

Laboratory Handbook for Associations within The Section of Science and Technology.

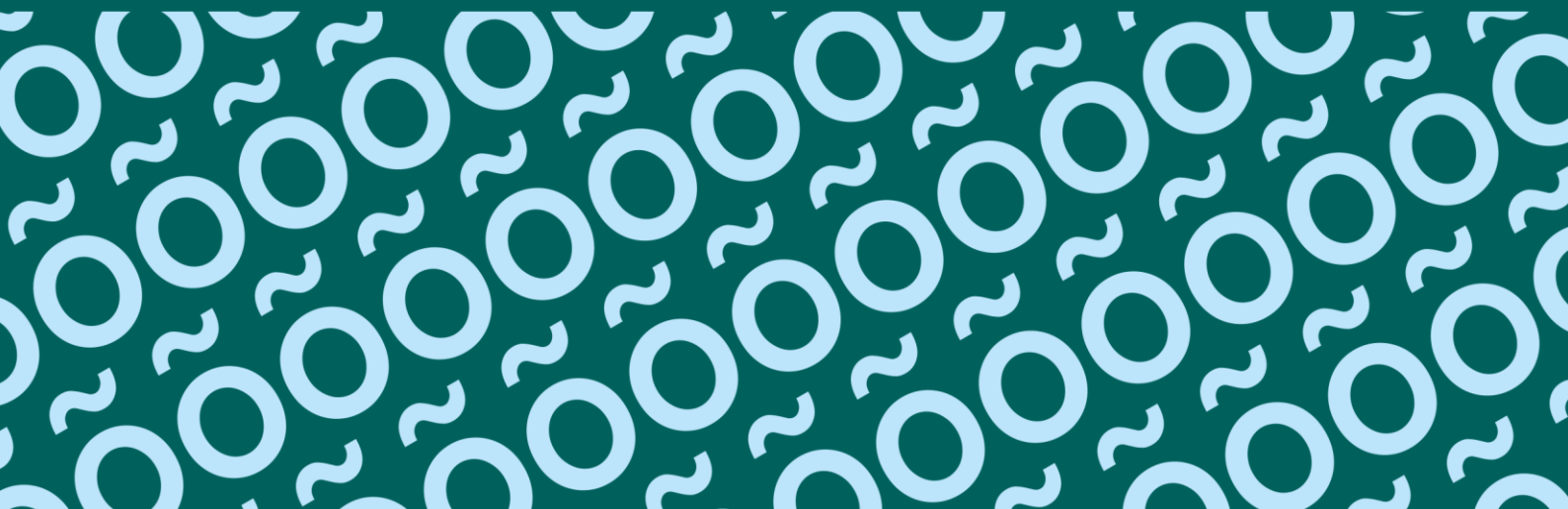




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Introduction

Keeping track of everything is not always easy. This handbook has been developed to help you find the information you need about how Göta studentkår can support your activities. Whether you are part of a sexmästeri planning your next event, a student group looking to book a meeting room, or an association organising an evening activity, you have come to the right place. All of this, and much more, can be found in this handbook. We would like to extend our sincere thanks to all the students, associations, full-time elected representatives, and staff members who provided valuable feedback during the development of this handbook.

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Union Associations

At Göta studentkår there are two categories of associations: union associations and section associations. A union association is a cross-sectional association that is open to all students represented by Göta studentkår. A section association is an association aimed at students within a specific section.

Central Union Associations

Associations that are open to all students represented by Göta studentkår and whose activities focus on areas such as sports, dance, and gaming.

Sexmästerier

Sexmästerier are associations that focus on student social activities, including parties, "sittningar", kick-off activities, and pub events.

Religious and Political Union Associations

Associations that bring together students with religious or political interests to exchange ideas and engage in discussion.

Honorary Associations

Associations consisting of former students and alumni who wish to remain active within the framework of Göta studentkår.

Section Associations

Associations aimed at students studying within the same faculty, department, programme, subject area, or equivalent within one of Göta studentkår's sections. These associations report to the section board of the section in which they are active (The Section of Science and Technology in this case) and serve the members of that section. A section association may engage in both educational monitoring and student social activities.

As a section association focused on educational monitoring, the association may support the section board in identifying student representatives at the department(s) where the association operates. In this way, the association functions similarly to a nomination committee by identifying suitable candidates for various positions. **It is important to note that the section board, not the associations, has the authority to appoint student representatives.**

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Committees

Committees and associations are not the same, although their organisational structures may be similar. The purpose of committees is to carry out specific areas of interest within Göta studentkår's operations. The committees that exist and their areas of responsibility are determined by the Union Board. Committees can be described as Göta studentkår's "extended arm", whereas associations are independent non-profit organisations that have chosen to affiliate with Göta studentkår.

The Pub Committee

The Pub Committee is responsible for operating Göta studentkår's student pub, Kårkällar'n. The committee is responsible for, among other things, serving alcohol in the pub and at events held at Studenternas hus. The committee also manages the pub's operations behind the scenes, including purchasing, menu planning, and related activities.

The Pub Committee includes a number of positions, including Chairperson, Treasurer, Booking Coordinator, Food Coordinator, Communications Coordinator and Purchasing Coordinator.

Ordinary members of Göta studentkår may apply to become members of the committee. Applicants must also have completed either the SUS or RUS training programme.

Göta International Committee (GIC)

The Göta International Committee (GIC) works to promote the inclusion of Göta studentkår's international students. GIC always includes a Chair, a Vice Chair, and a Treasurer. In addition to these positions, the committee has a board consisting of members with various areas of responsibility.

Ordinary members of Göta studentkår may apply to become members of the GIC board.

The Ball Committee

The Ball Committee is responsible for organising the annual ball celebrating Göta studentkår, its activities, and its members. The committee must always have a Chairperson and a Treasurer.

Ordinary members of Göta studentkår may apply to become members of the Ball Committee.

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Premises

All requests that require approval from the Chairperson of The Section of Science and Technology must be submitted no later than one week before the intended booking date.

Café Lundberg

Café Lundberg is a venue located at Medicinareberget, close to Natrium. During the daytime, the venue serves as a large lunchroom equipped with microwave ovens for students. The venue is located in the Lundberg Laboratory building near Natrium.

Information

- › Capacity: Maximum 80 people
- › Availability: Available evenings on all days of the week, until 01:00 at the latest
- › Facilities: Tables, chairs, and microwaves
- › Drawback: Poor acoustics, which can make it difficult to hear one another in larger groups
- › Managed by: Gothenburg University
- › Cost: Free of charge

The Section Presidium for the 2025/26 operational year successfully negotiated the removal of the cleaning fee. Please ensure that the venue is cleaned properly in accordance with the cleaning procedures presented when signing the venue agreement.

Consumption of alcohol is permitted **if specified** in the booking information. A sober person responsible for the event, with a Gothenburg University student account, is required.

Booking

- › Bookings are made via natrium.receptionen@gu.se.
- › Only associations affiliated with The Section of Science and Technology may book the venue.
- › Following a booking request, you will be asked to visit the Natrium reception desk to sign the venue agreement and receive an introduction to the premises.

Required information

- › Date and time
- › Purpose of the booking
- › Person responsible for the booking

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- › If there's going to be alcohol at the event

Lundberg Computer Labs

Located beneath Café Lundberg are two computer labs, Lundberg 2103 and Lundberg 2105. These rooms may be booked by associations within the section. The two rooms are connected and are generally suitable for smaller events and gatherings.

Information

- › Capacity: Approximately 10 seated participants per room, although additional participants may be accommodated if needed.
- › Availability: Every day, until 23:59.
- › Facilities: Sofas, tables, and a limited number of chairs.
- › Managed by: The Section of Science and Technology.
- › Cost: No rental fee or security deposit required.

Booking

- › Bookings are made through the section.

Required information

- › Date and time
- › Purpose of the booking

Classrooms and Group Study Rooms at Natrium

Several classrooms and group study rooms in Natrium may be booked by associations within the section.

Available Classrooms

- › 2121 Rodinia (ALC) – 42 seats
- › 2122 Iapetus (ALC) – 42 seats
- › 2123 Energin – 80 seats
- › 2124 Jämvikten – 40 seats
- › 2125 Marelden – 40 seats
- › 2128 Orangeriet – 40 seats
- › 2403 Stenbrottet – 160 seats
- › 3401 Korallrevet (Floor 3) – 100 seats

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**Information**

- › Capacity: Varies depending on the room.
- › Availability: Weekdays only, 08:00–22:00.
- › Facilities:
 - › Tables and chairs
 - › Projector
- › Managed by: Gothenburg University (therefore it is particularly important that booking requests are submitted to the section well in advance).
- › Cost: No rental fee or security deposit required.

Additional information

- › Consumption of food is generally not permitted.
- › Alcohol is strictly prohibited.

Booking

Bookings are made through the section, which will then forward the request to the faculty

Required information

- › Date and time
- › Purpose of the booking
- › Extended access required for bookings outside normal building access hours (see Access Permissions)

NaTsek Meeting Room

Associations within the section and study counsellors may book the NaTsek meeting room for meetings and similar activities on weekdays.

Information

- › Users must restore the room to its original condition and clean up after use.
- › When booking the meeting room, users may make use of the coffee machine, kettle, and sink located in the corridor.
- › A quiet study and working environment must be maintained until 17:00. This means that loud music or similar disturbances are not permitted before that time.

Capacity

- › Currently equipped with 6 seats.

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- › Maximum capacity is approximately 12 people, which can be accommodated around the table.

Booking

- › Bookings are made through the Google Calendar.

If you have questions regarding where to find the calendar or how to book the meeting room, please contact the Section Chairperson.

Studenternas hus

Associations also have the opportunity to book premises at Studenternas hus. The following facilities are available:

Stora hallen

The “Main Hall” (Stora hallen) is the large open area located in the centre of Studenternas hus. It is intended for larger events with a high number of participants.

Information

- › Capacity: Maximum 500 standing guests or 220 seated guests.
- › Capacity may vary depending on whether professional security personnel are required for the event.
- › Cost: No rental fee or security deposit required.

Additional Information

- › The area known as the “Newspaper Room” (Tidningsrummet) is included with the Main Hall and can accommodate approximately 80 seated guests. This space is particularly suitable for smaller formal dinners and gatherings.
- › It is often possible to book the Main Kitchen, a fully equipped commercial kitchen.
- › “The cloakroom” (Garderoben), located immediately to the right of the entrance, is considered part of the Main Hall.

Lingsalen

Lingsalen is a lecture hall with tiered seating located in Studenternas hus and is well suited for larger meetings and presentations.

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**Information**

- › Capacity: 200 people.

Additional Information

- › Consumption of food and beverages is not permitted.

Meeting Rooms

Studenternas hus has two meeting rooms available for booking.

Eva Wiberg

- › Capacity: 15 people.
- › Facilities: Technical equipment including a projector.

The Popcorn Room (Popcornrummet)

- › Capacity: 8 people.
- › Facilities: Wall-mounted display screen.

Kårkällar'n

Kårkällar'n is Göta studentkår's student pub, located in the basement of Studenternas hus.

Information

- › Capacity: 150 people.
- › Holds a valid licence for the serving of alcohol.
- › Before each semester, the Pub Committee prepares a schedule for the regular Wednesday pub evenings. Associations interested in hosting one of these events should contact the Pub Committee at pub.info@gota.gu.se.
- › It is also possible to arrange pub events on days other than Wednesdays. Contact the Pub Committee at pub.info@gota.gu.se for further information.

Other Rooms

Studenternas hus also offers a number of additional rooms that may be available for booking.

The Mirror Room (Spegelrummet)

- › Capacity: 15 people.
- › Small room with a mirrored wall.

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The Music Room (Musikrummet)

- › Capacity: 15 people.
- › Room with a mirrored wall.

Booking a room at Studenternas hus

- › Bookings for all facilities at Studenternas hus are made through info@gota.gu.se.
- › Event procedures and practical arrangements are coordinated afterwards with the Clerk of Göta studentkår.

Access Permissions

Access permissions **must be renewed each operational year**. This is because the Section Board and the Section Chairperson only hold a mandate for their respective operational year, running from 1 July 20XX to 30 June 20XX. As the mandate is limited to a single operational year, decisions cannot be made for dates falling outside this period. Consequently, for example, the Section Chairperson may only grant extended access up to and including 30 June of the current operational year.

Access Permissions at Medicinareberget

Students within the Faculty of Science and Technology may obtain extended access to lecture halls, Natrium, the Lundberg Laboratory building, and the association storage room through the student union by submitting the following information:

- › Full name
- › Gothenburg University student email address
- › Personal identity number

Only association members are eligible for extended access. **Each association may nominate up to three (3) individuals for extended access**. Once the required information has been submitted to the section, the individuals requesting access must also sign an agreement regarding the use of the premises. **After all steps have been completed**, the section will forward the access request to the faculty. Processing normally takes no more than one working week, after which the extended access should become active.

Please note: Priority access to the storage room in Natrium is granted primarily to section associations affiliated with the Section of Science and Technology.

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Funding

Funding request

Within Göta studentkår, there are three categories of associations that may apply for funding: section associations, Sexmästerier, and central union associations.

Section Associations

- › Apply for funding from their section.
- › May also receive additional funding from Göta studentkår centrally.
- › Göta studentkår maintains a central funding pool for activities related to educational monitoring and representation.

For example, a section association such as SG Geo may apply for support to attend an academic event such as Kartdagarna.

Sexmästerier

- › Submit funding applications through their home section, which then forwards the application to Göta studentkår centrally.
- › The section may contribute funding, but the primary source of funding is usually Göta studentkår centrally. Financial matters relating to central funding are managed by the Vice Union Chairperson.

Central Union Associations

- › Apply directly to Göta studentkår centrally.
- › The section may contribute funding, but the primary source of funding is generally Göta studentkår centrally. Financial matters relating to central funding are managed by the Vice Union Chairperson.

Rules and Guidelines

A number of rules and guidelines apply to funding applications. For example:

- › The event or activity must be open to participants beyond the organising association.
- › Funding may not be granted for activities intended exclusively for prospective members or applicants.
- › Applications must be submitted **no later than three (3) weeks** before the event or activity takes place.

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- The complete rules and guidelines can be found in "Göta studentkår's Rules for Requests of funds" (Göta studentkårs Regler för Äskningar).

Please note that funding is not unlimited. Both the section and Göta studentkår centrally allocate a specific amount of funding each operational year for associations. These funds must be distributed fairly so that all eligible associations have the opportunity to receive support.

Please also note the following restrictions:

- Funding may not be used to purchase alcohol.
- Funding may not be used to purchase gift cards.
- Associations may apply for funding to cover all or part of the cost of SUS or RUS training programmes.

Studenternas hus Donation

In connection with the sale of Studenternas hus by University of Gothenburg in April 2016, the Studenternas hus Donation Fund was established. For assistance with invoicing through the donation fund, associations may contact Göta studentkår's Financial Officer at ekonomi@gota.gu.se.

To be eligible for funding from the Studenternas hus Donation Fund, the event must take place in, or in direct proximity to, Studenternas hus.

Who can apply for funding from the donation fund?

- Individual Student Union Associations
- Other student social activities connected to the student union's operations

Applications must include:

- Name of the applicant(s)
- Contact person (responsible for the application)
- The student union to which the applicant belongs
- Description of the purpose of the activity
- Expected target group
- Expected number of participants
- Attached budget proposal

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Important information

- › Applications must be submitted no later than one (1) week before the donation committee's meeting. Unsure of the meeting dates? Contact the Event and Association Coordinator (event@gota.gu.se).
- › Please note that the application requirements may be updated. Contact the Event and Association Coordinator for the most recent version.
- › Funding may not be used to purchase alcohol.

Operational Grant

Associations with the status of a Central Student Union Association, Sexmästeri, or Section Association are eligible to apply for an Operational Grant.

The purpose of the Operational Grant is to support the association's ongoing activities and administration. This may, for example, include recurring costs required to maintain the association's bank account or other operational expenses.

Conditions

- › Reimbursements are made on an ongoing basis upon submission of receipts.
- › Each association may receive up to SEK 500 per semester through the Operational Grant.

It is important to note that the entire amount does not need to be claimed at a single time. Associations may submit multiple applications during the same semester until the maximum amount has been reached.

Expense Reimbursements

An expense reimbursement occurs when an individual makes a purchase on behalf of Göta studentkår using their own funds and is reimbursed afterwards. This commonly occurs during activities such as the Kick-off.

All expenses must fall within an approved budget and be authorised by an individual with the appropriate decision-making authority.

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Examples

A Section Chairperson says:

"Could you purchase refreshments for the Section Board meeting? We will be X participants, and the purchase may cost no more than SEK Y."

As an association member, you purchase footballs for the association using your own bank card during the Kick-off. After the Kick-off, the association submits an expense reimbursement claim covering all approved purchases. You are then reimbursed by the association.

The examples above illustrate what constitutes an authorised expense: the purchase has been approved in advance and will be reimbursed provided that the agreed conditions and budget limits are followed.

Important information

- › Expense reimbursement claims must be supported by receipts in order to be reimbursed.
- › Gift cards may not be purchased using funds from Göta studentkår.

Social Media

Marketing

Associations are encouraged to tag Göta studentkår's central Instagram account, @gotastudentkar, as well as relevant section accounts, such as @gotanatsek, to increase visibility and potentially have their posts shared through the student union's channels.

Use of Göta studentkår's Logo

As a Central Student Union Association, Sexmästeri, Section Association, or Honorary Association, you may use Göta studentkår's logo in connection with your activities and events. Examples include event cover images, promotional materials and posters.

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Support and Guidance

Göta studentkår is committed to fostering a vibrant and active association life that helps create a memorable student experience for its members. As such, a range of support and guidance is available to associations and engaged students.

General Support

Göta studentkår provides a range of support services to help associations develop and carry out their activities.

Financial Support

- › Opportunity to submit Funding Requests
- › Eligibility to apply for Operational Grants

Training and Development

- › Training related to association management and operations
- › Workshops and educational sessions on specific themes and topics

Venue Bookings

- › Access to book facilities and meeting spaces
- › Guidance and support throughout the booking process

Marketing and Communication

- › Promotion through Göta studentkår's social media channels
- › Assistance with creating logos, graphics, and promotional texts

Employees and Full-Time Elected Representatives

Göta studentkår has both employees and full-time elected representatives. The full-time representatives are elected officials who work full-time on behalf of the student union. Their role is to advance the student union's mission and represent the interests of its members on a daily basis. If you are unsure who to contact, you can always email info@gota.gu.se for guidance.

Employees

- › Clerk (Kanslist): info@gota.gu.se
- › Communications Officer: kommunikation@gota.gu.se

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- › Organisation Coordinator: samordnare@gota.gu.se
- › Financial Officer: ekonomi@gota.gu.se

Full-Time Elected Representatives

Central Student Union:

- › Union Chairperson: ordf@gota.gu.se
- › Vice Union Chairperson: vice@gota.gu.se
- › Education Monitoring Coordinator: utbildning@gota.gu.se
- › Events and Associations Coordinator: event@gota.gu.se

Sections:

- › Section Chairperson, Faculty of Science and Technology Section (NaTsek): natsek@gota.gu.se
- › Section Chairperson, Social Sciences Section (Samsek): samsek@gota.gu.se
- › Section Chairperson, Humanities Section (Humsek): humsek@gota.gu.se
- › Section Chairperson, Faculty of Education Section (UTsek): utsek@gota.gu.se

Faculty of Science and Technology Section Board (NaTsek):

- › Responsible for Labour Market: arbetsmarknad.natsek@gota.gu.se
- › Responsible Work Environment (SHAMO): shamo.natsek@gota.gu.se
- › Responsible for Communications: kommunikation.natsek@gota.gu.se
- › Secretary: sekreterare.natsek@gota.gu.se
- › Responsible for Student Politics: studentpolitiskt.natsek@gota.gu.se
- › Responsible for Study social activities: studiesocialt.natsek@gota.gu.se
- › Responsible for Education Monitoring: utbildning.natsek@gota.gu.se

Kick-off Coordinators – Kommandobryggan:

- › kommandobryggan@gota.gu.se

Who Should I Contact?

Labour Market Matters

- › Section Board member responsible for Labour Market, The Section of Science and Technology Board (NaTsek)

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Financial Matters

- › Financial Officer
- › Vice Union Chairperson
- › Section Chairperson, The Section of Science and Technology (NaTsek)

Venue Bookings

- › Studenternas hus bookings: The Clerk of Göta studentkår
- › Venue bookings at Medicinareberget: Section Chairperson, The Section of Science and Technology (NaTsek)
- › Café Lundberg bookings: Natrium Reception

Event-Related Matters

- › Events and Associations Coordinator
- › Section Board member responsible for Study Social Activities, The Section of Science and Technology Board (NaTsek)

Internal Questions and Issues

- › Section Chairperson, The Section of Science and Technology (NaTsek)

Education Monitoring and Student Health & Safety Matters

- › Education Monitoring Coordinator
- › Section Board member responsible for Education Monitoring, Section of Science and Technology Board (NaTsek)
- › Section Board member responsible for Work Environment (SHAMO), Section of Science and Technology Board (NaTsek)

Public Relations and Communications

- › Communications Officer
- › Section Board member responsible for Communications, The Section of Science and Technology Board (NaTsek)

Kick-off

- › If the Kommandobryggan (Kick-off Coordinators) has been appointed, contact them directly.
- › At other times, contact the Section Board member responsible for Study Social Activities and the Section Chairperson of the Section of Science and Technology (NaTsek).

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Not Sure Who to Contact?

Contact the Section Chairperson of The Section of Science and Technology (NaTsek). They will help direct you to the appropriate person.

Applying for Status as an Association

Board Composition

Since 1 July 2025, the board of an association must consist exclusively of Ordinary Members (ordinarie medlemmar) of Göta studentkår. The board members must be Ordinary Members of Göta studentkår at the time the application is submitted.

To become a Student Union Association affiliated with Göta studentkår, the association must comply with the Rules for Göta studentkår's Associations (Regler för Göta studentkårs föreningar). If you wish to establish a new association or renew an existing association application, it is also recommended that you consult the document How to Association (How to förening).

Annual Association Application

Before each new operational year, associations must submit an association application through the form available on the website.

The application must include the following:

- › The association's bylaws
- › Minutes from the most recent Annual General Meeting
- › Operational Plan for the upcoming operational year
- › Composition of the Board
- › Contact details for all Board members
- › Any national affiliation

Kick-off

When?

The Kick-off is traditionally held around the start of the semester, usually beginning two weeks before the official start of classes.

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Where?

Gothenburg!

How?

Typically, through three (3) weeks of events organised by the section's amazing associations.

Traditions

- › Kommandobryggan: A group of engaged students who provide additional coordination of the Kick-off and serve as the associations' primary point of contact.
- › Final Banquet: A formal dinner that marks the conclusion of the Kick-off.

The Core Idea

Göta studentkår is tasked by the University of Gothenburg with welcoming newly admitted students to the university. As part of this responsibility, the Faculty of Science and Technology entrusts the Section of Science and Technology (NaTsek) of Göta studentkår with organising a Kick-off for the faculty's newly admitted students. The Kick-off is intended to be a shared and inclusive introduction where new students are welcomed and given the opportunity to get to know the University, the campus environment, and the City of Gothenburg.

Other Recommended Documents

Below are some of Göta studentkår's governing documents that we consider particularly worthwhile reading. All governing documents are available on Göta studentkår's website under "About Us → In-Depth Information → Governing Documents".

Event Safety Checklist

As a member of an association, you will spend a lot of time planning, organizing, and working at events. But how can you ensure that an event is safe for participants? This checklist is a useful tool to help guide you.

Göta studentkår's Event Safety Policy

Since we are already discussing event safety, it is worth noting that Göta studentkår has a dedicated policy on the subject available on the website.

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How to Association

A practical guide for associations affiliated with Göta studentkår, covering the basics of running an association.

Kick-off Policy & Phadder Contract

What is the purpose of the Kick-off? What are its long-term objectives? And much more.

How should you behave as a phadder? Are you allowed to pressure new students? What is the purpose of being a phadder?

Rules for Göta studentkår's Associations

Associations affiliated with Göta studentkår are required to comply with a number of rules and regulations.

Core Values

What does Göta studentkår stand for? Perhaps you have seen the GET mascot passing by.

Document of Opinions

For student groups focusing on educational advocacy, it can be particularly important to understand the views and opinions of the student union's members and the students represented by the faculty.

Final Remarks

Being part of an association within Göta studentkår should be enjoyable, educational, and straightforward. As an active association member, you should not only contribute to making student life more enjoyable and memorable for others, but also for yourself.

This handbook will be updated over time with additional information and resources. If you have any feedback or suggestions for further content, please do not hesitate to contact us.

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