



**MÄLARDALENS**  
— **STUDENTKÅR** —

**MDSU Rookie Period Financial  
Compensation Policy /Äska Policy/**

*2023-11-30*

This policy pertains to the application process involving Mälardalen Student Union (MDSU) and its affiliated union associations associated with programs at Mälardalen University (MDU).

These policies outline the terms and conditions governing the receipt of compensation for inclusive study-related social activities during the Rookie Period (RP) in connection with the introduction of new students. The rookie period is to host and welcome the newly admitted students with various events and activities, please look at the rookie period policy if necessary.

## 1 Rookie period financial compensation /Äska policy/

MDU and MDSU believe that welcoming and introducing new students at MDU are of great importance for fostering an active student life. Therefore, to demonstrate our support during the rookie period, MDSU and MDU grant union associations and student associations the right to request financial compensation both before and after the RP.

The financial aid is funded by MDU, and the administrative tasks, as well as the transfer of funds to the union association's bank account, are facilitated through MDSU and MDSU's bank.

MDSU receives a total of 350,000 SEK from MDU for both the Spring and Autumn semester RPs. The amount allocated to each union association is calculated based on the total number of students admitted and registered into each program in year one for the upcoming term. The amount for each can vary according to activity and total budget allocation as well as the association's finances. The maximum compensation per newly admitted and registered student is 150 SEK regardless of the number of activities arranged. After the allocation and distribution of all requests following the Spring and Autumn semesters, any remaining funds are returned to MDU.

For union associations to qualify for full compensation, they must adhere to and comply with the Rookie Period policy. MDSU has the right to reject the application for compensation if the union association does not comply with the rules of conduct and the terms and conditions in this policy as well as RP policy.

## 2 Compensation Eligibility

Union associations are allowed to request compensation for all items, activities, decorations, supplies, food, snacks, water, and soda drinks, etc., necessary for and utilized during any activity or event in the RP. However, any item or activity that includes or involves alcohol, drugs, tobacco or is alcohol- and drug-related is strictly prohibited from being included in the compensation.

Moreover, items or activities that are self-financed (with non-refundable fees) cannot be included in the compensation request. Examples include dinners/lunches with tickets or ovve/patches sold to the students.

MDSU reserves the right to decide on providing less compensation than requested if the compensation application includes items or activities involving tobacco, drugs and alcohol or similar. Additionally items or activities that are sold to students in any amount of payment etc. Are not allowed to be in the compensation and will be excluded from the compensation if necessary.

### 3 Compensation Procedures

The board of union associations will receive an email at the beginning of each term, containing information on the amount the association can request for compensation, along with the "Åska Request Document" Excel file. The "Åska Request Document" Excel file will also be accessible on the "Associations at MDU" channel on Microsoft Teams.

The "Åska Request Document" Excel file serves as the template that must be completed by the union association. Essential details such as the Union Association's name, reference person, contact details, and the union association's bank account must be filled in the beginning of the document.

For each receipt, the following must be filled in the excel file:

- Date of the event/activity
- Short description of the event/activity, specifying the number of students and the nature of the event or activity
- Amount requested for the item/activity, clearly stating the purpose of the funds.
- Copy of the receipt in jpg format (Note: The date, price, and name of the item/activity must be visible for inclusion in the total compensation sum)

The "Åska Request Document" provides an example within the file. Once the document is fully filled and completed, it should be sent to the email address [samordnare@mdsu.se](mailto:samordnare@mdsu.se). A confirmation email will be sent upon the submission of materials, and the outcome of the assessment will be announced once a decision has been made. Compensation is then transferred to the union association's bank account within two weeks.

If there are any uncertainties regarding these documents, additional information can be requested from MDSU. In cases where the copy of the receipt is not visible, MDSU may request the original receipts, so it is advisable to retain the original receipts until a decision is made.

### 4 Deadline for compensation

The request for compensation must be submitted no later than 2 months after the last RP activity, with MDSU's dates for the rookie period serving as the applicable timeline. An announcement of the deadline and a reminder will be posted on the "Association at MDU" channel on Microsoft Teams following each RP.

## 5 Advance compensation request.

Smaller union associations or those with less financial stability may have the option to request compensation before making purchases, provided that the union association can present a budget plan with a detailed list of items intended for purchase. Following the conclusion of the RP, union associations have a two-month window to submit the "Äska Request Document" Excel, along with copies of the receipts for the pre-requested items.

This initiative is designed to assist union associations, their board members, generals, and fadders, ensuring that students do not need to use their personal funds.

Tips:

- Be prepared to provide a clear explanation of the request and be ready to address any questions.
- MDSU does not approve requests for alcohol or tobacco-related expenses. If uncertain, refer to the rookie period policy.
- Submit requests well in advance.
- If you have any questions, ask from no other than MDSU. 😊
- If you don't know who to contact, email [info@mdsu.se](mailto:info@mdsu.se)