

SASSE BSc EXCHANGE MERITS

Application Process

This document details the application process for SASSE Exchange Merits for the BSc Student Exchange Programme Autumn 2025 and Spring 2026. For information regarding other requirements and how the school evaluates applicants, please visit [Student Exchange](#) on the SSE Portal.

SPECIFICATIONS

Please consider the following conditions and specifications regarding the application process for SASSE Exchange Merits:

1. A member can be awarded a maximum of 4.0 SASSE Exchange Merits from a maximum of two engagements.
2. The SASSE Exchange Merits for most of the association's positions can be found in the document SASSE Exchange Merits 24/25 on www.sasse.se under About & Documents. The merits listed in this document apply regardless of when the member completed the role, e.g. a member who served as HD Host in 2022 will receive the merits listed in the template for **this** year, not the template which was valid in 2022.
3. SASSE Exchange Merits are awarded with reference to four criteria of equal importance, namely Representation, Scope, Strategic Importance and Intensity. These criteria are also defined in the document SASSE Exchange Merits 24/25.
4. In order to be awarded SASSE Exchange Merits for a particular engagement, a member must have completed at least half of the prescribed responsibilities.
5. The SASSE Exchange Merits listed in the template are not guaranteed, i.e. merits may be reduced if a member has not fulfilled the role according to expectations.
6. An engagement is mandate-specific, meaning a member who has held the same position during plural mandate periods can apply for SASSE Exchange Merits as if they were two separate engagements, e.g. a member who has been class representative for two years can



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list the position during the first year as their first engagement and the position during the second year as the second engagement.

7. In the event of either:
 - a. A rejected application for increased SASSE Exchange Merits; or
 - b. A decision to decrease SASSE Exchange Merits;

The SASSE Board will offer the member the freedom of supplementing their application with another engagement which produces a greater total SASSE Exchange Merits.

8. The decision made by the SASSE Board cannot be appealed.

APPLICATION PROCESS

Please use the following link to apply for SASSE Exchange Merits for the BSc Student Exchange Programme Autumn 2025 and Spring 2026: <https://forms.gle/YHHYFYsN2P7akvtA6>

A member can, if they believe their individual contribution to a project far exceeded what could be expected of the role, apply for increased SASSE Exchange Merits. They do so by selecting the appropriate response in the survey above.

The **deadline** to apply for SASSE Exchange Merits is **Tuesday, 31 December 2024 at 23:59**. Please note that this is earlier than the deadline for applying for the BSc Student Exchange Programme Autumn 2025 and Spring 2026, see [Student Exchange](#) on the SSE Portal.

If you have any further queries or concerns about the application process for SASSE Exchange Merits, email merits@sasse.se or contact a member of the SASSE Board.



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SASSE EXCHANGE MERITS CRITERIA

- All four criteria are of equal importance and are all judged in relation to other SASSE projects.
- It is up to the SASSE Board to judge each project and its positions based on how well the criteria below have been fulfilled.
- The Exchange Merits according to the template are not based on the current individual that has the role. Instead, the exchange merit aims to reflect the role on a general level, taking historical, present, and future expectations into consideration.

REPRESENTATION

Representation is defined as the external value created as a result of involvement in the Student Association. For example, representation can be the creation of external value through representing SASSE towards external parties, such as companies, SSE, other universities, and organizations. Usually, representation entails extensive communication with the external party in question.

SCOPE

Scope refers to how demanding the project has been in terms of risk and management. Commonly, the level of responsibility depends on factors such as the budget size as well as the number of people engaged in the project group and its workload.

STRATEGIC IMPORTANCE

Strategic importance accounts for how critical the project is in terms of the association's survival and mission. This can be related to the structure of SASSE and the roles that must be filled for the organization to function effectively and live up to its purpose.

INTENSITY

Intensity is the criteria that capture the time and commitment that the engagement in question requires. This can be measured in the number of hours that the project on average requires and how those hours are distributed over the SASSE year. The criteria also take into account whether the role demands reachability and availability beyond normal working hours.