



Regulations

LinTek's Regulations, last amended by the Student Union Council on 2021-12-14

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1 Introduction

This document represents LinTek's Regulations. The Regulations are adopted by the Student Union Council.

1.1 Purpose of the Regulations

LinTek's Regulations aim to set out the organisation and activities of LinTek. The Regulations make up the governing document that falls directly below LinTek's Bylaws.

1.2 Amendments to the Regulations

The Regulations may be amended following a decision at an ordinary meeting of the Student Union Council, with the exception of section 4.2, for which special provisions apply. These provisions are specified under section 4.2.

1.3 Additional governing documents

In addition to the LinTek's Bylaws and Regulations, there are a number of other governing documents.

The Student Union Board has instructions for the governance of the activities.

1.4 History

LinTek's Regulations adopted

Date	Meeting	Based on
140506	Student Union Council meeting 10	Previous governing documents [1971–2014], A LinTek for the future [2013], Inquiry regarding science and engineering students at LiU [2014]

Date	Meeting	Based on	Amended sections
141125	Student Union Council meeting 4	Internationalisation inquiry [2014]	2,3
150504	Student Union Council meeting 8	Remuneration inquiry [2015]	2, 8
160503	Student Union Council meeting 8	Representation inquiry [2016]	4
171010	Student Union Council meeting 2	Amendments based on the Study Guide.	4
190402	Student Union Council meeting 8	Operational plan item "Financial Resources" from 2018/2019	6
190507	Student Union Council meeting 9	Operational plan item "Financial Resources" from 2018/2019 and changes in Linköping's student life.	5, 7, 9.3
200428	Student Union Council meeting 8	Amendment to the Bylaws regarding the election of Union Board Chair, motion on the EAA, and proposal on membership.	2, 3, 4
201013	Student Union Council meeting 2	Added the position of Project Manager for Kårstugan and IT Manager in the student union management team.	2
201208	Student Union Council meeting 4	Added a fund for association funding requests and changed the name of a section.	4, 7
210406	Student Union Council meeting 7	Change in the way programme codes and programmes are presented. Updated with new programmes and removal of old ones. Amended so that the Student Union Board decides on disbursements from the Requisition Fund.	4, 7
211214	Student Union Council meeting 5	Added three new programs and changed the requirements for assets	4, 7

A full editorial history can be found on [GitLab](#).

2 Organisation

This chapter regulates LinTek's organisation on a general level.

2.1 Student Union Council

The Student Union Council is LinTek's highest decision-making body.

2.1.1 Student Union Council

The Student Union Council is responsible for setting the overall guidelines on LinTek's work and decides on LinTek's long-term goals.

2.1.2 Speaker

Speaker is a function within the Student Union Council. The Speaker directs the work of the Council and ensures that the members of the Council have the information, knowledge and tools necessary to make informed decisions. The Speaker will endeavour to create meeting formats and a climate of debate that encourages discussion and engagement.

2.1.3 Deputy Speaker

Deputy Speaker is a function within the Council and will assume the Speaker's duties in their absence. The Deputy Speaker will also assist the Speaker in their duties.

2.1.4 Secretary

Secretary is a function within the Student Union Council. The Secretary keeps the minutes of the council meetings and will ensure that they are compiled and distributed as specified in the [Bylaws](#).

2.1.5 Interpreter

Interpreter is a function within the Student Union Council. An interpreter will assist non-Swedish-speaking members before and during meetings of the Student Union Council.

2.1.6 Nomination Committee

The Nomination Committee is a function within, and reports to, the Student Union Council. The Nomination Committee will prepare the elections for the positions to be elected by the Student Union Council and the Student Union Board. They will actively seek candidates and inform LinTek members about the elections. Nominations and reasons for them will be included in the documents for the election. The Nomination Committee will assist the Student Union Council and the Student Union Board with information about the selection process in connection with election to positions of trust.

2.1.7 Electoral Board

The Electoral Board is a function within, and reports to, the Student Union Council. The Electoral Board will conduct elections for the Student Union Council as specified in LinTek's Bylaws and notify LinTek members of the Student Union Council election.

2.1.8 Appeals Board

The Appeals Board is a function within, and reports to, the Student Union Council. The Appeals Board will settle appeals lodged in connection with the Student Union Council election as specified in the [Bylaws](#).

2.1.9 Internal Auditor

The Internal Auditor reports to the Student Union Council and will review LinTek's activities with the aim of ensuring that they are managed efficiently, in accordance with the Bylaws and in line with the decisions of the Student Union Council. It is therefore advisable for the Internal Auditor to attend Council meetings. The Internal Auditor will present an audit plan proposal for the financial year at the Union Council's first ordinary meeting of the year.

2.2 Student Union Board

The Student Union Board is the executive body of LinTek and reports to the Student Union Council. The Board is responsible for the day-to-day management of LinTek's activities and has the right to represent LinTek between meetings of the Council. The Board is responsible for managing and developing LinTek's activities in accordance with the goals set by the Council.

The Board consists of the Chair, the Presidium and 2–4 other members. The work of the Board is led by the Chair, who is appointed by the Council.

The Presidium consists of the President and the Vice President. The Presidium is the link between the Board and LinTek's operational activities.

2.3 Student union management

LinTek's management consists of persons in senior positions within LinTek's operational activities. These positions report to, and are elected by, the Student Union Board unless otherwise specified. Members of management may not be members of the Student Union Council during the same financial year. Management has personal areas of responsibility that are set by the Board, and the Board has the right to take the measures (in terms of assignments and follow-up) necessary for the management of activities.

In addition to the personal areas of responsibility, there may be specific assignments from the Board in a project-like form related to LinTek's operational plan.

2.3.1 Full-time staff

The members of management who are continuously remunerated constitute the operational body "full-time staff" and are the public face of LinTek in relation to students, the University and the surrounding community. In addition to their personal areas of responsibility delegated by the Student Union Board, the full-time staff are collectively responsible for issues of a general nature in day-to-day operations, as well as areas that fall between the personal areas of responsibility.

The full-time staff distribute the shared work tasks and areas of responsibility internally based on the goals and decisions concerning the activities set by the Student Union Council and the Student Union Board. Major issues and the division of work tasks are reported to the Board.

A list of the positions that are continuously remunerated and their general assignments is presented below.

Student Union President

Management of LinTek.

Student Union Vice President

Managing LinTek's finances, assisting the President in the management of LinTek and assuming the President's duties in their absence or as delegated by them.

Education Officers (two)

Directing LinTek's work on educational issues and student advocacy.

Commercial Officer

Leading LinTek's work on labour market and business issues and being responsible for LinTek's contacts with the business community.

Marketing Officer

Directing LinTek's information and marketing efforts.

Welfare and Student Support Officers (two)

Directing LinTek's welfare and student support activities.

Project Manager for LARM

Organising LinTek's labour market days and assisting the Commercial Officer in working with LinTek's business sector contacts.

Student Orchestra Festival General

Organising the Student Orchestra Festival in Linköping in odd-numbered years.

2.3.2 Other union management positions

A list of the other management positions and their general assignments are presented below.

Editor-in-Chief LiTHanien

Managing work related to LinTek's member magazine LiTHanien.

Welcome Weeks Officer Linköping

Planning and carrying out LinTek's Welcome Weeks in Linköping.

Welcome Weeks Officer Norrköping

Planning and carrying out LinTek's Welcome Weeks in Norrköping.

München Hoben General

Organising München Hoben during the Welcome Weeks.

Project Manager for Mattehjälpen

Directing work related to LinTek's maths coaching activities.

Project Manager for Kårstugan

Directing the renovation and letting of the LinTek student union building Kårstugan.

2.4 Advisory committees

Advisory committees consist of actively involved LinTek members recruited for, and working on, ongoing activities in a specific area. Committees are set up and work according to the instructions of the Board.

2.5 Project committees

Project committees consist of actively involved LinTek members recruited for, and working on, a specific project. Project committees are set up and operate according to instructions from the Board.

2.6 Groups

Groups are collaborative bodies made up of stakeholders from different parts of the LinTek organisation. Groups are set up and work according to the instructions of the Board.

3 Membership

This chapter defines when and to what extent membership in LinTek is a requirement.

For a position in LinTek where the election of the person involved has been decided by a group or person within the LinTek organisation and where the work extends beyond a single event, some form of membership in LinTek is required. Full membership is required of members of the Student Union Council and student representatives, except for LinTek's full-time remunerated staff.

When recruiting individuals to play an active role in LinTek, people with full membership should be prioritised unless significant benefits can be gained for LinTek's activities from selecting people without full membership.

4 Sections

This chapter describes the science and engineering sections at Linköping University and LinTek's cooperation with them.

When LinTek seeks cooperation in study monitoring, working environment monitoring, or welcome weeks activities for a programme, the section representing the programme in question, if there is one, will be consulted first.

4.1 Definition

A section is a democratic non-profit association whose members are mainly students from one or more specific programmes at LiTH. The purpose of a section is to promote a sense of community and camaraderie among its members and with other sections. A section will also monitor and participate in the development of the programme and the conditions for study for its members.

4.2 Science and engineering sections at Linköping University

A list of the organisations that LinTek considers to be sections and the programmes they represent is presented below.

If none of the chairs of the current sections opposes the change, a change in which organisations are considered sections or which programmes they represent requires only an ordinary meeting of the Student Union Council. If any of the current section presidents does not agree with the change, a decision is required at two council meetings, one by the current Council and one, after elections have been held, by the newly elected Council.

4.2.1 Computer Science and Engineering Section (D)

Programmes: D (Computer Science and Engineering), IT (Information Technology), IP (Innovative Programming), U (Computer Science and Software), CS (Computer Science)
Programme codes: 6CDDD, 6CITE, 6KIPR, 6CMJU, 6MICS
Section colour: Brown

4.2.2 BSc in Engineering in Linköping Section (Ling)

Programmes: DI (Computer Engineering), MI (Mechanical Engineering), EL (Electronics Engineering), KA (Chemical Analysis Engineering), TFY (Applied physics)
Programme codes: 6IDAT, 6IMAS, 6IELK, 6IKEA, 6ITFY
Section colour: Purple

4.2.3 LiUPhD (LiUPhD)

Programmes: PhD Students LiTH
Programme codes: -
Section colour: -

4.2.4 Communication and Transportation Engineering Section (Logistics)

Programmes: KTS (Communications, Transport and Infrastructure), SL (Civic Logistics), FTL (Air Transportation and Logistics), ITL (Intelligent Transport Systems and Logistics)
Programme codes: 6CKTS, 6KLOG, 6KFTL, 6MTSL
Section colour: Smurf blue

4.2.5 Malmsten Section

Programmes: MOS (Cabinetmaking – Malmsten), MOD (Furniture Design – Malmsten), MOT (Upholstery – Malmsten)

Programme codes: 6KMOS, 6KMOD, 6KMOT

Section colour: -

4.2.6 Mechanical Engineering Section (M)

Programmes: M (Mechanical Engineering, MSc Eng), DPU (Design and Product Development), EMM (Energy – Environment – Management), SUS (Sustainability Engineering and Management), MEC (Mechanical Engineering), AER (Aeronautical Engineering), DES (Design)

Programme codes: 6CMMM, 6CDPU, 6CEMM, 6MSUS, 6MMEC, 6MAER, 6MDES

Section colour: Red

4.2.7 Natural and Mathematical Science Section (MatNat)

Programmes: Mat (Mathematics), Bio (Biology), Kem (Chemistry), DJP (Animal Psychology), MKEM (Chemistry, Master's), KOS (Organic Synthesis/Medicinal Chemistry), ETH (Applied Ethology and Animal Biology), ECO (Ecology and the Environment), MMAT (Mathematics, Master's), MMNQ (Materials Physics for Nano and Quantum Technology)

Programme codes: 6KMAT, 6KBIO, 6KKEM, 6KDJP, 6MKEM, 6MKOS, 6METH, 6MECO, 6MMAT, 6MMNQ

Section colour: Maroon

4.2.8 Media Technology and Engineering Section (MT)

Programme: MT (Media Technology and Engineering)

Programme code: 6CMEN

Section colour: Orange

4.2.9 Engineering and Technology in Norrköping Section (N)

Programme: BI (Civil Engineering), DIB (Digital construction management)

Programme code: 6IBYG, 6MDIB

Section colour: Grey

4.2.10 Electronics Design Engineering Section (ED)

Programme: ED (Electronics Design Engineering)

Programme code: 6CIEN

Section colour: Khaki

4.2.11 Graphic Design and Communication Section (GDK)

Programme: GDK (Graphic Design and Communication)

Programme code: 6KGDK

Section colour: Green, gold and black

4.2.12 Industrial Engineering and Management Section (I)

Programmes: I (Industrial Engineering and Management, MSc Eng), Ii (Industrial Engineering and Management – International), IND (Industrial Engineering and Management)

Programme codes: 6CIII, 6CIEI, 6MIND

Section colour: Green

4.2.13 Engineering Biology Section (TBi)

Programmes: TB (Engineering Biology), KeBi (Chemical Biology), KeBiciv (Chemical Biology, MSc Eng), KeBiniv (Chemical Biology, Natural Science), PRO (Protein Science)

Programme codes: 6CTBI, 6CKEB, 6KKEB, 6MPRO

Section colour: White and green

4.2.14 Y Engineering Section (Y)

Programmes: Y (Applied Physics and Electrical Engineering), Yi (Applied Physics and Electrical Engineering – International), MED (Biomedical Engineering), TMA (Master of science in engineering and mathematics), BME (Biomedical Engineering, Master's), CSY (Communication Systems), ELE (Electronics Engineering)

Programme codes: 6CYYY, 6CYYI, 6CMED, 6CTMA, 6MBME, 6MCSY, 6MELE

Section colour: Black

4.2.15 East Asian Association (EAA)

Programmes: ASIENJ (Asian Studies – Japan), ASIENK (Asian Studies – China)

Programme codes: ASIJ, ASIK

Section colour: -

4.3 Councils

The Councils consist of LinTek staff members, sections and representatives of external organisations. The Councils are run on the initiative of the Student Union Board if the need is deemed to exist, but the following Councils should always exist.

- Section President Council
- Occupational Safety and Health Council
- Student Welcoming Council
- Business Council
- Education Council

4.4 Section colours

The sections at LiTH are symbolised by a colour or colour combination decided by each section. These colours are used, for example, on overalls and in tassel knots on the LiTH student cap. The section colours may be combined with the LiTH's colour, which is yellow.

5 Finance

LinTek is a budgetary unit which runs over the financial year and includes all LinTek activities.

The Student Union Council establishes a framework budget in which the income and expenditure of each profit centre is presented. The right of attestation for the profit centres is decided by the Student Union Board. When presenting the budget and budget monitoring, it must be possible to make comparisons with the previous year's budget and outcome. Reporting of budget monitoring and the status of LinTek's management and LinTek's funds will be done quarterly to the Student Union Council.

If the result for a profit centre is expected to deviate negatively by more than 50% or SEK 100,000, it must be reported to the Student Union Council. Similarly, if the result for a budgetary unit is expected to deviate negatively by more than 50% or SEK 150,000, this must be reported to the Student Union Council.

6 Administration

The objective of LinTek's administration is to generate a good risk-adjusted return over time that is higher than traditional bank deposits, without unjustified or unmanaged risks. Administration has no direct time limit, but as a guide at least 90% of the capital should be preserved over a continuous 3–4-year period. Administration will be carried out in such a way as to eliminate sharp fluctuations in value by allocating the capital between the permitted asset classes as set out below.

The portfolio's assets will be held in custody at an investment institution that is authorised by the Swedish financial supervisory authority Finansinspektionen to receive securities for safekeeping, in accordance with [Chapter 3, Section 4\(2\) of the Securities Business Act \(SFS 1991:981\)](#) om värdepappersrörelse.

The outcome of the investments will be reviewed once every six months. The bank provides a monthly portfolio statement.

6.1 Permitted asset classes

In addition to traditional bank deposits for liquid assets, investments may be made in:

- Funds investing in Swedish and foreign equities, as well as individual Swedish equities
- Funds investing in Swedish interest-bearing securities
- Structured products (guarantee products, equity-linked bonds and similar) with at least 90% nominal capital guarantee
- Alternative investments such as hedge funds, private equity and commodities are permitted.

6.2 Prohibited asset classes and other restrictions

- Investments may not be made in structured products that invest in anything other than Swedish interest-bearing securities, Swedish or foreign equities or currencies
- Investments may not be made in individual interest-bearing securities such as certificates and bonds due to issuer risk
- The duration of the portfolio's fixed-income investments may not exceed 5 years
- Structured products may not have a maturity of more than 5 years
- The majority of the value in the investments must be characterised by good liquidity, which means that they must be priced daily and be marketable with a maximum liquidity of 4 days

6.3 Asset allocation

Allocation between asset classes other than cash on deposit:

Asset class	Min	Avg	Max	Note
Interest rate market	25 %	60 %	85 %	Max duration 5 years
Stock market	5 %	20 %	40 %	
Alternative investments	10 %	20 %	30 %	

7 Funds

Funds in LinTek are when monies are set aside to be used for future investments in a specified area. Funds are established and dissolved by the Student Union Council.

7.1 LinTek's funds

LinTek's funds are listed below.

7.1.1 Fund for liquid security

The purpose of the fund is to guarantee a certain amount of capital within LinTek. The capital is intended to be used within the organisation in the event of a deterioration in financial position. A disbursement should enable the same type of activity as in previous years. In the event of a disbursement from the fund, the amount of the original capital should be restored over time.

7.1.2 Fund for association funding requests

The fund aims to develop student life at Linköping University by enabling student organisations to apply for financial resources from the fund. The Board decides which associations can request financial resources from the fund. The disbursement should enable initiatives that can develop campus life for science and engineering students at Linköping University.

7.1.3 Fund for maintenance of Kårstugan

The fund aims to finance major works with the purpose to maintain Kårstugan or in other ways create added value to Kårstugan.

7.1.4 Fund for jubilees

The fund aims for LinTek to be able to celebrate a major anniversary every five years, without it being too great a financial burden for either the financial year or those who participate in the celebration.

8 Remuneration

A prerequisite for LinTek's activities is that the majority of those holding a position in LinTek are full-time students, or equivalent, at one of the campuses where LinTek operates. Assignments should be sized so that they are either expected to be completed alongside studies or be of such a size that they correspond to a full-time assignment for a given period.

8.1 Scope

LinTek only remunerates members of student union management whose duties require a full-time commitment. In such case, remuneration will be paid in an amount corresponding to 1/3 of the price base amount.

8.2 Remuneration periods

The Student Union Board decides on remuneration periods. LinTek will only remunerate individuals if their assignment requires that they cannot study, or work, full-time when the assignment is expected to be performed.

9 Insignia

What is described in this chapter is based on tradition and history and is a large part of LinTek's identity. Much of the content is also based on the fact that LinTek is a science and engineering student union, which distinguishes LinTek from other organisations and contributes to a strong student ethos. Great care and consideration should therefore be given when revising this section.

9.1 Emblem

The LinTek emblem (see Figure 1) consists of a badge representing a gear, a section symbol and a lithium atom, and symbolises the first three programmes at LiTH (M, I and Y). Together with the text "LinTek" and "Linköping teknologers studentkår" [Linköping Science and Engineering Student Union], the badge was used as LinTek's logo until 2009.

The emblem should be used in formal, ceremonial and internal settings, and should not be confused with the current LinTek logo and brand symbols. The emblem may be worn by anyone who is, or has been, a member of LinTek.

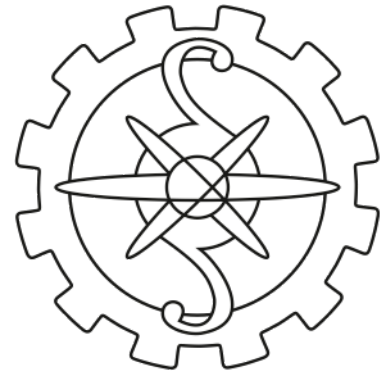


Figure 1: LinTek's emblem

9.2 LinTek's ceremonial colours

The ceremonial colours are black, red (PMS: 1797) and green (PMS: 349), and can be used in formal, ceremonial and internal settings. These may be combined with the LiTH's colour, which is yellow.

9.3 Student union ribbon

The student union ribbon is worn with formal attire, a tuxedo or a dark suit during special occasions. The ribbon (see Figure 2) consists of LinTek's ceremonial colours and is worn together with the student union emblem. The ribbon can also be worn as a bow, preferably with the emblem in the middle. The bow consists of the narrow ribbon, tied like a bow. The wide ribbon is 59 mm wide and the narrow ribbon is 36 mm wide.

The narrow ribbon may be worn with formal attire, a tuxedo or a dark suit by those who are or have been members of LinTek..

The wide student union ribbon and a student union ribbon tied as a bow may be worn by anyone who is or has been a member of the Student Union Board or is a current or former member of student union management.

Other individuals holding a position in LinTek may also be entitled to wear the wide student union ribbon and a student union ribbon tied as a bow, subject to a specially justified decision by the LinTek Student Union Council.



Figure 2: LinTek's student union ribbon

9.4 Science and engineering student cap

LiTH's science and engineering cap is dark blue with white tassels and may be fitted with programme-specific tassel knots. Anyone who is, or has been, a

member of LinTek may adorn the front of the cap with the LinTek emblem in gold.

Tassel knots are placed between the two mini-knots of the tassel; one section/programme-specific knot for each year the student has been enrolled. Section/programme-specific tassel knots consist of a yellow thread and a pair of threads in the colour of the section/programme (4.2). A solid yellow knot represents one year of absence from study between first enrolment and graduation. One year as a full-time remunerated LinTek staff member is represented by a red, green and black tassel knot (five threads in the same order as the student union ribbon). A tassel knot with the colours blue, orange, khaki and yellow represents a year as an LiTH student with no section affiliation. New tassel knots are added to the others at the beginning of the autumn semester.

LiTH's engineering cap may be worn by anyone who is studying, or has graduated, from a programme at LiTH.

9.5 Graduation rings

An LiTH graduation ring may be worn by anyone who has graduated from a programme at LiTH. The engineering PhD ring may be worn by anyone who has completed a PhD at LiTH.

9.6 LinTeks medaljer

LinTek's medals are awarded annually in a ceremonial setting.

LinTek's gold, silver and bronze medals are adorned with the LinTek emblem together with the text "Linköpings teknologers studentkår" [Linköping Science and Engineering Student Union] (see Figure 3). The name of the recipient and any position/initiative are normally inscribed on the back.

The LinTek Gold Medal is LinTek's highest award and is presented by the Student Union Council to an honorary member of LinTek or to a person who has made exceptional contributions to LinTek or to campus life.

The LinTek Silver Medal is LinTek's highest award for involvement in the student union, and is awarded by the Council for two completed positions of trust as a full-time assignment within LinTek.

The LinTek Bronze Medal is awarded by the Council for a completed position of trust as a full-time remunerated assignment within LinTek.

The LinTek Medal of Merit is awarded by the Student Union Council for a completed assignment as a non-full-time remunerated member of the Student Union Board or student union management.

LinTek's Silver, Bronze and Merit medals can also be awarded after a specially justified decision by the Student Union Council.



Figure 3: The LinTek Bronze Medal

9.7 Inspector's insignia

LinTek's inspector holds an inspector's medal that is passed on from inspector to inspector. The name of the inspector is inscribed on the back of the medal.

9.8 Dean's chain

LinTek is responsible for the dean's chain, which may be worn by the current dean of LiTH. The dean's chain bears the emblem of LinTek and LiTH's sections and is worn by the dean during academic ceremonies.

9.9 LinTek banner

The LinTek banner is an official and solemn symbol of LinTek that is carried at academic ceremonies and other ceremonial occasions. When carrying the LinTek banner or standard in a representative manner, formal attire with the corresponding student union ribbon and emblem will be worn. The carrier must be a member of LinTek. It is the responsibility of the Student Union Board to manage the flag and standard of LinTek and to coordinate the sections on ceremonial occasions.

10 Graphic identity

LinTek's graphic identity is the visual expression of the LinTek organisation and is intended to provide a consistent appearance and feel, thereby strengthening the LinTek brand and facilitating external communication. The core of LinTek's graphic identity is defined below and then supplemented with more detailed guidelines from the Student Union Board.

10.1 Logo and graphic elements

LinTek's logo is shown in Figure 4. The linked letters symbolise LinTek's activities as a common thread that follows the student through their time as a student and makes it easier and more fun.

A magenta heart is used to complement the logo (see Figure 5). The heart is also available in other colours to represent different parts of LinTek. These stand for the care and love the union gives to the students.



Figure 4: LinTek logo

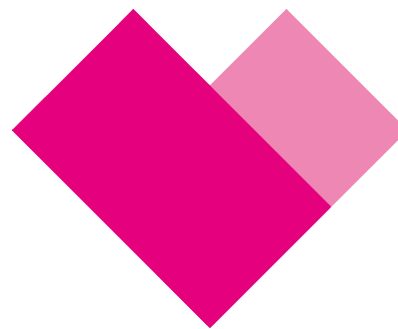


Figure 5: LinTek heart

10.2 Colours

The primary colours of LinTek's graphic identity are black, white and magenta (PMS: Magenta U).

11 Language

LinTek's internal communication is in Swedish. This includes LinTek's governing documents, decisions and minutes. However, in LinTek's external communications, essential information should be available in English.

12 Archiving

Verified minutes of meetings of the Student Union Council and the Student Union Board will be continuously entered into binders, and scanned and stored digitally. Each year, the binders containing original copies of the minutes, financial statements, profit and loss account, balance sheet, budget and annual report will be packed without plastic and metal in special archive folders and then archived in the University's storage facilities.

All issues of LiTHanien will be systematically archived in an appropriate manner according to good archival practice.