



PLAN OF OPERATIONS

20200505 | JSU General Meeting |

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Jönköping Student Union

Plan of Operations

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22 Introduction

23 Purpose

24 The purpose of this document is to give instructions on which operations shall be conducted during the
25 operational year of 2020/2021 for Jönköping Student Union (JSU).

26

27 How to use this document

28 The Plan of Operations is a steering document and is established by the Annual General Meeting. The
29 board is entitled to interpret the goals if there are any uncertainties.

30 The board is tasked with actualising the Plan of Operations and shall use this document to decide on how
31 and who shall carry out the goals. Other documents may guide how and who shall carry out the goals, such
32 as the budget and JSU Organisational Rules. Plan of Operations must be adapted to current circumstance
33 affecting JSU.

34

35 How to create this document

36 The board shall build the Plan of Operations on basis of *the Letter of Opinion*.

37 It may not be possible to work on all areas in Letter of Opinion during one operational year. This
38 means the board is tasked with prioritising between areas and shall be able to motivate their
39 prioritisations. The Plan of Operations may include goals which is not directly drawn from the Letter
40 of Opinion.

41 The Plan of Operations shall include *what* operations shall be conducted during the coming
42 operational year. It shall, to the largest extent possible, leave flexibility on *how* and *who* shall ensure
43 that the goals are reached. There are of course exceptions to these and there might be cases where it is
44 crucial to state how or who.

45 Goals should also to the largest extent possible be:

46 *Specific* – it shall be clear what shall be achieved.

47 *Measurable* – recognising that we work with many soft values which cannot be measured direct in
48 numbers.

49 *Realistic* – recognising there is a limit to what we can accomplish in one year.

50 *Timeline* – the goals shall to the largest extent possible be achieved during one year.

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52 **Chapter I – Education**

53

54 **In 2020/2021, Jönköping Student Union shall:**

- 55 - Continue lobby for anonymous exams.
- 56 - Continue managing student cases.
- 57 - Continue developing the education for the educational committees.
- 58 - Participate in the development of JU:s cyclical quality assessment system.
- 59 - Investigate how course and program developers could be encouraged to be more active in
60 the quality assessment.
- 61 - Develop a marketing campaign to increase the awareness of how important the
62 participation in quality assessment is.
- 63 - Continue developing the guidelines for course and program developers.
- 64 - Investigate and lobby for faculty transcending questions in the course evaluations.
 - 65 ○ Goal is a minimum of 3 questions that can be compared and use to measure
66 student's satisfaction.
- 67 - Lobby for clearer and faculty transcending definitions of mandatory elements and that
68 these shall reward credits.
- 69 - Investigate the availability of course plans and study guides and if these are accessible in a
70 reasonable time.
- 71 - Investigate the possibility to retake exams to enhance the grade.
- 72 - Investigate the situation with placements/internships (VFU/NFK) at JU.
- 73 - Investigate the possibility of making old exams available for all students.



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74 **Chapter 2 – Student Wellbeing** 75 **In 2020/2021, Jönköping Student Union shall:**

- 76 - Investigate where questions regarding student's well-being can be brought up with JU.
- 77 - Investigate what psychosocial factors affects students' studies.
- 78 - Create forum/-s under JSU with representation from each faculty that will address issues
- 79 within this area.

80

81 *Work Environment*

- 82 - Lobby to make all study locations to be available to all students.
- 83 - Develop internal work environment committee routines and new communication
- 84 routines to better gather feedback directly from students.
- 85 - Actively follow and participate in JU's digitalisation.
- 86 - Investigate issues with frequently changed schedules.
- 87 - Lobby for the implementation of 2 schedule free days between exams.

88

89 *Health*

- 90 - Investigate ways on how to make student health care more visible.
- 91 - Lobby and assist in making the resting rooms more visible.
- 92 - Help develop the activities within JUSA and JURA.
- 93 - Arrange a Health Week during the autumn and at minimum a Health Day during the
- 94 spring.

95



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96 **Chapter 3 - Equal Opportunities and Harassment**

97 **In 2020/2021, Jönköping Student Union shall:**

- 98 - Lobby for improvements of the reporting system at JU for discrimination and harassment.
- 99 - Investigate and lobby for a prioritisation the Student Health Care of students who have
- 100 filled in a report and needs counselling.
- 101 - Finish the equality policy for JSU and implement it.
- 102 - Develop the education for fathers to included question of equal opportunities and
- 103 harassment.

104
105

106 **Chapter 4 - Accommodation**

107 **In 2020/2021, Jönköping Student Union shall:**

- 108 - Investigate the process on how international students get information about their rent and
- 109 housing options, and lobby for this information to be made available before they arrive.
- 110 - Investigate the possibilities to work with and lobby to the municipality.
- 111 - Investigate the possibilities for collaborations with landlords.
- 112 - Map the number of student accommodations in Jönköping.
- 113 - Map how many student accommodations are built on temporary building permits.
- 114 - Monitor the number of admitted students and map possible scenarios in relation to the
- 115 accommodation situation.

116 **Chapter 5 - The Economic Conditions for Students**

117 **In 2020/2021, Jönköping Student Union shall:**

- 118 - Investigate the opinions of students at JU on perceptions of the status of their economic
- 119 conditions and how the student union could locally improve their situation - Monitor and
- 120 participate in the national level discussion on economic conditions for students



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121 **Chapter 6 – Internationalisation and integration**

122 **In 2020/2021 Jönköping Student Union shall:**

- 123 - Resume the normal activities as before the outbreak of covid-19.
- 124 - Continue participating in joint projects with the International Office.
- 125 - Continue offering longer trips to various destinations.
- 126 - Continue developing local activities.
- 127 Develop the range of offers of national short trips.
- 128 - Investigate the possibilities for international students to learn Swedish.
- 129 - Seek more opportunities to integrate domestic students with international students.

130

131

132 *Integration Activities Committee*

- 133 - Investigate the possibilities to create new activity with focus on integration.
- 134 - Culture Days: Focus more on continents and provide the option for countries from
- 135 similar cultures to conduct a joint event.
- 136 - Develop the range of Buddy activities.
- 137 - Hold international committees mingles every semester.
- 138 - Seek opportunities to collaborate with the interest associations in relation to



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139 **Chapter 7 – Study Social** 140 **In 2020/2021, Jönköping Student Union shall:**

141 *General*

- 142 - Continue developing a culture where Hälsoparken is handled with care.
- 143 - Plan and arrange kick offs for autumn and spring.
- 144 - Plan and arrange Valborg.
- 145 - Plan and arrange Colour Run.
- 146 - Evaluate all projects internally and when it is relevant, with JU.
- 147 - Participate and plan, together with JU, the welcome fairs.
- 148 - Monitor the development off kick-off activities in campus arena to ensure the continued
- 149 usage of campus arena during kick-offs.
- 150 - Investigate new ways of involving students in the student life.
- 151 - Clarify the different forms student initiative can take, such as committees, associations,
- 152 clubs and so on.
- 153 - Information of study abroad point shall be accessible for all students.
- 154 - Create good prerequisites, and update statutes and guidelines that allows for new
- 155 associations to be started on a lower scale and help reduce the need of a bureaucratic
- 156 system.
- 157 -

158

159 *Interest associations*

- 160 - Arrange recruitment events- and opportunities for associations twice per year.
- 161 - Continue to support and to enrich the involvement in the interest associations.
- 162 - Offer one internal board education each semester for the new board members in interest
- 163 associations.

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165 **Chapter 8 – Service operations**

166 **In 2020/2021, Jönköping Student Union shall:**

- 167 - Continue to work in a responsible manner in terms of alcohol and in line with AAS-
- 168 *Ansvarsfull alkoholserving* (Responsible serving of alcohol).
- 169 - Continue to improve the work environment for volunteers and personnel.
- 170 - Continue to make the service operation environmentally certified.

171

172 *Campus operations*

- 173 - Continue the development of a work procedure for activities in the campus venues.
- 174 - Work towards making the campus cafés to be self-supporting and still have student friendly
- 175 prices.
- 176 - Step by step, scale up to the level of operations before the outbreak of covid-19. Goals are to:
- 177
 - o Open Sydney
 - o Offer daily warm lunches
- 178
- 179 - Campus venues should continue to be open for student initiatives.
- 180 - Offer catering for associations in line with the capacity of the service operations.

181

182 *Akademien*

- 183 - Continue to work for Akademien to maintain a high standard as a nightclub.
- 184 - Work to ensure that Akademien's facilities can be used for social activities arranged by
- 185 JSU members.



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186 **Chapter 9 – Communication and Marketing**

187 **In 2020/2021, Jönköping Student Union shall:**

- 188 - Continuously update the communication plan for JSU operations.
- 189 - Continue to promote and support social events where alcohol is not promoted.
- 190 - Continue to develop our communication channels.
- 191 - Continue to develop instructions for JSU Studio.
- 192 - Plan and arrange Festive Friday one time per semester
- 193 - Investigate the possibility of creating a JSU app with applications for each association.
- 194 - Develop a long-term recruitment plan for the board and remunerated.
- 195 - Develop a communication plan for each semester to highlight and inform members of the
- 196 unions work.
- 197 - Develop a marketing strategy to reach both domestic and international students where
- 198 there is an unbalanced number of Swedish and international student.
- 199 - Ensure that all official JSU documents are easily accessible for members.
- 200 - Review and update the JSU webpage.
- 201 - Investigate way of market JSU by events and happenings.
- 202 - Establish routines to publish the JSU Boards decisions.
- 203 - Investigate new ways of marketing the service operations.



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204 **Chapter 10 – Organisation**

205 **In 2020/2021, Jönköping Student Union shall:**

- 206 - Continuously work to ensure that students pay the membership fee.
- 207 - Continue to improve the work environment for volunteers, remunerated and
- 208 personnel.
- 209 - Continue developing the handover process for the presidium.
- 210 - Continue developing the handover process for the board.
- 211 - Organise one collaborative activity for JSU and the student associations' boards
- 212 per semester.
- 213 - Develop the internal budget structure.
- 214 - Develop the presentation of the budget for the annual meeting.
- 215 - Structure the internal data bases.
- 216 - Perform an inventory of policies.
- 217 - Review JSU:s organisation structure and the working processes in JSU.



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218 **Chapter 11 – National Advocacy** 219 **In 2020/2021, Jönköping Student Union shall:**

- 220 - Continue to actively participate in SFS meetings and represent the members opinions.
- 221 - Continue to develop the JSU national advocacy committee.
 - 222 ○ The goal is to have 3 committee members, excluding the presidium.
- 223 - Invite other student unions to collaborate on relevant questions.

224 **Chapter 12 – Collaboration** 225 **In 2020/2021, Jönköping Student Union shall:**

- 226 - Work to maintain and create new relationships with sponsors and other business partners,
227 to provide benefits and opportunities for the student body.

228 **Chapter 13 - Sustainability** 229 **In 2020/2021, Jönköping Student Union shall:**

- 230 - Develop sustainability guidelines for all areas of JSU's operations.
- 231 - Include relevant associations throughout the process of the continuation of these guidelines
232 and in the operations of JSU when relevant.
- 233