

**Policy for
collaborations,
agreements and
external relations.**





Type of document: Policy
Adopted by: The Representative Assembly, 2019-05-20
Last revised: 2025-03-19

Policy for collaborations, agreements and external relations

Purpose

The purpose of this policy is to provide Götastudentkår with the necessary tools to enter into agreements, make decisions about collaborations, and define external relations. The policy also aims to give the organization clear guidance regarding current and future collaborations, the ethical framework, and the follow-up of partnership agreements. The procedure for establishing collaborations is regulated by the document "Procedure for Collaborations."

Scope

This policy applies to the entire Götastudentkår organization. In cases where a section, association, committee, or marshal office within Götastudentkår is part of a larger external collaboration, separate agreements should be established with these entities to ensure that all parties are aware of the terms of the collaboration.

External Relations

Götastudentkår as an organization defines external relations as follows:

Collaboration

A collaboration means that both parties benefit mutually. The parties must clearly define the purpose of the collaboration and jointly agree on the advantages it should bring. It is important that the collaboration provides added value for Götastudentkår's members, which should not be measured solely in financial terms.

Address

Götabergsgatan 17
411 34 Göteborg

Contact

031-708 44 40
info@gota.gu.se

Online

gotastudentkar.se
@gotastudentkar



Sponsorship

Sponsorship is defined as an external party providing products and/or funds to Götastudentkår. In return, the sponsor receives exposure to Götastudentkår's members, students, or visitors at a specific event.

Sponsorship and exposure should be in reasonable proportion to one another. Sponsorships are often short-term, but this type of relationship could also be established on a long-term basis.

For each sponsorship collaboration, a careful assessment must be made regarding which activities are eligible for sponsorship and to what extent. The purpose of this is to ensure Götastudentkår's independence and integrity. Sponsorship funds must under no circumstances be accepted to benefit an individual person.

Donations

A donation is defined as an external party providing Götastudentkår with products or funds without any requirements for exposure.

However, an acknowledgment of the donation may be made.

Exhibitors

An exhibitor is granted physical space at the university for a specific period and may, by agreement, be featured in Götastudentkår's marketing channels in a manner agreed upon by both parties.

Suppliers

Suppliers are defined as external relationships that are necessary for Götastudentkår's operations. Examples include agreements for obtaining services such as banking, membership systems, and accounting systems.

Other External Relations

Other external relations refer to cases where Götastudentkår provides services to an external party in exchange for money or exposure/marketing. Examples of such services include organizations that wish to appear in our communication channels or temporarily showcase their brand on campus.

Address

Götabergsgatan 17
411 34 Göteborg

Contact

031-708 44 40
info@gota.gu.se

Online

gotastudentkar.se
@gotastudentkar



Göta studentkår as a Sponsor

Göta studentkår as an organization may sponsor materials but not monetary contributions.

Purpose of External Relations

External relations must fulfill the following purposes:

- › Ensure the fundamental needs of the organization's operations.
- › Enable the organization's statutory and financial undertakings.
- › Generate revenue for the organization, which can then be used for member benefits, associations, project support, and other activities that create added value.
- › Support and enrich Göta studentkår's projects, activities, and events.
- › Contribute to a richer student life for our members and represented students.
- › Strengthen the image of Göta studentkår as an active and trustworthy organization.

Ethical Framework

An ethical framework establishes principles and guidelines that govern how Göta studentkår should act in collaborations and external relationships. The framework aims to ensure that these relationships align with the union's values and the interests of its members.

By following our ethical framework, Göta studentkår can build credible, sustainable, and ethical relationships that reflect the organization's values and purpose.

Basic Principles

All potential partners should be assessed according to the same criteria.

- › **Transparency** – All collaborations and agreements should be based on open and clear communication. External parties should be informed about the union's internal decision-making processes and that final decisions about collaborations are made by the union board. Information about collaborations affecting members should be made available in a clear and simple manner.
- › **Accountability** – Göta studentkår should take responsibility for its actions and decisions in external relationships. The organization must ensure that collaborations are conducted in accordance with the union's values.

Address

Götabergsgatan 17
411 34 Göteborg

Contact

031-708 44 40
info@gota.gu.se

Online

gotastudentkar.se
@gotastudentkar



Sustainability and Social Responsibility

>

- Sustainability** – Collaborations should promote reduced environmental impact. Götastudentkår should prioritize collaborations with organizations that have clear sustainability policies and work toward climate goals.
- Social Responsibility** – Collaborations should support socially sustainable initiatives, such as fair working conditions. Parties that violate human rights or engage in unethical business practices should be avoided.

Ethical Requirements for Partners

>

- Compliance with laws and rights** – Partners must comply with applicable laws and regulations, including labour law, environmental protection, and anti-corruption legislation.
- Respect for the union's values** – All partners should share Götastudentkår's commitment to democracy, human rights, and equality. Collaborations should not negatively affect the union's credibility or the trust of its members.

Conflicts of Interest and Independence

>

- Identification and management of conflicts of interest** – All potential conflicts of interest must be identified before a collaboration begins. If a conflict arises, it should be disclosed to the union board and managed before Götastudentkår proceeds with the process.
- Independence** – Götastudentkår should maintain its independence and not allow external parties to exert influence over the organization's decisions.

Respect for Students' Interests

>

- Student and Member Focus** – All collaborations should benefit the union's members and represented students and align with their needs and interests.

According to Götastudentkår's ethical framework, the organization should not establish collaborations with external relations that:

- > Violate the ethical aspects outlined in the "Götastudentkår's Placement Policy"
- > Are anti-democratic or politically, ideologically, or religiously bound

Address

Götabergrsgatan 17
411 34 Göteborg

Contact

031-708 44 40
info@gota.gu.se

Online

gotastudentkar.se
@gotastudentkar



- › Engage in illegal activities of any kind
- › Do not recognize, respect, or follow the same values as Göta studentkår
- › Operate within the arms industry, tobacco industry, or fossil fuel production
- › Engage in gambling
- › Do not provide any value to our organization, our members, or our represented students
- › May be harmful to the organization, its members, or represented students
- › Have previously caused significant harm to our organization, another organization, members, or represented students

Risk Assessment

When Göta studentkår considers entering into a collaboration with an external party, a risk assessment should be conducted to ensure that the external party operates in a manner consistent with Göta studentkår's purpose, ethical framework, and governing documents.

Influence over the union's decision-making or advisory bodies must not be offered within the framework of any agreement with an external party.

Decisions on Collaborations

Göta studentkår's Union Board has the right to decide on collaborations for the organization. In cases where the collaboration exceeds 200,000 SEK, the decision must be made by the Representative Assembly.

Agreements

When should agreements be made?

Agreements should be established for all types of external relations, with the exception of donations.

Content of the Agreement

An agreement must contain the following information:

- › Names, organization numbers, and contact details of the parties involved
- › Purpose and goals of the collaboration
- › What the external party offers Göta studentkår
- › What Göta studentkår offers the external party

Address

Götabergsgatan 17
411 34 Göteborg

Contact

031-708 44 40
info@gota.gu.se

Online

gotastudentkar.se
@gotastudentkar



- › Distribution of responsibilities between the parties and any limitations that will apply
- › How the agreement will end
- › Duration of the agreement and termination terms
- › Measures to be taken in the event of a breach of the agreement, including the right for Götastudentkår to terminate the agreement early if the other party acts contrary to Götastudentkår's purpose, ethical framework, and governing documents
- › How potential disputes will be handled

For financial agreements:

- › Definition of the compensation, in terms of money, goods, or services, that the student union will receive, along with any calculation models that will form the basis for the compensation.

Signing of Agreements

All agreements with external parties must be signed by two authorized signatories of the organization according to Götastudentkår's statutes. One of the authorized signatories is always the Union Chairperson. In accordance with Götastudentkår's statutes, agreements must be signed by two people jointly.

Written Agreements

Götastudentkår only applies written agreements. For an agreement with Götastudentkår to be valid, it must be in written form and signed by two (2) authorized signatories. An agreement signed by anyone other than two (2) authorized signatories is not valid.

Responsibility to Inform

The Event and Association Coordinator must always inform external parties that the final decision on collaborations and agreements rests with the Union Board. Götastudentkår always uses written agreements for collaborations with external parties. The Event and Association Coordinator must provide and refer to the Policy for Collaboration and External Relations in each new contact with an external party.

Termination of Agreements

The termination of an agreement and its validity period must be clearly stated in the agreement. The decision to terminate an agreement belongs to the Union Board of Götastudentkår.

Address

Götabergrsgatan 17
411 34 Göteborg

Contact

031-708 44 40
info@gota.gu.se

Online

gotastudentkar.se
@gotastudentkar



Distribution of Agreements

Agreements entered into by Göta studentkår must not be shared or shown to third parties. In exceptional cases, where it is deemed necessary, the full or parts of an agreement may be shown to individuals who have a legitimate reason or otherwise have the authority to request access to the agreement.

Follow-up of Collaborations

To ensure the quality and continuity of Göta studentkår's collaborations, these collaborations must be followed up regularly at least once per operational year. The purpose of the follow-up is to evaluate how the collaboration has worked, identify potential areas for improvement, and ensure that the collaboration remains aligned with Göta studentkår's purpose, ethical framework, and governing documents.

The follow-up of agreements aims to ensure that collaborations remain beneficial and relevant over time. A collaboration that worked well at the time the agreement was made may later need to be changed or adjusted depending on the circumstances.

Responsibility for follow-up

- › The Organizational Coordinator is responsible for initiating the follow-up process of agreements.
- › The Event and Association Coordinator is responsible for gathering relevant information from the follow-up meetings and reporting to the Union Board as needed.
- › Each contact person is responsible for scheduling follow-up meetings with the collaborations they manage according to the agreement follow-up template.

Timing of follow-up

A general guideline is that the follow-up should take place before the start of the autumn semester, provided this is reasonable in relation to when the collaboration was initiated. If necessary, the follow-up can be conducted at other times to suit the specific nature and timeline of the collaboration.

Handling of Changes

If conditions or other parts of the agreement need to be changed after a follow-up, a new agreement should be created. This agreement must:

Address

Götabergsgatan 17
411 34 Göteborg

Contact

031-708 44 40
info@gota.gu.se

Online

gotastudentkar.se
@gotastudentkar



- › Be documented in writing
- › Be approved and signed by all relevant parties

By following up agreements as outlined above, it is ensured that all collaborations remain clear, mutually beneficial, and in line with Götastudentkår's goals and values.

Disputes

A dispute may arise when collaborators disagree on how an agreement or arrangement should be interpreted or implemented. This could involve the division of responsibilities, financial issues, breaches of contract, or other unmet expectations.

If a dispute arises, the parties should first try to resolve it through dialogue and negotiation. If this does not lead to a solution, mediation or other legal measures may be considered. If an agreement cannot be reached, the issue will be resolved in court, with the district court as the first instance.

To avoid disputes, it is important that all collaborations are based on clear agreements, open communication, and mutual expectations from the start.

Miscellaneous

- › External parties must always adhere to the policy document "Götastudentkår's policy for the handling of personal data."
- › If the agreement concerns the use of university facilities, the applicable regulations for these must be followed by all parties.

If a collaborator breaches an agreement in any significant way or acts in substantial contradiction to the student union's ethical guidelines, the Union Board shall decide whether the agreement should be terminated prematurely.

Address

Götabergsgatan 17
411 34 Göteborg

Contact

031-708 44 40
info@gota.gu.se

Online

gotastudentkar.se
@gotastudentkar