

Göta studentkår's Policy for reporting incidents.





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Introduction

All students have the right to be members of the student union that represents them. This is stated in Chapter 4. Students, Section 12 of the Higher Education Act, which reads:

“Section 12. All students within a student union's area of operation shall have the right to be members of the union, provided they meet the requirements for membership in such an association as referred to in Section 8.”

Göta studentkår therefore considers it not possible to exclude a member from the student union. However, there is a need within any organization to contribute to a safe environment for all members and to ensure safety in situations that a member may find themselves in.

For this reason, the following policy has been established to help create a safe environment within Göta studentkår. By taking incidents seriously, promptly investigating them, offering support, and working preventively, Göta studentkår aims to create an environment where all members and students feel safe throughout their time in the student union.

Incidents that can be handled by Göta studentkår

If a student or member experiences a situation of insecurity with a clear connection to Göta studentkår's activities, it is possible to report this via an incident report. Incidents that can be handled by Göta studentkår include the following:

- › **Vandalism:** Incidents involving damage to property belonging to Göta studentkår or the University of Gothenburg in connection with Göta studentkår's activities.

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gotastudentkar.se
@gotastudentkar



- › **Breach of trust:** Incidents where an individual fails to represent Göta studentkår or to carry out their entrusted duties in accordance with the student union's values and expectations.
- › **Violation of governing documents:** Incidents that breach Göta studentkår's governing documents, such as Göta studentkår's Code of Conduct, Alcohol and Drug Policy or Equal Treatment Policy.
- › **Threatening behavior:** Incidents where an individual's behavior is perceived as threatening, but there is no suspicion of a crime.
- › **Inappropriate behavior:** Incidents where an individual's behavior is perceived as inappropriate, but there is no suspicion of a crime.

Incidents that cannot be handled by Göta studentkår

To ensure that all incidents are handled on the same basis, there are certain incidents that Göta studentkår cannot handle:

- › **Incidents unrelated to Göta studentkår's activities:** Incidents that occur outside of Göta studentkår's events, meetings, or premises
- › **Police matters:** Incidents currently under investigation by the police, incidents that have resulted in acquittal after a trial, or incidents involving suspicion of a crime
- › **Incidents where the reporter wishes to remain anonymous:** Such incidents are noted by The Union Board, but do not form the basis for decisions regarding consequences
- › **Incidents older than one year:** Such incidents are noted by The Union Board, but do not form the basis for decisions regarding consequences

All incidents reported to Göta studentkår play an important role in the work to create a safe and secure study environment for all students. If an incident falls under any of the categories listed under "Incidents that cannot be handled by Göta studentkår", it should still be reported, even if The Union Board does not have the capacity to handle it. Göta studentkår documents all reported incidents to identify recurring issues and to carry out long-term and preventive measures.

In case of suspected crime

If an incident is suspected to involve criminal activity, Göta studentkår may choose to report the suspected crime to the police, with the consent of Part A. Göta studentkår may also choose to notify the police about the suspicion of a crime. In the event of a police

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report by either part, Göta studentkår can provide support during the police reporting process if Part A or Part B wishes.

Incidents related to education

If an incident is related to education at the University of Gothenburg, it is recommended to either report it via Göta studentkår's student case management system (<https://gotastudentkar.se/sv/kontakt>) or contact utbildning@gota.gu.se.

Key concepts and definitions

This section explains key concepts and definitions used in the Policy for reporting incidents. The purpose is to create clarity and a shared understanding of the content.

Key concepts

- > **Incident:** An event within the student union's activities where someone has felt unsafe, or a situation that may have had a negative impact on Göta studentkår's operations
- > **Göta studentkår's activities:** Events and meetings organized under the auspices of Göta studentkår. This includes events and meetings organized by The Union Board, section boards, committees or associations, financed by Göta studentkår's budget, held in premises at Göta studentkår's disposal, as well as all kick-off activities
- > **Police Matters:** Police matters are defined as all incidents involving suspicion of a crime and that should therefore be reported to the police. Examples include incidents related to suspected violent crimes, sexual offenses, theft, robbery, and economic crimes
- > **Open Item:** An open item refers to an incident handled at a meeting where all ordinary members, elected representatives and staff of Göta studentkår have the right to attend
- > **Closed Item:** A closed item refers to an incident handled at a meeting where voting members decide that only those with statutory permanent attendance rights may participate in the item. Part A and Part B have the right to attend specific parts of the item
- > **Entrusted Position:** A position appointed by The Representative Assembly, The Union Board, or a section board. See Göta studentkår's delegation order.

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Parties in the incident handling process

- > **Part A:** The person submitting an incident report
- > **Part B:** The person who is the subject of an incident report
- > **Incident Handling Group:** The body within Göta studentkår that receives incident reports and prepares decision-making materials. Composed of members of The Union Board
- > **The Union Board:** The body within Göta studentkår that makes decisions regarding the handling of incident reports. Composed of the student union's elected full-time officials
- > **The Representative Assembly:** The body within Göta studentkår to which parties can appeal The Union Board's decisions. Composed of elected representatives chosen by Göta studentkår's regular members

Reporting an incident

Who can report an incident?

A student at the University of Gothenburg, a ordinary member, a "kårkompis" (union buddy), a temporary member or an elected representative within Göta studentkår may report an incident to Göta studentkår.

Who can be the subject of an incident report?

A student at the University of Gothenburg, a regular member, a "kårkompis", a temporary member, or an elected representative within Göta studentkår may be the subject of an incident report and any resulting consequences. As the subject of an incident report, one has the right to read the full description of the case.

Submission of incident reports

Göta studentkår's requirements for an approved incident report

The Incident handling group receives incident reports via a form on Göta studentkår's website (www.gotastudentkar.se). An incident report is considered approved and can be processed when the form is correctly completed. If any information is missing, The Union Board may request a supplement.

The form must include the following information:

- > Whether Part A is a student or member of Göta studentkår

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- › Name of Part A
- › Contact information for Part A
- › Which part of Göta studentkår's activities the incident relates to
- › A description of the incident, including when and where it occurred, what happened, and the name of Part B
- › Suggested decision for The Union Board

If the name of Part B is not known, Göta studentkår may accept the incident report but cannot process it.

The process for reporting an incident

When an incident report is submitted to Göta studentkår, the process proceeds as follows:

- › Part A submits an incident report via the form on Göta studentkår's website.
- › The Incident handling group receives the report and checks whether it can be processed according to the criteria in the Policy for reporting incidents.
- › If the report cannot be handled based on the criteria in the Policy for reporting incidents, the information will be noted by The Union Board, and the handling of the incident report is considered concluded.
- › If needed, the information may be shared anonymously with relevant individuals, groups, or bodies.
- › If the report can be handled based on the criteria in the Policy for reporting incidents, the Incident handling group will manage the report according to the Routine for handling incidents.
- › Each part will be invited to a meeting with the Incident Handling Group, where dialogue is held with the respective part.
- › The Incident handling group prepares documentation for the next meeting of The Union Board.

During the handling of an incident report, the decision-making body has the right to decide whether the item should be treated as an open or closed item at the body's meeting.

Reporting an incident during the Ongoing kick-off period

If an incident is related to kick-off activities and is reported during the ongoing kick-off period, it must be handled promptly. Section full-timers may, if necessary, decide to temporarily suspend individuals from the kick-off and revoke kick-off coordinator or phadder contracts.

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During the kick-off period, incoming incident reports are handled in the following order:

- › The incident report is submitted to the Incident handling group.
- › The Event and Association Coordinator informs the relevant kick-off coordinators and sections.
- › Section full-timers decide, in consultation with the kick-off coordinators, on any consequences during the ongoing kick-off period.
- › The Union Board then handles the case in accordance with the Incident reporting routine

Incident Report Concerning a full-time remunerated student

If a full-time remunerated student is the subject of an incident report, the Union Board shall not make decisions regarding the report. Instead, decisions on the incident report shall be made by the Representative Assembly of Göta studentkår. The Incident Management Group handles the incident report in accordance with the incident reporting process, with the exception that documentation is sent directly to the Representative Assembly rather than to the Union Board. A full-time remunerated student does not have the right to appeal the Representative Assembly's decision regarding the incident report.

Decisions on Consequences

An individual who is the subject of an incident report may face potential consequences if The Union Board deems it necessary based on the assessment of the specific case. During the Union Board meeting where the incident is handled, the board may formulate alternative proposals for decisions beyond those listed below, based on the nature of the incident.

Examples of possible consequences include:

- › No consequence
- › A warning from The Union Board
- › Liability for compensation in cases of vandalism (the amount is determined by The Union Board)
- › Removal from current entrusted positions within Göta studentkår
- › Limited ability to represent Göta studentkår for a specified period
- › Disqualification from being elected to entrusted positions within Göta studentkår for a specified period

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- › Suspension from events organized under Göta studentkår for a specified period
- › Suspension from meetings organized under Göta studentkår for a specified period

Consequences resulting from the handling of incident reports may apply for up to 24 months from the date the decision is made.

Examples of how proposed decisions can be formulated:

- › That Part B receives a warning from The Union Board
- › To suspend Part B from Göta studentkår and its associations' events for (time period)
- › That Part B is liable for damages caused to property
- › To remove Part B from [their entrusted position]
- › To remove Part B from [their entrusted position] and to disqualify Part B from being elected to an entrusted position for (time period)

If the Union Board is not quorate due to conflict of interest

If a conflict of interest arises within the Union Board and results in the Board not being quorate, the Union Board may propose that the Representative Assembly of Göta studentkår make the decision regarding the incident report.

Exceptions in police matters

If Göta studentkår becomes aware that an incident is under police investigation, the affected part will be temporarily suspended from relevant activities within Göta studentkår until the investigation is concluded. In cases where the part subject to the police investigation is found guilty of a crime under Swedish law, The Union Board of Göta studentkår shall decide on the appropriate consequences.

Notification of Decisions

After the Union Board Decision

Following a meeting of The Union Board, it is the responsibility of the Union Chairperson to notify the relevant parties of any consequences decided by The Union Board. The notification should also specify which governing documents form the basis for any consequences.

Parties shall be notified in the following order:

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- › Part B
- › Part A
- › Members of The Union Board who were absent from the Union Board meeting where the decision was made
- › Other relevant parties deemed necessary to inform by The Union Board

From the moment Part B has been notified of the decision, all other parties should be notified within 48 hours. The Union Chairperson shall send a written report on how the incident report has been handled to the operational auditor.

Appeal of decisions

Decisions made by The Union Board can be appealed to The Representative Assembly and must be submitted within 30 days from the date the affected party was notified of the decision. If an appeal is not submitted within 30 days after the decision has been communicated, the incident is considered resolved.

Appeals should be sent to the Incident handling group at incident@gota.gu.se. The appeal will then be addressed at the next Representative Assembly meeting. During the period between the appeal and the next meeting, The Union Board's decision remains in effect. Decisions may only be appealed once; thereafter, the incident is considered resolved.

Göta studentkår's requirements for an approved appeal:

- › The appeal is submitted within 30 days from the date the decision was communicated
- › The appeal is submitted directly by the affected party to the Incident handling group
- › The appeal contains a justification for why the decision should be appealed
- › The appeal specifies the consequences the affected party seeks through the appeal

After an appeal has been submitted, the other part will be contacted by the Incident handling group and informed about the appeal and the process.

During the Representative Assembly meeting

Provided the appeal has been submitted correctly, it will be addressed at the next Representative Assembly meeting. Part A and Part B have the opportunity to participate in

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the meeting. The Union Board is responsible for ensuring that Part A and Part B do not need to be present simultaneously at or in connection with the meeting.

The order of proceedings during the meeting is as follows:

- › The Union Board presents the incident report and the appeal
- › The Representative Assembly reads the supporting documentation from the Incident handling group to The Union Board
- › The Representative Assembly reads the appeal
- › Part A is given the opportunity to speak during the meeting
- › Part B is given the opportunity to speak during the meeting
- › The Representative Assembly discusses and decides whether to approve or reject the appeal; if rejected, The Union Board's decision remains
- › Part A and Part B may choose whether to attend the discussion and decision of the Representative Assembly
- › Once the Representative Assembly has made a decision, the meeting shall always be adjourned

If the item is a closed item, Part A and Part B do not participate in the Representative Assembly's discussion or decision.

Parties have the right to have one support person each. However, the support person is not allowed to represent the part in the matter.

Notification of Decisions Regarding Appeals

After the Representative Assembly decision

Following a meeting of The Representative Assembly, it is the responsibility of the Union Chairperson to notify the relevant parties of any consequences decided by the Representative Assembly.

Parties shall be notified in the following order:

- › The appealing part
- › The other part
- › Members of The Union Board who were absent from the Representative Assembly meeting where the decision was made

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- › Other relevant parties previously deemed necessary to inform by The Union Board

From the moment the appealing party has been notified of the decision, all other parties should be notified within 48 hours. Absent members of the Representative Assembly have the right to be informed by the Union Chairperson of the Assembly's decision upon request, up to 30 days after the Representative Assembly meeting.

The Union Chairperson shall send a written report on how the appeal has been handled to the operational auditor.

Responsibility for implementing decisions

The Union Board is responsible for ensuring that decisions are implemented. The Union Board may decide internally who within the board is responsible for informing the relevant parties about the decisions made.

In order for The Union Board to implement the decisions in the matter, certain individuals, bodies or groups within the organization may need to be informed of the decision and any associated consequences. Information about the incident should be avoided in written form and communicated orally. If the relevant individuals or groups require additional information in order to comply with the decision, they should contact the Union Chairperson of Göta studentkår.

For example, if an association has a member who is the subject of an incident report, information should be exchanged between the responsible Union Board member and the association either through a physical meeting or by phone.

If There Is reason to believe a decision is not being followed

If written information is received at incident@gota.gu.se indicating that a decision is not being followed, The Union Board may decide on possible consequences for Part B. Part A and Part B have the right to appeal the decision to The Representative Assembly according to the Policy for reporting incidents.

In cases of suspected non-compliance, information about the incident should not be spread in writing and must be communicated orally.

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Documentation and personal data management

All submitted incident reports will be documented and stored on Göta studentkår's internal server for as long as deemed necessary.

Göta studentkår does not store personal data longer than necessary with regard to the purpose of the processing. Personal data related to individual incident reports are stored for up to 24 months. The deletion of personal data is carried out regularly. For more information, see Göta studentkår's personal data management policy.

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