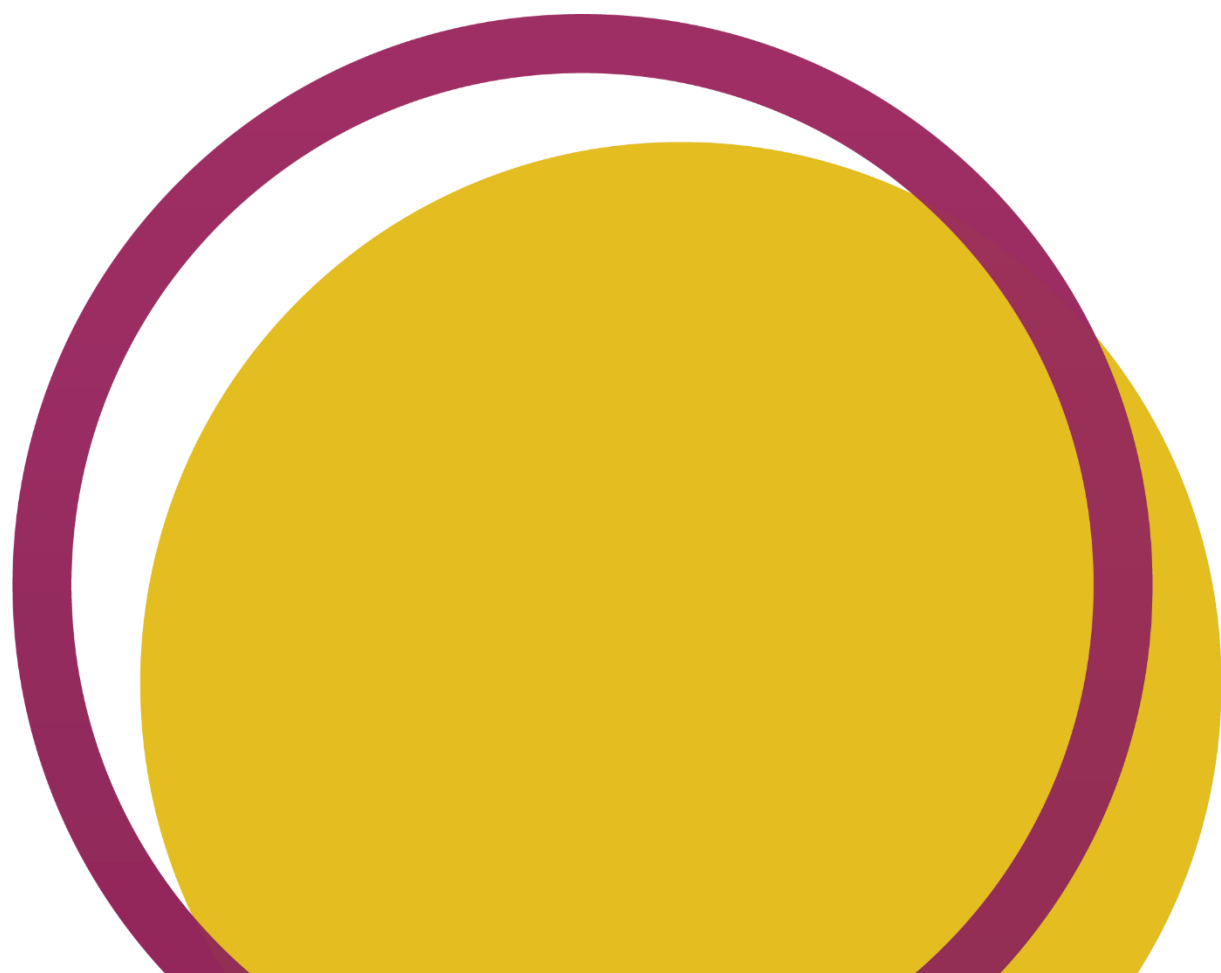


Plan of Operations

2024-2025





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20



21 **Introduction**

22

23 The purpose of this document is to give instructions on which operations shall be conducted as well as
24 which operations are prioritised during the operational year of 2024/2025 for Jönköping Student
25 Union (JSU) and is established by the Annual General Meeting. The board has the right to interpret the
26 goals if there are any uncertainties.

27

28 The JSU Board is tasked with actualising the Plan of Operations and is responsible for delegating *who* in
29 the organisation shall carry out the recurring activities as well as the goals, and in some cases *how*. Other
30 documents may give the JSU board information on who shall carry out the goals and shall consider these
31 when delegating.

32

33 The Plan of Operations must be adapted to the current circumstance affecting JSU, such as political climate
34 both locally and nationally, other steering frameworks, budget, and other resources available.

35

36 **What is the Plan of operation based on?**

37

38 The Plan of Operations has its base in the purpose statement of JSU as written in the By-laws and is
39 for clarity's sake included in this document with an elaboration on what the purpose means. Each
40 area's purpose, recurring activity, and goal shall in some way contribute to the overall purpose.

41

42 **Purpose**

43

44 "The student union's purpose is to work towards and create conditions for students studying at JU
45 where they are included, supported, and safe in their student life. "

46

47 *Included*

48 Stands for:

49 - that all students shall be included in the development of 1) their education and 2) conditions
50 impacting the education.

51 - that all students shall feel that they are a part of the student community and have meaningful
52 leisure time, whether this means finding new friends, just having fun or developing skills for
53 the future.

54 *Supported*

55 Stands for:

56 - that all students shall know and feel that the student union has their back when it comes to
57 voicing their opinions as well as supporting them in their issues related to education.



58 *Safe*

59 Stands for:

- 60 - that no student shall be afraid of reprisals when they voice their opinion.
- 61 - that the study environment, as well as the social environment, is a place where every student
- 62 can participate without being discriminated, bullied, or harassed in any way.

63 **Basic Principle**

64 JSU's operations are based on one basic principle which is that the union is run by students, for
65 students.

66
67 This means that what can be done by students, either volunteer or remunerated, should be done by
68 students. It also means that each student must take one's responsibility and contribute to the student
69 life if there is to be one; whether that means answering a course survey, being part of a study social
70 group, being a part of one of the boards or apply for one of the remunerated positions.

71

72 **The structure of this document**

73

74 The Plan of Operations consists of 12 chapters and each chapter can be divided into three different
75 categories. The Plan of operations shall describe *what* operations shall be conducted during the
76 operational year and to the largest extent possible, leave flexibility on *how* and *who* shall ensure that
77 the goals are reached.

78

79 **Purpose of the individual areas**

80 Each chapter has a section that describes the purpose of the area.

81

82 **Recurring**

83 Each chapter has a list of recurring activities which has the purpose of giving the members insight into
84 the operations performed which are conducted continuously throughout a year and which are
85 conducted to uphold the organisation in its current form.

86

87 **Goals/Focus areas**

88 Each chapter then describes the specific goals or focus areas that the organisation shall work for or
89 focus on during the year. This part is divided into primary and secondary goals/focus areas and this
90 division communicates which goals/focus areas shall be prioritised during the year. Not every chapter
91 has secondary goals/focus areas.

92 The aim is to achieve the goals within the year and might be completed at different points during the
93 year. However, some points under this category cannot be achieved within one year and as JSU, like
94 any organisation, has limited resources, there is a need to choose which areas to focus on and the same



95 goal might be kept for another year. This situation is mostly applicable to the student questions
96 (chapters 1-5).

97

98 **Sustainability**

99

100 Sustainability is a central matter for the Student Union. JSU places an equal importance on the three
101 aspects of sustainability and therefore, should work for a more economically, socially, and
102 environmentally sustainable organisation. JSU is committed to being ethically minded and reducing
103 the negative impact that the organisation has on the environment. Through continuous review the
104 Student Union should strive to address the greatest sustainability challenges and aim to show a
105 continuous improvement in its actions, behaviours, and initiatives. All chapters prioritise reinforcing
106 the JSU Sustainability Policy, centred on clear sustainability objectives aligned with the 17 SDGs.



107 **Chapter I – Education**

108

109 **Purpose:**

110 The purpose of this area is to work towards that each student receives the highest quality education
111 possible and that individual students, as well as student representatives, have a good opportunity to
112 impact the development of their education.

113 **Recurring:**

- 114 - Continue managing student cases.
- 115 - Continue being a support function for the education committees.
- 116 - Offer one education for the educational committees each semester.
- 117 - Participate in JU's cyclical quality assurance system.
- 118 - Represent in the different education councils and committees.
- 119 - Monitor JU's progress within the area of digitalisation from an educational perspective.
- 120 - Closely follow the development of "EDUCATE" to ensure that JU continuously improves
121 teachers' pedagogical abilities.

122

123

124 **In 2024/2025, Jönköping Student Union shall:**

125 **Primary:**

- 126 - Continue lobbying for JU to develop the feedback routines after a course survey to the students
127 who made the survey.
- 128 - Continue working for the conclusions of the report "Project: Course Development" to be
129 implemented both at JU and JSU.
- 130 - Investigate how the union can support the student associations with the issues surrounding
131 internships and work with internship issues on its own.

132

133 **Secondary:**

- 134 - Lobby for implementing a phrase in BRJU which acknowledges that any mandatory course
135 elements must reward credits.
- 136 - Investigate how JU works with program evaluations.
- 137 - Stay updated on how JU and NUF decide to continue working with the Quality Assurance
138 System, if feasible, create an action plan on how JSU can use the findings from the report to
139 ensure high quality education.



140 **Chapter 2 – Work Environment**

141

142 **Purpose:**

143 The purpose of this area is to work towards that all students have the best conditions possible to
144 succeed in their studies, which includes how the education is structured, students' health, and the
145 physical as well as psychosocial work environment.

146

147 **Recurring:**

- 148 - Continuously monitor the work environment situation at each faculty through the
149 committee WORC.
- 150 - Continuously participate in JU's Work Environment Committees meetings.

151

152 **In 2024/2025, Jönköping Student Union shall:**

153 **Primary:**

- 154 - Work for the development of the group room system.
- 155 - Work for more pleasant physical work environments in relation to the interior at each facility.
- 156 - Investigate how correcting exams on time can be improved and if possible, lobby for a change.
- 157 - Continue to implement a safety round per semester, per faculty, where representatives are
158 participating in safety rounds performed by WORC.
- 159 - Continue to implement a structure of student safety representatives
160 (studerandeskyddsombud).
- 161 - Evaluate the collected data from the work environment survey, conducted during spring 2024.
- 162 - Lobby against frequently changed schedules.
- 163 - Evaluate the health and wellness event, if feasible, implement it yearly.

164

165 **Secondary goals:**

- 166 - Lobby for the implementation of exams not being held on weekends.
- 167 - Work for a more standardised structure in Canvas.
- 168 - Lobby for the implementation of 2 scheduled free days between exams.
- 169 - Lobby for placing water fountains at all faculties.
- 170 - Lobby for functioning outlets within lecture halls and study areas at all faculties.

171



172 Chapter 3 - Equal Opportunities and Harassment

173

174 **Purpose:**

175 The purpose of this area is to work towards that all students can participate with equal opportunities in
176 their education as well as their study social life and that no students are discriminated, bullied, or
177 harassed in educational or study social contexts.

178

179 **Recurring:**

180 - Continuously monitor the situation at each faculty from an equal opportunity perspective
181 through the committee EQO.

182 - Ensure that JU's Code of Conduct is upheld.

183 - Continue implementing and evaluating actions and routines to enhance the safety of JSU's
184 facilities and events, such as Akademien, Rio, the Kick-Off, Valborg, etc.

185

186 **In 2024/2025, Jönköping Student Union shall:**

187 **Primary:**

188 - Continue developing the reporting system at JU for discrimination and harassment.

189 - Continue educating all involved students on cultural differences, equal opportunities and
190 harassment, and implement education.

191 - Work towards international students having equal opportunities to impact their educations as
192 national students do.

193 - Work for equal opportunities for representation in decision-making bodies at all faculties.

194 - Lobby for the implementation of a forum at JU for equal opportunities.

195 - Work toward that recruitment processes for involved students within the union become more
196 objective, and if possible, implement action against relationship biased recruitment.

197

198 **Secondary:**

199 - Strive to continue developing the Kick-offs and all other events created by the Union so that all
200 students are included.



201 **Chapter 4 - Accommodation**

202

203 **Purpose:**

204 The purpose of this area is to work towards that all students have affordable student accommodation
205 with a good living standard.

206

207 **Recurring:**

- 208 - Participate in meetings with the municipality regarding accommodation questions.
- 209 - Continuously have contact with the JU accommodation office to improve the student housing
210 situation for students at JU.
- 211 - Continuously handle accommodation cases from students.

212

213 **In 2024/2025, Jönköping Student Union shall:**

214 **Primary:**

- 215 - Specify which areas within the accommodation question are relevant for the union to work with
216 and investigate how the union can make a difference within these areas.
- 217 - Evaluate the possibility to implement a student accommodation representative committee that
218 work closely with JU accommodation office.
- 219 - Investigate the possibility to collaborate with Hyresgästföreningen to offer students legal
220 counselling and education within the Swedish accommodation system.
- 221 - Ensure that students with disabilities receive accommodation which suit their needs.



222 Chapter 5 – Integration

223

224 **Purpose:**

225 The purpose of this area is to work for integration between national and international students and that
226 international students feel welcomed and included in the student community.

227

228 **Recurring:**

- 229 - Continuously develop the integrations activities on campus both from the perspective of
230 quality as well as quantity.
- 231 - Continuously have contact with JU's International Office and participate in joint planning and
232 executing events together.
- 233 - Continue to offer a variation of integration programmes.
- 234 - Continuously have contact with and collaborate with the international committee under each
235 student association when possible.
- 236 - Continue working with integration from a strategic perspective.
- 237 - Continue providing information that international students are lacking and provide it
238 collaborating with JU.

239

240 **In 2024/2025 Jönköping Student Union shall:**

241 **Primary:**

- 242 - Promote integration within all sub-organisations with an emphasis on the operational
243 language of JSU.

244 **Secondary:**

- 245 - Investigate the possibility of implementing a career fair with opportunities for English
246 speaking students.



247 **Chapter 6 – Study Social**

248

249 **Purpose:**

250

251 The purpose of this area is to support the students in the process of creating the study social life they
252 want.

253

254 **Recurring:**

- 255 - Coordinate the Autumn and Spring Kick-Off.
- 256 - The production and coordination of events result in recurring activities such as drawing up
257 schedules, run sheets and executing them, bookings, contact with partners and suppliers and
258 managing the project team.
- 259 - Continuously assisting the sub-organisations which includes regular contact with all the sub-
260 organisations, assisting them with for example bookings, their democratic structures,
261 developments of their activities and other administrative work.
- 262 - Co-plan the welcome fairs with JU.
- 263 - Continuously have contact with partner companies regarding national as well as international
264 trips.
- 265 - Continuously work toward informing all students that the union can help with starting a new
266 sub-organisation or arranging a one-time event.
- 267 - Arrange an annual Valborg event.
- 268 - Continue promoting collaboration between sub-organisations.

269

270 **In 2024/2025, Jönköping Student Union shall:**

271 **Primary:**

- 272 - Offer one internal board education each semester for the new board members in sub-
273 organisations on request.
- 274 - Strive to arrange opportunities and support sub-organisations for their events and
275 recruitments.
- 276 - Continue developing the system where sub-organisations receive regular updates about their
277 account at the union both in terms of cost and income.
- 278 - Arrange one bigger event during the autumn semester.



279 **Chapter 7 – Service operations**

280

281 **Purpose:**

282 The purpose of the service operations is to provide service venues for the study-social life and to
283 provide student-friendly prices on food, drinks, and inventory.

284

285 **Recurring:**

- 286 - Continuously work to uphold a good work environment for volunteers and personnel within
287 the service venues.
- 288 - Continuously follow up and actively work with the financial state of the service venues.
- 289 - Continuously follow up on and develop the supplier contracts tied to the service venues.
- 290 - Continuously order and produce products that are sold in the service venues.
- 291 - Arrange an extraordinary event at Akademien during the autumn Kick-Off.

292

293 **In 2024/2025, Jönköping Student Union shall:**

294 **Primary**

- 295 - Create a forum to gather students' opinions regarding how the Service Operations offerings
296 are perceived and what changes they wish to see implemented.

297

298 **Secondary**

- 299 - Evaluate and if needed, improve the physical appearance of AKA and RIO.
- 300 - Evaluate the cost and benefit of implementing the Karma app at Akademien, if not beneficial,
301 look for alternatives.
- 302 - Develop transparency in the recruitment process of the volunteer poolen groups at Akademien



303 **Chapter 8 – Communication and Marketing**

304

305 **Purpose:**

306 The purpose of this area is to ensure that members and the union can effectively communicate with
307 each other.

308 **Recurring:**

- 309 - Work with the communication from a strategic perspective with a focus on how channels
310 (social media, web, etc), the content and the methods can be developed for more effective
311 communication.
- 312 - Coordinate and execute the different communications projects which include project leading,
313 production of photos, video and other graphical material, and publishing digitally and
314 physically.
- 315 - Collaborate with relevant departments at JU, foremost the communication department.
- 316 - Clarify for members and participants in events arranged by the Union that the Union is the
317 organiser.
- 318 - Create and show the video explaining how the different student influence functions work and
319 how a student can impact the student's life.

320 **In 2024/2025, Jönköping Student Union shall:**

321 **Primary:**

- 322 - Develop how the union informs students about student questions and core operations.
- 323 - Develop how the union communicates and invites students to give input on the union's
324 operations.
- 325 - Continue developing how the union internally coordinates external communication.
- 326 - Coordinate communications and marketing efforts with the student associations in the
327 "communications group" and evaluate the collaboration continuously.
- 328 - Create an introduction video about the union and ensure that it is shown at all roll calls.
- 329 - Follow up with the performance of the JSU Marketing team in relation to promoting JSU
330 events, such as Annual General Meeting, Valborg, and Kick-offs.
- 331 - Implement an app to be used for event planning, communication, and payment handling
332 which will replace the JSU app.
- 333 - Investigate how we use different platforms when it comes to external communication.
- 334 - Implement and evaluate the communication plan.

335 **Secondary:**

- 336 - Strive to create more transparency and awareness for elections outside the annual meeting.



337 **Chapter 9 – Organisation**

338

339 **Purpose:**

340 The purpose of this area is to ensure volunteers and remunerated have the support they need to execute
341 their tasks and fulfil the goals set by the annual meeting.

342

343 **Recurring:**

- 344 - Uphold and improve the work environment for volunteers, remunerated as well as
345 employees.
- 346 - Follow-up and actively work with the financial as well as organisational state of
347 the union.
- 348 - Work to ensure the membership fee is paid by all students.
- 349 - Update and develop the steering documents.
- 350 - Offer the services in Student Service which include answering students' questions
351 and helping them, as well as ordering and offering material needed in their
352 studies.
- 353 - Implement the "Annual Timeplan" and evaluate the need for adjustments.
- 354 - Continuously work toward that JU communicates about the mandatory
355 membership of the union and if necessary, lobby for improved communication.
- 356 - Maintain the organisational support to the remunerated.

357

358 **In 2024/2025, Jönköping Student Union shall:**

359 **Primary:**

- 360 - Implement a system for managing the distribution negotiation of the membership
361 fee between the student associations and the union.
- 362 - Continue developing the handover process for the presidium which is not
363 dependent on the presidium.
- 364 - Investigate the distribution of the membership fee between the student association and the
365 union.

366

367 **Secondary:**

- 368 - Evaluate the structure for how events are planned, executed, and evaluated, if
369 necessary, adjust it.
- 370 - Investigate what kind of services that are offered by the student service can be
371 digitalised.



372 **Chapter 10 – National Advocacy**

373

374 **Purpose:**

375 The purpose of this area is to ensure that the voices of the students studying at JU are represented
376 and heard on a national level.

377

378 **Recurring:**

- 379 - Continue to actively participate in SFS meetings and represent JSU members' opinions.
380 - Continuously improve the handover document for JSU Rep.
381 - Actively share the information of possibilities to get involved in SFS' committees as well
382 as missions.

383

384 **In 2024/2025, Jönköping Student Union shall:**

385 **Primary:**

- 386 - Re-establish the committee with a president, board representative, and members.



387 **Chapter II – Collaboration**

388

389 **Purpose**

390 The purpose of this area is to seek out and uphold necessary collaborations as well as add value to the
391 student life.

392

393 **Recurring:**

- 394 - Organise one collaborative activity for JSU and the student associations' boards per
395 semester.
396 - Collaborate with the existing partners according to the contracts.
397 - Continue to actively take part in and develop the collaboration in SiV (Studentkårer i
398 Väst/Student unions in the west).
399 - Continue collaborations with the municipality.
400 - Continue engaging in forums where the union and the student associations can together
401 share experiences and coordinate around questions.
402 - Uphold and continuously evaluate the sponsor policy.

403

404 **In 2024/2025, Jönköping Student Union shall:**

405 **Primary:**

- 406 - Maintain the routine to visit the student association boards regularly.

407

408 **Secondary:**

- 409 - Work with JU to provide and promote career opportunities for students.