union's digital channels depending on time and place. If something is to be planned in the Union's digital channels or if something needs to be reviewed, foresight is important. Five working days in advance is good to know if something needs to be done.

If help for marketing is needed, planning is important and that the communicator is contacted in time and is involved in the planning for what needs to be done. What is planned there and then is what is included in the marketing. Therefore, deadlines are very important in planning the communication of Insparken with the Union's communicator. Things that come later and that were not included in the planning earlier are done according to available time and/or are at risk of not being included.

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 and activities and educations 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 their faculty team's 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 och the Student Pub

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

Parts of Arr-salen 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. 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 have to 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.

4.6 Malmö Stad

Malmö stad contributes 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 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 will have at least one day during 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 out 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 or section days, the Captains have responsibility for these students and will divide and organise activities for these nollor according to the Union's section division. Generals will have a meeting with a representative within the sections' boards to discuss the section's participation in Insparken, along with the Union's section responsible.

Sections are 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 Transfer of knowledge

The newly elected Generals will be given a proper 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.

5.2 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 Insparkresponsible, administrator and communicator.

Evaluation meetings will take place between the Generals and other relevant parties if deemed necessary by either party, such as with sections, associations specifically Festmesteriet, and the Student Health Service.

5.3 Insparken's year

In order 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.

5.4 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 officers sign
- The Union alcohol and drug policy, and Festmesteriet's alcohol policy
- The agreement between Malmö University and the Student Union Malmö

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 may lead 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, except the Generals themselves, according to the contract the Inspark officials signed, and 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

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

The adopted steering document is sent to all parties concerned.