

# CONTRACT BETWEEN CONSENSUS AND DOMFIL



**Consensus**  
MEDICINSKA FAKULTETENS  
STUDENTKÅR

Fiscal year 23/24

*This contract is intended to regulate and clarify the responsibilities and obligations of  
Consensus and DOMFIL.*

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## **1. Intentions and validity**

This contract is intended to regulate and clarify the responsibilities and obligations of Consensus and DOMFIL towards each other. If DOMFIL does not fulfill the obligations in this contract, the board of directors of Consensus has the right to reduce or cancel the contract obligated, section specific, compensation. In each individual instance the board of directors makes an assessment before the final verdict.

This agreement will be signed by each part. Consensus is then responsible for scanning and sharing the scanned copy with DOMFIL. The physical copy is stored at Consensus office. In case of a dispute regarding the content of the contract or either parties compliance with the contract, the outcome will be settled by the Council of Consensus. If Consensus does not fulfill the obligations that are specified in this contract, DOMFIL can raise the issue with the Council of Consensus.

This contract is for the fiscal year of 2023/2024 and is signed by the president of the board of Consensus and DOMFIL as well as the person responsible for educational affairs from DOMFIL.



## 2. General cooperation

*A well functioning cooperation between Consensus and DOMFIL is a prerequisite for both organizations to function effectively. This section clarifies how the general cooperation is split between respective parts.*

### Consensus is responsible for:

- By way of the president of the board summons for a section's president committee (sektionsordförandemöte, SOM) at least six times each fiscal year, or in accordance with an agreement with the committee. The section's president committee is a forum of cooperation with the purpose of providing support for both Consensus and the different sections.
- Provide the president of the board of DOMFIL as well as the treasurer or any other elected financial manager training regarding basic financing skills.
- Revisions of documents that regulate joint activities should always be made in consultation with DOMFIL, either by way of the chair meetings or other relevant committees.
- Arrange the section- and council education at the beginning of each fiscal year. The date of the education must be determined and sent to the sections no later than at the last council meeting during the previous fiscal year.
- Provide DOMFIL with access to a working membership management system through contact with the union board.
- Inform DOMFIL about the work of Consensus and inform about what is going on at Linköping University.
- Give feedback regarding DOMFIL and its work during the fiscal year, based on the activity report as specified below.

### DOMFIL is responsible for:

- If necessary, be helpful with advice and preparation of issues of special importance. The section does this, among other things, through representation in the committees that are subordinate to the union board.
- Declare a selection for all student representatives (see section 3 "student representatives")
- Submit a business plan to the union board regarding the work of the section as a whole for the current fiscal year. This should be provided as soon as the business plan has been completed, but no later than 30th of august the current fiscal year.



- Provide documentation regarding what people are active within the board of DOMFIL as well as all student representatives.
- Inform whatever union board member who is responsible for student representation about new student representatives and members of the board just after an election or special election.
- Hold a so-called representative meeting once every semester where representatives from all organs where DOMFIL hold seats by way of Consensus (see section 3) should attend.

One representative from the presidium of Consensus should be invited to this meeting.

- In consultation with the president of the board of Consensus and if in need, summon for regular meetings with relevant members of the board of DOMFIL and Consensus, 2-3 times each semester.
- Submit to the union board an annual report of the section work during the current fiscal year. The section shall submit the annual report in two rounds at the end of each semester, in accordance with what is regulated in chapter 9, list of dates in the section contract.



### 3. Student representatives

*Consensus has an assignment from Linköping University to appoint student representatives for different organs within the workings of the university as well as the faculty to ensure student influence. This also includes seats that will be occupied by post-grad students. Consensus considers themselves as not being able to, effectively, appoint these seats. The appointment of the seats intended for post-grad students have therefore, by customary reasons, always been delegated to DOMFIL. This section intends to clarify this delegation as well as the responsibilities of both Consensus and DOMFIL.*

#### University

- University board  
Post-grad students have a representative position in this group. At the start of the fiscal year LiuPhD should have appointed a substitute.  
In the case of a re-election Consensus should act within LUST so that DOMFIL once again can appoint this representative.
- Forum for post-grad education.  
DOMFIL has one ordinary position in this group.
- CMIVs styrelse  
DOMFIL has one ordinary representative in this group.
- Board of "Barnafriid" (Children welfare)  
DOMFIL has one ordinary position in this group

#### Faculty

- The faculty board at the medical faculty with Linköping university (hereinafter called FSM). *Consensus has the student representatives of which one seat as well as a substitute seat go to a post-grad student. These are chosen at DOMFIL's section meeting. Continuity should be pursued.*  
DOMFIL has one ordinary position in this group as well as a substitute position.
- Forsknings- och forskarutbildningsnämnden (FUN).  
*Consensus has three student representative positions of which all go to post-grad students as well as one substitute representatives.*  
*Are chosen at DOMFIL's section meeting.*  
DOMFIL has three ordinary positions in this group as well as one substitute positions.
- Hiring board  
*From HT2013 and onwards the previous hiring board is split into two groups; the recruitment board and the docenture board. Consensus has two student representatives that go to post-grad students. The assignment is split so one*



*representative has the ordinary position in the recruitment board and the substitute position in the docenture board and vice versa. Are chosen at DOMFIL's section meeting.*

DOMFIL has two ordinary representatives and one substitute on each board.

- Core Facility control group  
*Not a direct student representative position by way of Consensus, they do however work in a similar way. The student representative is responsible for being part of the control group that handles resources like laboratory instruments which, by extension, also affects undergraduate courses.*  
DOMFIL has one position in this group.
- Center for Biomedical resources (CBR)  
DOMFIL has one ordinary position in this group

## Institution

*These are chosen at DOMFIL's section meeting. Continuity should be pursued..*

- Institution board for BKV  
DOMFIL has two ordinary representatives as well as one substitute representatives in this group.
- Institution board for HVM  
DOMFIL has two ordinary representatives as well as one substitute representatives in this group.
- Admission committees for BKV and HVM.  
*Consensus has four student representatives in BKV and eight student representatives in HVM. These are chosen at DOMFIL's section meeting.*  
DOMFIL has four representatives in BKV and eight representatives in HVM.

## Consensus

- Council of Consensus (FUM).  
DOMFIL's mandate are established yearly by mandate distribution according to Consensus's by-laws. The representatives, as well as their substitutes are chosen at DOMFIL's section meeting on a yearly basis. Every mandate corresponds one ordinary representative and one substitute.  
DOMFIL has two mandates in this group.



### **National work**

The Swedish National Union of Students PhD student committee (SFS-DK).

*Consensus is a member of SFS and is allowed to nominate people for SFS-DK. Elections are held at SFS-FUM after nomination. Consensus will aid with the nomination of a candidate, if DOMFIL has such a wish.*





#### 4. Educational affairs

*This section commits DOMFIL to the monitoring of the post-grad courses at the medical faculty. Consensus commits to assisting DOMFIL in this task.*

##### Consensus is responsible for:

- Providing DOMFIL with tools, for example education and workshops, that can be of assistance when it comes to the monitoring of education.
- Summoning to meetings of the Consensus committee for educational affairs at least six times each fiscal year, or according to agreement with the committee. The committee is a cooperation forum which shall work as a support in the section's and student union's monitoring of the educational affairs.
- Primarily based on DOMFIL's submitted summary determine whether or not DOMFIL's monitoring of educations has been performed satisfactory. If that is not determined to be the case Consensus can decide to reduce or cancel reimbursement, in accordance with chapter 8, Economy and payments.

##### DOMFIL is responsible for:

- The appointing of a person responsible for educational affairs.
- Working for a strong student influence in the groups in which the section is represented.
- Collect the student's opinions regarding post-grad courses and other research education.
- At the start of the fiscal year provide Consensus with an operating plan regarding the work for the coming year. This plan should include goals that can be evaluated at the end of the year and should also include how DOMFIL will meet these goals.
- At the end of the fiscal year, though not later than the 31st of May of the current fiscal year, provide Consensus with a summary (a maximum of two pages) of the work performed regarding educational affairs during the current fiscal year. The Summary should relate to the above-mentioned operating plan, as well as include a part where the board of DOMFIL discuss whether or not they are satisfied with the work related to educational affairs.



## 5. Marketing of DOMFIL and Consensus

*This section regulates joint marketing of DOMFIL and Consensus.*

From the fiscal year of 2013-2014 and onwards the Council of Consensus decided to set aside specific funds for marketing, these funds go to each respective section. The purpose of these funds is to enable every section to perform specific informative, engaging and member recruitment ventures. The amount of funds provided are regulated by chapter 8, Economy and payments.

The purpose of these funds is also to tie Consensus and DOMFIL more tightly together when it comes to marketing, with the goal of strengthening the image that students have of Consensus and DOMFIL.

### Consensus is responsible for:

- As far as possible, in communication with members and other students, mediate a clear picture of Consensus and DOMFIL as important organizations belonging to the same business. For example, when the logotype of Consensus is used, the logotypes of the sections should also be used as far as possible.
- Disburse the agreed-on marketing funds according to what is written above.
- Summoning meetings for the Consensus Marketing committee at least 4 times per fiscal year or in accordance with an agreement with the committee. The committee is a forum aimed for collaboration that will function as support in the unions and sections work to link union and sections more closely in terms of all marketing associated work.
- Together with the sections, produce an annual business plan for marketing during the fiscal year 22/23. The business plan must contain concrete goals that can be evaluated at the end of each semester.

### DOMFIL is responsible for:

- As far as possible, in communication with members and other students, mediate a clear picture of Consensus and DOMFIL as important organizations belonging to the same business. For example, when the logotype of DOMFIL is used, the logotype of Consensus should also be used as far as possible.
- Market Consensus key events CARMA, AMO Week, Education week, Members week and the Medfak journey via its social media.
- Marketing Consensus election period through their social media.



## 6. Membership

*This section regulates membership and membership fees for Consensus and DOMFIL.*

According to §10:3 ("Medlemskap i sektion innebär medlemskap i fakultetskåren") in Consensus' statutes, Consensus and DOMFIL have an agreement regarding joint membership. So one cannot be a member of DOMFIL without also becoming a member of Consensus. When a membership fee is paid the becoming member chooses which section, he or she wants to be a member of. For each fiscal year, the Council of Consensus selects the membership fee as well as how much of this fee is given directly to each respective section (so called section fee).

The amount of the section fee and its payment is regulated by chapter 8, Economy and payments.

Support membership for the section is obtained on the same premises as a standard membership (according to §2.4 of the by-laws of Consensus a supporting member can also choose to become a supporting member of a section). The membership fee is the same (if the council of Consensus has not ruled otherwise), and the section therefore receives as much for each supporting member as for each standard member. Via the new Membership management program, support membership can be chosen directly as an individual membership and in the next step selected section to support.

### Consensus is responsible for:

- Store and handle personal data in accordance with Appendix 1.
- For each operational year, train a section representative appointed by the section in management of the membership management program.
- Actively assist with questions about the membership management program.

### DOMFIL is responsible for:

- Store and handle personal data in accordance with Appendix 1.
- Administer and manage the membership management program at section level, here meant management of members linked to DOMFIL.



## 7. CARMA

*Consensus Labor Market Fair CARMA is arranged annually with the aim of establishing contact between our students and potential future employers and organizations with activities in health, care and medicine. In order to facilitate the planning and arranging of CARMA, and to ensure a more representative exhibition with exhibitors that all students find relevant, the project manager works with an appointed project group in the CARMA committee consisting of volunteer participants from the sections. This section clarifies what is expected of the cooperation between the consensus and the section.*

### Consensus is responsible for:

- Together with the sections plan and arrange the labor market fair CARMA annually via an appointed officer, the project manager for CARMA.
- Summoning to meetings with Consensus' CARMA committee at least once a month during the fiscal year, until the day the fair is held. The committee is a project group that will serve as support in the project manager's work with CARMA and is a channel where the students can influence the range of exhibitors.
- Between the committee meetings inform the sections on progress in the planning of CARMA, as well as processes that can be influenced.
- award 2% of the profits from the CARMA Labor Fair to the Section, provided that a Section representative actively participates in the CARMA committee.
- Carry out an evaluation of CARMA after it has been completed, along with representatives from the section.
- On the basis of the assessment of the representatives' participation in the CARMA committee and the design of the fair, decide whether the cooperation during the fiscal year was carried out according to agreement. If this is not deemed to be the case, the board of Consensus may decide to reduce the compensation, in accordance with what is stipulated in chapter 8, Economy and payments.

### The section may if they decide to:

- Send at least one representative from the section to attend at least 80% of all summoned meetings of the CARMA project group committee, where the section's representative actively participates in meetings with the project manager, planning of CARMA, contact with potential exhibitors with activities in relevant areas, marketing of CARMA (both at Campus US and Campus Norrköping), and work during the day at the fair.
- Participate in an evaluation of CARMA after the fair has taken place, where constructive criticism can be used to develop future editions of the fair.



- In the event of absence or or insufficient participation, the section's subsidy for CARMA can be reduced or canceled in accordance with what is regulated in chapter 8, Economy and payments.



## 8. Economy and payments

*This section regulates and clarifies the financial support provided to DOMFIL by Consensus.*

*The reimbursement to the sections is based on the model that was approved by the council of Consensus when the budget of the fiscal year was decided.*

Section subsidy	Amount	Payments	Conditions of payment
Base subsidy	20 000 sek	<p>Part 1: 50 % no later than the 1<sup>st</sup> of August</p> <p>Part 2: 50 % no later than the 30<sup>th</sup> of June.</p>	If the section's summary of monitoring of education (according to section 4) has not been approved before the 30 <sup>th</sup> of June the payment may be lowered or annulled in accordance with the by-laws of Consensus.
Subsidy for marketing	2 000 sek	<p>Part 1: 60% no later than the 1 of August</p> <p>Part 2: 40% no later than the 30th of August</p> <p>Part 1: The marketing work must have been carried out to a sufficient extent and in accordance with agreed commitments. If the union board deems that the marketing work has not been sufficient during the autumn term, or if a breach of contractual obligations in section 5, "Marketing of section and student union", has occurred, payment of this amount may be reduced or canceled, in accordance with the Consensus bylaws.</p> <p>Part 2: Paid under the same conditions as part 1, however with regard to the spring term's</p>	



		marketing work and the work as a whole. In addition, a summary of the work with the work environment (in accordance with section 5) must have been approved by the union board before payment is made.	
Substity for membership benefits	1000 kr		
Section fee	30 sek/semester membership, 2x430 sek/yearly membership	October, December, March, and June	Payment is made for the members that have been recruited since the last payment.
Part of profits from CARMA	Approximately 5 200 sek	2% of the profits from CARMA, no later than June 30 <sup>th</sup>	To be paid after CARMA's implementation, provided that there is no breach of contractual obligations and obligations in section 7 "CARMA".



Sections	Number of fulltime students (HST 2022)	Monitoring working environment	Monitoring education	Base subsidy	Membership benefits	Marketing subsidy	CARMA profit	Sum per section	Estimated membership fees
		42,50 kr per HST	42,50 kr per HST				If the section contributes with planning and the fair		30 kr per member per semester
AT	187	7 947,50 kr	7 947,50 kr	9 000 kr	1 000 kr	2 000 kr	5 200 kr	33 095 kr	
BMA	105	4 462,50 kr	4 462,50 kr	9 000 kr	1 000 kr	2 000 kr	5 200 kr	26 139 kr	
DOMFIL		0 kr	0 kr	22 000 kr	1 000 kr	0 kr	5 200 kr	28 200 kr	
LOG	100	4 250 kr	4 250 kr	9 000 kr	1 000 kr	2 000 kr	5 200 kr	25 700 kr	
BioMed	154	6 545 kr	6 545 kr	9 000 kr	1 000 kr	2 000 kr	5 200 kr	30 290 kr	
MF	1197	50 872,50 kr	50 872,50 kr	9 000 kr	1 000 kr	2 000 kr	5 200 kr	118 945 kr	
FT	289	12 282,50 kr	12 282,50 kr	9 000 kr	1 000 kr	2 000 kr	5 200 kr	41 765 kr	
SSK-L	553	23 502,50 kr	23 502,50 kr	9 000 kr	1 000 kr	2 000 kr	5 200 kr	64 205 kr	
SSK-N	245	10 412,50 kr	10 412,50 kr	9 000 kr	1 000 kr	2 000 kr	5 200 kr	38 025 kr	
<b>Total</b>	<b>2830</b>	<b>120 275 kr</b>	<b>120 275 kr</b>	<b>94 000 kr</b>	<b>9 000 kr</b>	<b>16 000 kr</b>	<b>46 800 kr</b>	<b>406 364 kr</b>	<b>90 000 kr</b>
<b>Total section subsidy</b>	<b>496 364 kr</b>								

Table from Consensus budget 23/24

Sections	Number of new students	Reception subsidy (sum per new student)
		100 kr/ny student
MF	322	32 200 kr
SSK-L	303	30 300 kr
SSK-N	138	13 800 kr
FT	129	12 900 kr
AT	83	8 300 kr
BioMed	78	7 800 kr





Log	27	2 700 kr
BMA	45	4 500 kr
<b>Totalt</b>	<b>1 125</b>	<b>112 500 kr</b>

Table from Consensus budget 23/24

## 9. List of dates in section contract

Blue background means payments from Consensus to the section and green background that the section should submit something to Consensus.

Date	Event
August 1 <sup>st</sup>	60% of Marketing subsidy is paid
August 1 <sup>st</sup>	Reception subsidy part 1 for autumn semester is payed
August 1 <sup>st</sup>	50 % of base subsidy is paid
August 1 <sup>st</sup>	Membership fees are paid
August 30 <sup>th</sup>	Established business plan for the current financial year
October 1 <sup>st</sup>	Contact list over responsible peer students (spring semester reception)
October 31 <sup>st</sup>	Financial report for the autumn semester reception
October 31 <sup>st</sup>	Rough planning for reception (spring semester reception)
10 weeks into the semester	Appoint responsible person for the section's reception
November 1 <sup>st</sup>	Written testament for the autumn reception
November 30 <sup>th</sup>	The section's annual report for the autumn term
November 30 <sup>th</sup>	The section's activity report must be sent to Consensus
November 30 <sup>th</sup>	Detailed planning for reception (spring semester reception)
November 30 <sup>th</sup>	Compiled evaluation over autumn reception
December 20 <sup>th</sup>	Descriptions of actors playing students (spring semester reception)
December 20 <sup>th</sup>	Song lyrics (spring semester reception)



December	40% of the compensation for the monitoring of work environment and education is paid
December	Membership fees are paid
December 31 <sup>st</sup>	Reception subsidy part 1 for spring semester reception is payed
March 1 <sup>st</sup>	Contact list over responsible peer students (autumn semester reception)
March 31 <sup>st</sup>	Compiled evaluation over spring reception
March 31 <sup>st</sup>	Financial report for the spring semester reception
March 20 <sup>th</sup>	Rough planning for reception (autumn semester reception)
March	Membership fees are paid
5 weeks into semester	Appoint responsible person for the section's reception
April 1 <sup>st</sup>	Written testament for the spring reception
April 30 <sup>th</sup>	Detailed planning for reception (autumn semester reception)
May 20 <sup>th</sup>	Descriptions of actors playing students (autumn semester reception)
May 20 <sup>th</sup>	Song lyrics (autumn semester reception)
May 31 <sup>st</sup>	Summary of the section's monitoring of working environment and education
May 31 <sup>st</sup>	The section's annual report for the spring term
June	60% of the compensation for the monitoring of work environment and education is paid
June	Membership fees are paid
June 30 <sup>th</sup>	50 % of base subsidy is paid
June 30 <sup>th</sup>	2 % of CARMA profits are paid
June 30 <sup>th</sup>	40% of Marketing subsidy is paid



_____ President of the board Consensus 23/24	_____ Name	_____ Initials	_____ Date
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_____ President of the board DOMFIL 23/24	_____ Name	_____ Initials	_____ Date
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_____ Head of educational affairs DOMFIL 23/24	_____ Name	_____ Initials	_____ Date
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_____ Responsible for the Membership management program DOMFIL 23/24	_____ Name	_____ Initials	_____ Date
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[Appendix 1](#)

