

göta studentkår

Göta studentkår's kick-off policy.





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Göta studentkår's kick-off policy

The kick-off activities are a shared responsibility of the entirety of Göta studentkår in accordance with Chapter 1, § 11 of the Higher Education Ordinance. The kick-off is aimed at all new first- and second-cycle students represented by Göta studentkår, with the purpose of welcoming them to the University of Gothenburg and to Gothenburg as a student city.

The kick-off activities primarily take place within Göta studentkår's four sections in connection with the start of the academic term. The kick-off may begin no earlier than two (2) weeks before the start of the academic term and shall conclude no later than three (3) weeks after the start of the academic term.

The Kick-off Policy of Göta studentkår applies to all parts of Göta studentkår's organisation conducting kick-off activities in the name of Göta studentkår. All individuals engaged in kick-off activities shall comply with and be familiar with the Kick-off Policy of Göta studentkår.

In addition to the Kick-off Policy of Göta studentkår, several supplementary documents have been developed specifically for the kick-off activities:

- › Göta studentkår's Kick-off Timeline with accompanying checklist
- › Göta studentkår's Financial Procedures for Kick-off Activities
- › Budget Template for Kick-off Activities
- › Rules of Procedure for Kick-off Coordinators
- › Rules of Procedure for Phadders
- › Göta studentkår's Kick-off Coordinator Agreement
- › Göta studentkår's Phadder Agreement
- › Göta studentkår's Kick-off Agreement for Other Engaged Participants
- › Evaluation Templates for Kick-off Activities

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Purpose

Purpose of the Kick-off policy

The purpose of the policy is to establish the shared values and guidelines of the kick-off activities. Furthermore, the policy aims to define the objectives, areas of responsibility, and overall operations of the kick-off activities.

Purpose of the Kick-off activities

The purpose of the kick-off activities is to ensure that new students receive a positive start to their studies and feel welcomed to the University of Gothenburg and to Gothenburg as a student city.

The purpose of the kick-off activities is to:

- › Ensure that all students feel welcomed, safe, and included
- › Create a social context for new students
- › Create student communities and highlight meeting places where students can get to know one another
- › Promote and highlight existing student communities, such as union associations, section associations, and committees
- › Highlight opportunities for engagement within Göta studentkår and create conditions for students to become engaged
- › Recruit members to Göta studentkår

Fundamental principles for the Kick-off activities of Göta studentkår

The kick-off activities are part of Göta studentkår's work to create community and cohesion during students' time at university. To ensure this, the activities shall be conducted in accordance with the values of Göta studentkår and provide safe conditions for everyone engaged in the kick-off activities.

It shall be clear to all engaged participants what the purpose and objectives of the kick-off activities are, which approach applies within the organisation, and that everyone involved in the kick-off activities has an obligation to comply with applicable governing documents.

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All kick-off activities shall be conducted with Göta studentkår as the clear organiser and sender.

An important foundation of the kick-off activities conducted by Göta studentkår is the creation of a safe environment for everyone participating. Therefore, there is zero tolerance for discrimination, harassment, peer pressure, and all forms of behaviour that may be perceived as coercive or intimidating. Furthermore, Göta studentkår recognises the position of power held by phadders and organisers in relation to new students and therefore does not permit individuals engaged in the kick-off activities to initiate or engage in intimate relationships with new students during the kick-off period.

Göta studentkår works to ensure that:

- › The kick-off activities are well coordinated, inclusive, and welcoming
- › Everyone engaged in the kick-off activities receives relevant training and knowledge regarding how kick-off activities are organised within Göta studentkår
- › Everyone engaged in the kick-off activities receives knowledge regarding responsible alcohol management and awareness of the risks associated with alcohol
- › Events during the kick-off activities are planned with consideration for the diversity of the student group and individual differences
- › Events during the kick-off activities are planned from an accessibility perspective
- › Evaluations involving relevant parties are conducted after each completed kick-off period
- › Local regulations are complied with

Göta studentkår does not accept:

- › Any individual engaged in the kick-off activities initiating or engaging in an intimate relationship with a new student during the kick-off period
- › The consumption of alcohol being perceived as mandatory or merit-based
- › Any form of hazing
- › Any form of discrimination
- › Any form of alcohol-related peer pressure, such as "Lambo"
- › Any form of abusive or degrading treatment
- › Any form of sexual harassment
- › Any form of vandalism

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- › The use of illegal substances
- › Violations of the law

Regulations for the Kick-off activities

Attendance requirements for phadders

The role of a phadder during Göta studentkår's kick-off is to welcome new students to Göta studentkår, the University of Gothenburg, and Gothenburg as a student city. Being a phadder therefore involves actively participating in the kick-off activities together with the new students and being available as support during their first time at university.

In order to promote a high level of engagement among phadders, Göta studentkår strives for all phadders to attend at least 30% of the days during the kick-off period on which kick-off activities take place. The exact attendance requirement for each kick-off is determined by the kick-off coordinators at the respective section. The attendance requirement shall be no less than 30% and no more than 60%.

A phadder who meets the attendance requirement is eligible to participate in the phadder appreciation event funded by the financial resources allocated to the kick-off. A phadder who does not meet the attendance requirement may still carry out their role and engage in the kick-off to the extent possible.

A phadder who organises or works at a kick-off event is counted as present. A phadder may also be granted approved absence, which shall be treated as attendance when calculating total attendance percentage. Generalphadders are responsible for recording attendance and absence for the group of phadders to which they belong. Attendance and absence shall thereafter be reported to the kick-off coordinators.

Absence shall be approved in cases of pre-notified illness. Other reasons for absence may be approved by the kick-off coordinators where necessary.

Number of phadders

To ensure a sustainable workload for those engaged in the kick-off activities, Göta studentkår strives for a ratio of one (1) phadder per five (5) to seven (7) new students. The kick-off coordinators at each section have a delegated responsibility to determine the maximum number of phadders per kick-off and to decide how phadders are appointed.

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Limit on paid events during the Kick-off

Göta studentkår's kick-off activities are intended for all new students represented by Göta studentkår. In order to enable as many students as possible to participate regardless of financial circumstances, at least 60% of the total number of kick-off events shall be free of charge.

Recovery

To ensure that all those engaged in and participating in Göta studentkår's kick-off activities have the opportunity for recovery, the kick-off shall include at least one rest day per week, with the ambition of two rest days per week.

Sustainability

Göta studentkår's kick-off activities shall be planned from an environmental and sustainability perspective. The activities shall therefore be aligned with Göta studentkår's environmental and sustainability policy.

The kick-off activities shall:

- › Promote the return, washing, and reuse of phadder shirts after the kick-off period for use in future kick-offs
- › Strive to reuse decorations and event materials
- › Reduce the use of single-use items and prioritise recyclable alternatives
- › Consider offering primarily vegetarian and vegan food options
- › Reduce the number of printed materials, for example by using digital event programmes

Roles and responsibilities

The kick-off is a shared responsibility within Göta studentkår. The Union Board is responsible for ensuring that the kick-off activities are conducted in accordance with Göta studentkår's Kick-off Policy. The Event and Association Coordinator has the overall responsibility for the kick-off as a whole by coordinating planning, training and supporting kick-off coordinators, and participating in evaluation processes.

Responsibility for the practical implementation of the kick-off is primarily assigned to the kick-off coordinators appointed by each section board. Generalphadders have, in addition to their role as phadders, an overall responsibility for a group of phadders and new

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students during the kick-off. They therefore serve as the primary link to the kick-off coordinators and communicate information to phadders and new students. Phadders are the closest point of contact for new students during the kick-off period and are responsible for welcoming them to Göta studentkår and the University of Gothenburg.

To be eligible to engage as a kick-off coordinator, generalphadder, or phadder, relevant training regarding the role and its responsibilities must be completed, and the relevant kick-off agreement must be signed.

Roles in Göta studentkår's Kick-off activities

- > Event and Association Coordinator
- > Section Chairperson
- > Section Board Member with responsibility for Student Social Affairs
- > Kick-off Coordinator
- > Generalphadder
- > Phadder

All roles are regulated in their respective role descriptions or rules of procedure.

New students

Göta studentkår's kick-off activities are aimed at new first- and second-cycle students within the faculties represented by Göta studentkår. New students participate in the kick-off organised by the section representing their course or programme. To be eligible to participate, a student must be new within the faculty or programme for which the section's kick-off activities are organised.

A new student may participate in all kick-off events organised by the section representing their course or programme.

New students participating in the kick-off activities are required to comply with Swedish law, local regulations, and instructions given by organisers. If a new student breaches these obligations, they may be removed from a kick-off event or suspended from the kick-off in its entirety.

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Agreements and contracts with external parties

All agreements with external parties within the kick-off activities shall be conducted in accordance with Göta studentkår's policy for collaborations, agreements, and external relations and, in accordance with Göta studentkår's bylaws, be signed by two (2) authorised signatories of the organisation. Agreements within the kick-off activities may, for example, concern exhibitor agreements, sponsorships, and agreements with external actors participating in the section's kick-off activities.

Sponsorship is defined as an external party providing products or funding to Göta studentkår in exchange for exposure to Göta studentkår's members, students, or visitors at a specific event. Sponsorship and exposure shall be proportionate to one another.

Other participants in the Kick-off activities

Where other individuals participate in the kick-off activities, for example as organisers of a single event or as volunteers at a specific event or activity, a contract shall be signed to ensure compliance with Göta studentkår's Kick-off Policy and other governing documents.

If such an individual fails to comply with the signed contract, the Section Chairperson of the organising section, in consultation with the kick-off coordinators appointed by the Section Board, has the right to suspend and remove the person from the kick-off. In cases of repeated breaches or serious violations, the individual may be barred from participating in future kick-offs.

Graphic profile

Göta studentkår's graphic profile aims to create recognition and convey a clear and unified identity of the organisation. A graphic profile consists of visual elements and guidelines used to create a coherent and recognisable identity. By using shared colours, fonts, and logos in the kick-off activities, a unified image of Göta studentkår as the organiser of all kick-off events is created. At the same time, it is important that each organiser is given the opportunity to design the marketing of their respective activity and event.

In the marketing of the kick-off activities, the following graphic elements shall be clearly visible:

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- › Göta studentkår's logo
- › Kick-off logo

Phadder shirts and name tags

To create recognition and convey a clear image of Göta studentkår's kick-off activities, phadder shirts and name tags for new students shall follow a consistent graphic profile for each kick-off.

Phadder shirts and name tags shall follow the respective section's graphic profile.

Evaluation

Evaluation of the kick-off activities is an important tool for developing and improving the kick-off over time. After each completed kick-off period, evaluations shall be conducted with four different groups:

- › Kick-off coordinators
- › Section Board
- › Phadders and organisers
- › New students

In accordance with the role description for the Event and Association Coordinator, this role has overall responsibility for the evaluation process. Göta studentkår provides evaluation templates for all evaluations. Once all evaluations have been completed, the Event and Association Coordinator is responsible for reporting the results of each evaluation to The Union Board.

Breaches of the Kick-off policy

In the event of a breach of Göta studentkår's Kick-off Policy, the Section Chairperson of the organising section, in consultation with kick-off coordinators appointed by the Section Board, has the right to suspend a generalphadder or phadder who violates Göta studentkår's governing documents and the signed kick-off agreement.

The Section Chairperson of the organising section also has the right to suspend a kick-off coordinator who violates Göta studentkår's Kick-off Policy, other governing documents, and the signed kick-off agreement.

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In cases of serious breaches or repeated violations, a kick-off coordinator, generalphadder, or phadder may be barred from participating in future kick-offs.

Decisions regarding suspension from the kick-off shall be reported in writing to The Union Board and the relevant Section Board. In cases where a suspension extends beyond the current kick-off period, The Union Board shall document the suspension to ensure compliance with the decision.

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