

Study Abroad Points

Purpose

Students enrolled at Jönköping University have, during their time of study, the opportunity to earn study abroad points from extracurricular activities within JSA, HI TECH, Hälsosektion, LOK, JSA or JSU. The study abroad points system shall serve as a reward for contributing to the student life on campus.

Reporting process

JSA, HI TECH, Hälsosektion and LOK are responsible for accrediting the study abroad points and do not take any part in the processing of the results. The final results are calculated by the International Office (IO) with a formula. The accrediting includes notifying students that the application for study abroad points are open, collect information of student's involvements, ensure the information is correct and send the information to IO.

JSU is responsible for collecting information of students involved in/under the union, make sure this information is correct and share this information with the student association when they need to confirm a student's involvement.

How points are awarded

The points given according to 9 different categories which reflects the different parts an involvement includes. All aspects of an involvement will never be covered; however, the major parts shall be represented. The matrix also reflects how the different parts of an involvement are valued.

It is possible to accumulate points by engaging in different projects, but the maximum points that can be earned are 80. The same level of engagement shall be rewarded with the same points regardless of where the student is involved.

Points can be collected once the involvement are completed or for the period of involvement that has been completed. For example, if one has a one-year mandate or involvement period but has only completed half of it and wishes to collect the points for the completed period it is allowed. However, only half the points can be collected.

The judgment will be on qualitative criteria, i.e. that the assignment has been performed in a satisfactory and professional way. It lies within each association's responsibility to assure that the assessment of points is fair. If a student participates in a project, they are guaranteed the listed amount of Study abroad points and they can only be withdrawn if they do not fulfill their commitment and duties.

Other benefits the group receive shall be considered when determining the amount of Study Abroad points. If the group do not receive any other reward than the study abroad points this shall especially be considered. There might also be the case where the group receives more rewards than other groups or are of a different nature where the relevant board can't motivate awarding study abroad points to the group.

The points can only be used for going abroad once. If a student wish to go abroad a second time, the student will not have any previous acquired points since they would have been used already.

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The points are valid for a period of 5 years. If the student requests the points from the relevant student associations, only the points the students has earned during the last 5 years from the moment of that request will be accredited.

All points, except the ones for fadders and course developers, are for the whole year. If a member is part of a certain group for half a year, they will receive half of the points.

Certain positions that requires students to participate in multiple committees or event which individually gives the student study abroad points, the student will only receive the points for the highest position. Example: If you are in HINT but one is also a member of IAC as a representative from HINT, one will only receive the points accredited for the position and work in HINT.

The point for course developers is given out for the number of credits one has been a course developer for. For 60 credits the maximum is 20,5. For example, if someone has been a developer for 15 credits in total, they shall receive $\frac{1}{4}$ of the total amount of points which would give 5 points. Points are rounded off to the closest 0,5 or integer.

Decision structure

Each association board to which the committee/ association/ project belongs to decides over the classification according to the matrix and are responsible for adding and removing committees/ associations/ projects to the list in this document. This is done by editing the shared word document called "Study Abroad Points Matrix". Committees/ Associations/ Projects shall be able to request, to their respective association, to change classification, if they expand and/or change their concept.

All five associations understand that even if they have the freedom to classify their projects as they wish it is of importance that all are as coherent as possible in their classifications as an inflation of Study Abroad points would decrease the value of the Study abroad points and could have a negative effect on student involvement.

If this document, including the matrix, is to be revised 4 out of 5 boards must approve the changes. This document shall be signed by the association's president and the date when this document was revised shall be clear. A scanned version shall be sent out to all contact persons. The list over committees/ associations/ projects can freely be updated.

Any of the responsible contact persons from each association may call to a meeting to put forward suggestions of improvement or changes, which the other contact persons are obliged to present for their own board for decision. The association freely decides over who their contact person is.

This document should be reviewed annually and the JSU president is responsible for calling to a revision meeting. The other contact person shall prepare before that meeting by asking their boards if they have any suggestions for improvements or general questions or issues.

The responsible students in each faculty for accrediting the study abroad points are:

LOK – Vice President

JSA – Vice President

Hälsosektion – Sushi President

HI TECH – Head of HINT

JSU – President

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How to use this matrix

All groups shall be valued in step 1 “Common Categories”.

Then groups are valued according to step 2.1 or step 2.2 depending on if it is a group producing study social activities or if they are more of a student representative body or produce more administrative operations. For example, a sexmasteries, Cardboard, NextStep or gala-groups are valued according to 2.1 and Boards, nomination committee or educational committees are valued according to 2.2.

Step 3 is for indivial positions which includes some kind of leadership responsibility, such as being head of a sexmasteri, being a board members with responsibility over a team or being president in an interest association.,

Note: The categories might not suit all groups and it is up to the relevant board to decide upon the points. There might be the cases where an involvement is not suitable to put through the matrix and the relevant board have the authority to decide on exceptions. A motivation shall be noted down and be available for the other associations if needed to guide them in their own exceptions.

1. Common categories

Impact on campus				
1	2	3	4	5
The group produces values for only for the group's members. The group members are recruited and are an exclusive group.	The group produces values only for the members of the organisation. Anyone can become a member at any time of the organisation.	The group produces value for every student, but there is a limit to the number of possible participants.	The group produces a value for all students at a faculty.	The group produces value for all students on campus.
Representation / Responsibility for the student voice				
		3		5
		The group has the responsibility to represent all students' opinions and does it irregularly.		The group has the responsibility to represent all students' opinions and does it regularly.

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External Responsibility / Contact				
1		3		
<p>If the group seeks sponsorships which benefits the students, such as goodie bags, gift cards, economic contribution.</p> <p>One time or irregular sponsorship, short-term, or without contracts</p>		<p>If the group seek collaborations which benefits the students, such as putting them in contact with relevant businesses or a substantial economic contribution.</p> <p>Long-term partnership, recurring partners = there are contracts written for a longer or recurring period</p>		
Financial Responsibility				
1	2	3	4	
Small budget size or a very limited financial responsibility	Medium budget size and limited financial responsibility	Large budget size with a distinctive financial responsibility	Responsibility for the whole associations budget and continuously financial state	
Meetings				
1	2	3	4	5
Irregular	1 meeting per month	Meetings every second week	1 per week	Multiple meetings per week

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2.1 Study Social Groups

Average number of participants at the event(s)				
1	2	3	4	5
<50	51-200	201-500	501-1000	1000<
This represents the impact of the event itself but also the level of logistics which is required to produce the event.				
Frequency of events				
1	2	3	4	5
1 time per semester	1 time per month	2 times per month	1 time per week	Multiple times per week
Preparation time (1-2 days before and after) is included				

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2.2 Other groups

Recurring operations: producing marketing material or other material, writing documents, communication efforts, bookings or ordering, administrative things,

1	3	5	7
Requires the members to perform activities less than every month.	Requires the members to perform activities every month throughout a semester	Requires the members to perform activities every other week throughout a semester	Requires the members to perform activities every week throughout a semester

3. Leaders

People responsibility (leaders) – for this category it is up to the association to determine what each number means and thereby which positions are relevant for this category

1	2	3	4	5

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