



# POLICY FOR COMMITMENT AND BONUS POINTS

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## Purpose and Background

A well-executed assignment within Föreningen Ekonomerna shall be rewarded and documented. Commitment shall be encouraged, which is the main reason why Föreningen Ekonomerna issues certificated to active members of the Association.

There are two different certificates: *certificate of commitment* and *certificate of bonus points*. A certificate of commitment is a written proof of commitment within the Association and a certificate of bonus points entitles bonus points that can be used when applying for a semester abroad. The latter certificate is issued only to students who can still apply for a semester abroad at Stockholm Business School.

This policy governs the kinds of certificates Föreningen Ekonomerna issues. It also regulates for which commitment students can earn bonus points.

## Certificate of Commitment

### Content

A certificate of commitment shall contain following parts:

1. A description of Föreningen Ekonomerna's activities in general.
2. A description of the activity the active member has participated in.
3. A description of the active member's performance.

The certificate shall be limited to an A4 page and reflect the performance of the active member. Part 1 follows a standard template and is revised by the Board. Part 2 and 3 are written by the closest responsible person to whom the certificate is issued to, for example a Chair or Project Leader for individual projects. This is further specified in the table regarding signing.

### To who certificates of commitment are issued

- The Board
- Chair and Vice Chair in committee and club
- Active members of committee/club that have been active during at least one semester and completed at least one project. In the event of a divergence of opinions, the Chair of the committee decides.
- Project leader, project group and associates of Ekonomernas Dagar.
- Generals, project group and Buddies of Fadderiet.
- Election Committee.
- Internal Auditor.



### About certificate of commitment

- A certificate of commitment can only be issued if the active member has performed his/her assignment in a satisfactory way.
- A certificate of commitment does not give bonus points.
- A certificate of commitment can be issued when a written evaluation has been completed and submitted to the nearest responsible.
- Certificates of commitment to the Board, Chair or Vice Chair of a committee or club, Generals, project leaders and project groups can be issued after a complete handover has been completed.
- Upon request, responsible persons shall establish and sign certificates of commitment to active members upon completion of the assignment.
- A certificate of commitment must be requested no later than the following semester that the assignment is completed.

### Signing

<b>Position</b>	<b>Written and signed by</b>	<b>Signed by</b>
President	Vice President and Head of Education	Dean
Board	President	Dean
Chair and Vice Chair of committee and club	Contact person on the Board	President
Active members of a committee or club	Chair of committee	President and contact person on the Board
Project Leader of Ekonomernas Dagar	President	Head of Corporate Relations and Treasurer
Project group and associates of Ekonomernas Dagar	Project leader of Ekonomernas Dagar	President
Generals	Second Vice President and Head of Internal	President and Head of International Affairs



	Communication	
Project group and Buddies of Fadderiet	Generals	President and Second Vice President and Head of Internal Communication
Election Committee	Second Vice President and Head of Internal Communication	President
Internal Auditor	Lord/Lady Marshal	Dean

## Certificate for bonus points

### Content

A certificate of bonus points shall contain following parts:

1. A description of Föreningen Ekonomerna's activities in general.
2. A description of the international or educational activity the active member has participated in.
3. A description of the active member's performance.

The certificate shall be limited to an A4 page and reflect the performance of the active member. Part 1 follows a standard template and is revised by the Board. Part 2 and 3 are written by the closest responsible person to whom the certificate is issued to, for example a Chair or Project Leader for individual projects. This is further specified in the table regarding signing.

### To who certificates of bonus points are issued

Educational commitment:

- Vice President and Head of Education
- Chair of the Education Committee
- Active members of the Education Committee and Student Council that have been active for at least one semester and have completed at least one project running for at least two months. In the event of a divergence of opinions, the Chair of the committee decides.
- Course representatives, members of focus groups or similar course evaluation bodies that have been active for at least one semester.



### About bonus points

Through collaboration with the Department of Business Administration, students who qualify for bonus points receive three (3) bonus points. A certificate of bonus points can only be issued once per student. When applying for a nomination for studies abroad, the student's grades are transformed to points as follows:

Grade	Points for course of 7,5 HP	Points for course of 15 HP
A	5	10
B	4	8
C	3	6
D	2	4
E	1	2

To the student's total point, the three bonus points from Föreningen Ekonomerna can be added. For example, if a student has taken eight courses of 7.5 HP and received B in all courses, the student has obtained a total of 32 points (8 x 4p). Upon obtaining bonus points from Föreningen Ekonomerna, 3 points are added to these, and the student has obtained a total of 35 credits when applying for nomination for studies abroad. A commitment for bonus points is only used between Föreningen Ekonomerna, the student and the Department of Business Administration.

### About certificate for bonus points

- A certificate for bonus points is issued by the nearest responsible for the student's commitment.
- All certificates for bonus points must be signed according to the table below in order for the student to receive bonus points.
- In order for engaged members of the Education Committee to receive their bonus points, the project needs to be completed and evaluated, as well as performed in accordance with the role description and in accordance with the policies of Föreningen Ekonomerna.
- A certificate of bonus points can be issued when a written evaluation has been completed and submitted to the nearest responsible.
- Upon request, responsible persons shall establish and sign certificates of bonus points to active members upon completion of the assignment.
- Certificate for bonus points must be requested during the fiscal year in which the commitment is terminated.



## Signing

Position	Written and signed by	Signed by
Vice President and Head of Education	President	Dean
Active members of the Education Committee	Chair of Committee	President and Vice President and Head of Education
Course representatives	Chair of the Education Committee	President and Vice President and Head of Education

### **Bonus points from previous semesters**

Students who have received three (3) bonus points for engagement within Föreningen Ekonomerna have their entire study time to use them. This means that earned bonus points can be used both during the student's bachelor studies as well as master studies. If a student has received bonus points during his/her bachelor program and has not used them, he/she may use them during his/her master studies. In order to do this, the student must attach his/her certificate for the commitment that has earned his/her bonus points. After the bonus points have been used, there is no possibility to earn new bonus points for a second semester abroad. Further, bonus points can only be issued once and should be treated as a valuable document.