



THE STUDENT ASSOCIATION

INTERNATIONAL PROJECT GUIDELINES

Edition 2

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1. Introduction

When referring to “International Project” in this document, it is meant the international projects which are carried out as separate profit centers under the International Committee. These regulations apply to all participants in an International Project (hence after called Project) under SASSE.

2. Before the emergence of the project

2.1 Starting a project

Projects may be initiated by all members of SASSE. He or she shall, after consultation with the President of International Committee, submit a motion with the project application to the SASSE Board. The project application must include:

- i. details of the project's organizational structure
- ii. presentation of the project plan
- iii. preliminary budget prepared in accordance with financial regulations and
- iv. preliminary timeframe for the project

The SASSE Board shall consider the motion and may provide comments / suggestions for improvement. This procedure could possibly take several meetings. The board can then choose whether or not the project application will go up to the Student Council as a bill. The Student Council then approves the business plan, which gives the project the right to promote itself in the name of SASSE. Approval of the budget means that the project may incur costs in accordance with the budget. Before the time of departure, any responsibilities with other student unions must be agreed in writing.

3. During the project

3.1 The organizational structure of the project

All project participants, excluding the initiators of the project, shall be recruited on the basis of interview. Information about the project and its application period must be made widely available for the members of SASSE. All of SASSE's members are entitled to apply to a project.

Equal distribution of gender and student union membership shall be pursued. However, at least 40% of the project team must consist of SASSE members. Each project must have a responsible for profit and loss. That person must be a project manager and a member of SASSE.

In addition to the project manager, the project group must include a corporate relations manager. Project members must follow the rules of SASSE 's travel regulations and be good representatives for SASSE.

3.2 External relations

It falls on the project to disseminate the brand of SSE and SASSE. The project must also protect the relationships with external partners by

- seeking external funding and sponsorship in close consultation with the Business Committee,
- being clear that SASSE is the sender when contacting the business world,
- updating continuously SASSE 's database of corporate partners, and sponsored by
- striving towards expanding SSE's number of exchange places in cooperation with the International Student Office

3.3 Project prior to departure

The project leader shall once a month update the board of the International Committee about the project's financial and operational situation. If necessary, the President of the International Committee shall inform the Board of the SASSE about the project's financial situation.

In the event of increased costs, the Board of SASSE shall after consultation with the SASSE's economy regulation decide whether to increase funds.

In the event of decreased incomes, the costs should be reduced in relation to the revenue losses with the aim to main the profit margins. This shall be done in consultation with the President of the International Committee.

Loss of income is not allowed to be covered by personal contributions from the project members.

The project must, three weeks before the date of departure for the project trip, present the following documents:

- The final budget for the project trip and show that at least 80 % of the travel budget is covered while having already billed 50 % of the mentioned budget
- The preliminary program for the project trip (meetings, study visits and theme days)
- Complete contact information to all group members during the trip, as soon as such information is available

The project manager/s shall inform the management of the International Committee about materially changed conditions in the travel program.

3.4 The project after the return

The project shall after returning from the project trip:

- Let the project members' knowledge and impressions obtained during the project benefit the members of SASSE in some way, e.g. by producing a project book or a series of seminars, as well as
- Within a month present a travel report withholding realized activities and achieved goals, relating to the purpose of the project trip. The project is encouraged to contact Minimax for possible publication of the travel report.

4 Completing the project

A final account of the project must be presented to the SASSE board within six months. All commitments must be fulfilled towards every stakeholder in the project (i.e. corporate partners, partner universities, SASSE). Negligence to do so will not be accepted and the project manager may be held responsible.

The completed project must be presented to the Student Council, preferably using a slideshow.