



SAHO 2022/23's letter to the board

We in SAHO 2022/23 have succeeded in revitalizing the student democracy at AHO after a period of pandemic and many limitations. We have worked systematically and purposefully to include more students in student politics through visibility, open meetings, and good old-fashioned persistence.

The transition between SAHO 2021/22-2022/23 was not ideal and lacked a democratic process to fill more of the positions. After several years in a pandemic, many structures and safety nets for maintaining student democracies fell apart. The 2021/22 period was still under pandemic restrictions, which affected what SAHO was able to accomplish. Additionally, the economic situation in Norway has changed, and students are being hit hard. Especially in Oslo, where rental prices consume 80-85% of the student loan, leading to more extra work for students and less time for school. For AHO students, based on reported figures from the SHoT survey 2022, this corresponds to approximately 135-150% (if 37.5 hours is 100%) work hours per week to meet the study requirements and afford to live in Oslo.

During the 2022/23 period, SAHO has spent time analyzing and identifying challenges. We have tried to get a holistic picture of the organization and its relationships with the school and others like NSO. There is still some work to be done, but based on what we have managed to uncover, we have made the following improvements to make SAHO more transparent and agile:

SAHO will have a stronger foundation for input in academic matters with the Deputy Leader's new areas of responsibility.

The International Representative will become an International Committee to give more ownership to international students at the school.

The Working Committee (AU) will produce a survival document, including a workshop, to provide a smooth transition period to the next SAHO.

The board position will be separated from the Leader and Deputy Leader, and henceforth be democratically elected.

In line with the restructuring, we implemented strategies to build trust and accessibility for the students at AHO:

We developed a communication concept, which resulted in the number of applicants for the SAHO election 2023 increasing from 1 to 33 (3300%), and the number of students using their vote increasing from 37 to 198 (535%) compared to the 2022 election.

We successfully organized the AHO pub every Thursday this semester to enhance students' sense of belonging and meet their social needs at AHO.

The Autumn Festival did not take place in 2022 due to miscommunication from the school's administration, but we managed to bring back the Winter/Spring Festival after several years of absence.

We have thus begun work to make the student democracy sustainable in the future. However, we are still left with a range of concerns regarding ongoing operations. This is due to the perception that the positions are still too demanding to balance with full-time studies at AHO. We hope that our successors will be able to say no, manage to balance work with SAHO and school, and have a smooth collaboration with both the management, other staff, and students. By this, we mean that the management and the school should meet the future SAHO with lower requirements, greater understanding, and adaptability. We would like the main focus to be on strengthening the academic and social quality for students through events and strategic work within the school's committees. After all, this is SAHO's mandate.

Contents

SAHO 2022/23's letter to the board	2
Intro	6
1. Startingpoint	8
2. Structure	12
3. Ongoing issues	20
4. Budget	26
5. Reflections	30
6. Letters	32

Disclaimer: Chat GPT did the translating for us because we just didn't have the time to do it all ourselves... sorry....

By Maija Hauger og Hobbe Stromberg

Photo Sofie Fernande Stellander Kvitberg

Document Jens Benjamin Romm

Collaborators: Sofie Fernande Stellander Kvitberg, Magnus Winther, Brage Planke og

Alexandra Martha Lothe Raven

The Oslo School of Architecture and Design 01.06.2023

Intro

SAHO is the student council at the Oslo School of Architecture and Design. SAHO's task is to organize fun activities, social events, and serve as the bridge between the school's administration and the students. The focus is on the students' academic and social life at the school.

All students are welcome to contribute. SAHO holds open meetings once a month on Thursdays at 4:00 PM in the pub. Invitations are sent to all students via email and Instagram, as well as internally. If you wish to have a position, you can apply for it during the SAHO election every spring.

Our two goals are:

Ensure good quality of education.

Improve the social and academic community at the school.

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1. Startingpoint

1.1 Our applications

Leader and Deputy Leader (not democratically elected)

Hello, our names are Maija Hauger and Hobbe Strömberg. This fall, we will start our fifth semester here at the Oslo School of Architecture and Design. During our time at the school, we have become well acquainted with it despite the restrictions. In the fall of 2021, we were jointly responsible for the orientation week, which ended with a party at Sentrum Scene, and we were also part of the Pub Committee. Maija has been a member of the Social Committee throughout her time here and actively participated in SAHO. Hobbe was a member of the Program Committee in the fall of 2021/spring of 2022. These responsibilities have given us the opportunity to become familiar with the system at AHO.

When we were asked if we would consider being one of the leaders in SAHO, we became very curious. It seems like an exciting position where we have the opportunity to do our best to be a clear and distinct voice for us students in our interactions with the administration. It is a task that we consider very important, and therefore, it is also a little daunting. Communication here at the school is by no means optimal. We see this as a problem. We believe it is important for all students to feel ownership and a sense of belonging to the school and their own everyday lives. Improving communication at the school is seen as one of the most important tasks we have as the leader and deputy leader.

In order for us students to support each other and function as a good school, we believe that a well-functioning social environment is essential. AHO has lost many of its social traditions over the past two years. We have gained many fantastic students, but we have also had much less space. In the coming year, we hope to facilitate the building of new traditions and arenas to get to know each other, improve ourselves, and have fun together.

We are both very happy to be students here at AHO. It is an amazing school. We are looking forward to contributing to an even stronger student community for everyone.

-Maija and Hobbe :)

Financial Manager/Administrator

Hello, my name is Magnus Winther, and I am currently completing my second year in Design. Before starting at AHO, I spent a year studying Landscape Architecture at NMBU.

Did you know that you can actually apply for funding from SAHO for something you want to do that can benefit the students? It's true!

I would like to help all of us students make use of the resources we have been allocated to create the environment we desire, not only academically but also socially. To achieve that, we need two things. First, people who want to initiate and organize activities, events, etc., and second, we need funding to support them. I hope you and the relevant members of SAHO can take care of the first part, and I will help with the rest. The more people who apply, the more benefits will come to us students. The budget is there to be used, and it won't be used if no one applies. So, please apply!

Furthermore, I am committed to ensuring that everyone gets what they are promised, and I believe that I can carry out tasks in a structured but reactive manner if problems arise.

I hope that in the fall, I can say, "Just fill out the form, and I'll take a look at it!" If you feel the same way, you know what you can do.

PR Manager

Hello! I'm Fernande, studying Design, and I have been part of SAHO (Social Committee) for 2.5 years. Now, I'm very interested in becoming the next PR Manager because I'm enthusiastic about graphic design.

1.2 Startkit for new SAHO

Who is SAHO 2023/24?

Formulate something about why you are part of SAHO and prepare to meet the new students. You can use this to inform and recruit. New office for SAHO.

Orientation Week

Take the opportunity to welcome new students and make SAHO visible.

Access to Cards

Send an email to drift@aho.no.

Budget

Prepare to negotiate for more funding for SAHO. You can use the budget outline and previous financial statements as a basis. Argue for price increases and purchasing power.

Calculate how much money you have per student. Explain what you envision the extra funds can contribute to. Provide concrete examples. Review regular expenses and plan what you want to achieve during the semester.

Autumn Party

Start planning immediately, contact all second-year students.

2. Structure

We have organized the Executive Committee (AU) to make decisions and handle any issues, with Leder (Chairperson) - Maija Hauger as the chair and Nestleder (Vice Chair) - Hobbe as the secretary. We meet once a week during lunchtime on Mondays. Additionally, we have had SAHO meetings, open to all students of the school, once a month.

2.1. Members of AU (work-group) 2022-23

Chairperson - Maija Hauger

Vice Chair - Hobbe Mikael Erik Strømberg

Public Relations (PR) - Sofie Fernande Stellander Kvitberg

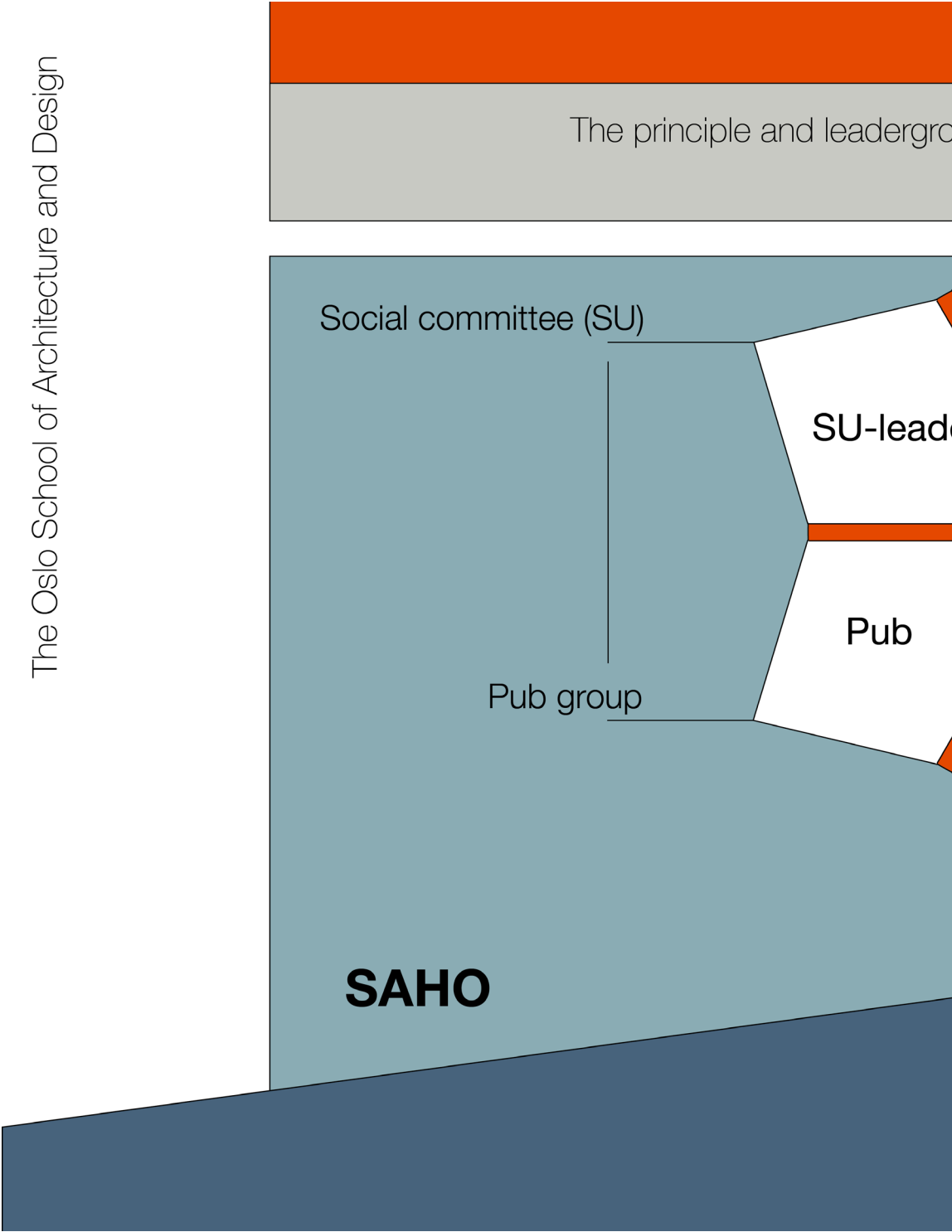
Finance Officer/Administrator - Magnus Winther

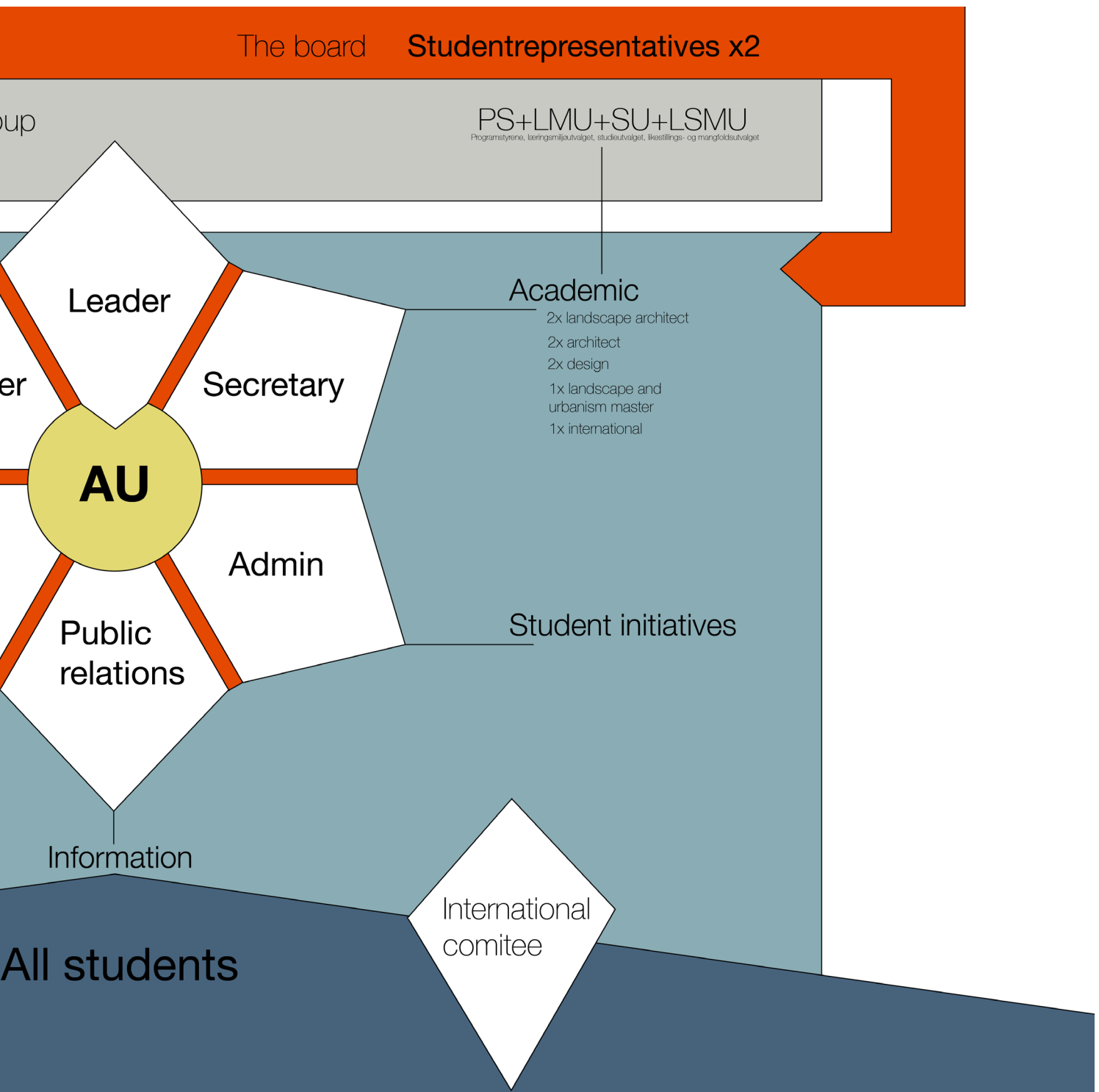
Social Leaders (SU) - Brage Planke, Alexandra Martha Lothe Raven

Pub Manager - Håkon Grundt



2.2 Structure map





2.3. What we've done

During our current term, we have organized the following activities:

- » Bike workshop
- » Flea markets x2
- » Easter treasure hunt
- » Easter barbecue
- » Workshop courses
- » Various pub themes: DJ nights, afrobeats, knit and drink, DJ Goldieboy concert, eurotrash, røyksopp (a Norwegian electronic music duo), color festival, etc.
- » Mulled wine event
- » Christmas calendar
- » Waffles in the pub for International Waffle Day
- » Gallery exhibition
- » Distribution of ice cream
- » We have also established an informal collaboration with Fyrhuset KUBA, which offers us discounted prices on goods and the opportunity for free venue rental. They also provide opportunities for joint events.

Additionally:

- » There have been issues with poor communication from the administration

regarding changes in opening hours, resulting in students being locked out of the school premises at night on multiple occasions. In one instance, a student had to sleep in the hallway of Akersbakken overnight. There seem to be various reasons behind the revisions in the school's opening hours, but despite our inquiries, we still lack a comprehensive evaluation. From our perspective, this is concerning and makes us feel voiceless.

During our current term, we have implemented the following measures:

- »
- » Visibility
- » We have been very active on Instagram, using it as a platform for:
- » Recruitment campaigns
- » Stories
- » Pub posters
- » Videos showcasing our activities
- » Documentation of events
- » Invitations for participation
- » SAHO restructuring
- » According to the SHoT (Student Health and Wellbeing Survey) from 2022, an individual AHO student spends more time at the school than the national average of 21.7 hours per week. The architecture program at AHO is reported to require approximately 47 hours per week. Meanwhile, student loans have not increased in line with inflation. As a result, students must work more to afford their living expenses, especially in Oslo, where rental costs consume around

80-85% of the student loan (excluding food, phone bills, and other expenses).

While student politics is important, education should take precedence. Therefore, we aim to reduce the amount of time students need to spend on meetings with the faculty and administration in the future. This will be achieved through a restructuring of SAHO.

Measures taken:

- » The establishment of an academic group, led by the Vice Chair, which discusses the academic offerings at the school and addresses questions from the Program Board (PS), Equality and Diversity Committee (LMU), and Learning Environment Committee (LMU). The Vice Chair (alongside the Chair and AHO's leadership meeting) is linked to the Student Council (SU).
- » All SAHO positions require the administration and faculty to update SAHO with meeting invitations, agendas, and minutes. If possible, questions for comment are sent out if students are absent.
- » Revision of bylaws

At the beginning of our term, we identified several ongoing issues within SAHO. We discovered that our own student organization's bylaws were outdated, vaguely formulated, and complicated. To address this, we held several open meetings, inviting all students at the school to participate in the development of SAHO's new bylaws.

- » Please refer to pages 50-55.

- » Revision of the contract with the school

With a new rector at the school coinciding with our assumption of office, we recognized the importance of closer collaboration. We have had monthly meetings and recommend

continuing this practice. As a result, we also updated our agreement with the rector and the school in line with the new bylaws.

- » Chairperson and Vice Chair are no longer automatically selected as student representatives in the board.
- » The Administrator and Social Leader (SU) were previously paid for their participation in the Executive Committee (AU).

3. Ongoing issues

3.1. Opening hours

As a reaction to the orientation week (fadderuke) in August 2022, the administration decided to change the school's opening hours from 24/7 to 6:00-23:00 (22:00 during certain periods). The basis for this decision was not rooted in a proper process but was used as a collective punishment for all students at the school. As the newly elected SAHO, we wanted to meet with the administration to discuss the matter. After several meetings in the fall of 2022, we agreed to establish a task force to evaluate the school's opening hours. However, this has not been done yet, and we have not received any response from the administration, despite multiple reminders from our side.

Additionally:

- » There have been issues with poor communication from the administration regarding changes in opening hours, resulting in students being locked out of the school premises at night on multiple occasions. In one instance, a student had to sleep in the hallway of Akersbakken overnight. There seem to be various reasons behind the revisions in the school's opening hours, but despite our inquiries, we still lack a comprehensive evaluation. From our perspective, this is concerning and makes us feel voiceless.

3.2. Høstfesten

In response to the autumn party in 2021, the administration decided that the school had become too large to accommodate larger parties. After a couple of meetings to understand the situation, we decided to cancel the tradition. On September 24, 2022, OAT Academy, with the help of Karmaklubb, organized a large party at the school in connection with the Architecture Triennale. This was not communicated to us. The Vice Chairperson is personally friends with one of the leaders in Karmaklubb and learned from them that the administration had held several meetings with them regarding this party. It was a paradoxical situation as we had just informed the student body that we could no longer have large parties at the school. Consequently, we were able to organize the autumn party, but unfortunately, it was too late in the semester to mobilize the students effectively. After three weeks of intensive planning, the party was canceled due to financial challenges and an unrealistic deadline. This decision was made by a responsible group of students who had taken on the responsibility of organizing the event, and it was with a heavy heart that they put the project on hold. We believe that such incidents are highly damaging to the sense of belonging and participation as a student at AHO.

We interpreted this as reluctance and mistrust towards student-driven engagement at the school. We will inform the next SAHO board that students expect an autumn party in 2023. Based on experience, we know that the school will not cover the rental costs for an external venue due to risks. Therefore, there is a designated budget of 50,000 NOK reserved as expenses for potential venue rental if we are denied the opportunity to hold the party on campus. These funds will be used for equipment rental and hiring a DJ if we are allowed to use the school's premises (ensuring the autumn party breaks even or generates a surplus).

3.3. Media

We have participated in the media on several occasions during our current term. This has helped strengthen AHO's voice in the media and also the students' own sense of having a voice that is heard. The Chairperson has been responsible for this, with support from the rest of the AU.

- » Debatten (avlyst pga stastbusjett blev annonsert)
- » Khrono: Må halverer design tross stor etterspørsel: <https://khrono.no/ma-halv-ere-designutdanning-tross-stor-etterspørsel/729129>
- » Universitas: Risikerer å miste 30 studieplasser: <https://www.universitas.no/musik-kvitenskap/risikerer-a-miste-30-studieplasser/360571>
- » Universitas: Stor nedgang i utenlandske studenter: <https://www.universitas.no/aho-politikk-regjeringen/stor-nedgang-i-utenlandske-studenter/367225>
- » Universitas: Khio skrur ned varmen: <https://www.universitas.no/khio-stromkrise/khio-skrur-ned-varmen/360327>

3.4. Vinterfesten (vårfesten)

The Winter party, like the Autumn party, is an old tradition at AHO. SAHO 2022-23 worked hard to revive several traditions that disappeared during the pandemic. Previously, the Winter Festival was an event created by students, faculty, and teachers together. It was a unique experience built on camaraderie, not just for students but for everyone working at AHO. There was some resistance to the tradition due to reports of students facing harassment. However, SAHO still wanted the festival to take place, but with measures in place to address the problem rather than canceling the event. Several actions were implemented to change the framework of the festival so that everyone could feel safe. SAHO also delivered the student speech, given by Chairperson Maija, addressing the issue. We will work towards a world where one should not be afraid to attend a party with teachers and future bosses. During our education, we should be prepared for the professional world. In 2023, the festival was held as a Spring Festival on April 14th, which SAHO is very happy about. We believe this contributes to a better school and workplace.

3.5. Pub

AHO's pub has a long and challenging history. Following a decision made during the SAHO term in 2021-22, the pub was integrated into SAHO. In the 2022-23 term, a new position, Pub Manager, joined SAHO's executive committee (AU) and worked hard to make the pub operational. After a workload revision, a Pub Committee was established to assist the Pub Manager in running the pub.

Additionally:

- » The school entered into a contract with Comedor LTD, the responsible party for the cafeteria, for the liquor license during the winter of 2019-20. This contract will be revised in winter 2023. It is uncertain whether it will remain with Comedor LTD, but we, SAHO 2022-23, recommend it (if possible), with a better-formulated contract than the current one.
- » We are trying to provide a comprehensive overview to the next SAHO board for a smooth transition. However, this may be challenging as the current Pub Manager has a "good rapport" with Comedor LTD. It is also highly problematic that we were promised involvement in this tender process but have not been invited to a single meeting regarding the matter so far.
- » We are concerned that we may enter into a new agreement, and the liquor license may be taken away from the pub again, resulting in a diminished offering for the students. It took two years to obtain the current liquor license.

3.6. KAHOS

The Climate-AHO Student Organization (KAHOS) was started in response to a lack of sustainability focus in the studies at AHO. In winter 2022, KAHOS won the AHO Awards prize for sustainability when the jury decided that no student projects had sufficient sustainability focus. At that time, KAHOS had just held their first meeting. KAHOS continues as a student organization and places emphasis on inviting external lecturers. SAHO has had its own goals and channels for influencing educational quality, but we see that SAHO and KAHOS can work more strategically together.

4. Budget

SAHO_Regnskap-2022/23_Budsjettsskisse-Høst_2023

	Budsjett 2022			
	210 000,00 kr	Regnskap		
Rest budsjett 2022	96 075,00kr	Høst 2022		Arbeidavgift og feriepenger
etter honorar	46 075,00kr	Honorar	-50 000,00 kr	-13 050,00 kr
		Diplom	-12 374,40 kr	
		Møter	-2 398,40 kr	
		Arrangementer	-10 891,53 kr	
		Utstyr	-6 029,90 kr	
		PR	-4 380,17 kr	
		Annet	0,00 kr	
	Rest budsjett 2022	Total sum	-99 124,40 kr	
	-3 049,40kr			
	Budsjett 2023	Regnskap		
	250 000,00 kr	Vår 2023		
		Honorar	-25 000,00 kr	
		Diplom	-23 763,69 kr	*
		Møter	-9 008,11 kr	
		Arrangementer	-28 017,71 kr	*
		Utstyr	-36 391,40 kr	*
		PR	-5 301,60 kr	
		Annet	-473,74 kr	
		Total sum	-127 956,25 kr	
	Rest budsjett 2023	Budsjettsskisse		
	122 043,75 kr	Høst 2023		
etter honorar	87 043,75 kr	Honorar	-35 000,00 kr	
		Diplom	-15 000,00 kr	
		Total sum	-50 000,00 kr	
		Resterende	72 043,75 kr	
	*Avvik kan forekomme av forbruk som ikke tilsvarer budsjett for pågående innkjøp. 31/5/2023			
	(Midler til Høstfest)	50 000,00 kr		

4.1 Overview

01.06.2023

Økonomiansvarlig - Magnus Winther

[illegible]

4.2 Short explanation

We have divided our available resources, allocating slightly more funds for the spring semester because it is slightly longer. We have made some long-term investments for SAHO this spring, including a coffee machine, soundbox, and mixing console.

We are also trying to create long-lasting decorations. We recommend that SAHO takes better care of its belongings. We had a goal of creating an inventory list, but the financial officer has not found the time for it.

Plan well. Remember to allocate funds for expenses you know will arise, as indicated in the budget outline at the bottom of the previous page. It would be helpful to create a strategy.

We have taken a stance that all the applications we approve should be for events that are initially open to all students. There may be a limited number of spots available, but everyone should have received an invitation. You should consider whether you want to continue this approach.

5. Reflections

A common factor when we entered SAHO and the board was that we were all quite nervous and humble. Nevertheless, we had high ambitions, and everyone was familiar with SAHO beforehand. We quickly learned that SAHO had many shortcomings and that the entire organization needed renovation. The chair and vice-chair did a significant part of the recruitment work themselves and received little help from the previous board and the school. Initially, we believed that the damage caused by the pandemic mostly affected the social aspect, but we realized it had created division and distance on multiple levels.

We are satisfied that we have managed to take care of much of the tedious administrative work, which we hope lays a solid foundation for future work to be more focused on enhancing social life and study quality. That being said, we have also worked extensively on social initiatives and visibility. We were committed to improving communication at the school to the best of our ability, but there is still a long way to go. Nevertheless, we have succeeded in reaching a broader student audience than SAHO previously managed through social media, an updated website at aho.no/saho, and email communication. We are very proud of this and believe it is essential for SAHO to maintain in order to create a sense of security and credibility among students.

To summarize, we have achieved many of the things we wanted. The tasks were more extensive than we initially understood, and we have had a steep learning curve. We hope that the work we have done with structuring can help the incoming SAHO team focus on what they find enjoyable and important. We also hope that the traditions we have revived and created will continue to thrive and that student democracy will continue to be strengthened in the years to come.

SAHO ELECTIONS

AT
THE
PUB

We will open the doors to this year's polling station
at the pub at 12:00 on Thursday April 27th
and will remain open until 18:00 for voting



Democracy
Democracy
Democracy
Democracy
Democracy

THURSDAY
27.04.2023//

THU 27/24/2023 AT THE PUB

THU 27/24/2023 AT THE PUB

1200	_____	DOORS
1600	_____	PIZZA
1800	_____	VOTING IS OVER
1900	_____	PUB PUB PUB PUB PUB
2000	_____	ANNOUNCING SAHO 23/24

6. Letters

Boardmembers

To Hans Jacob and Anna Kristine,

As board members, you are part of AHO's highest governing body. The board's mantra is to govern at a strategic level, rather than getting caught up in minor details. This means working with a perspective on the future strategy of AHO, both now and long after we have completed our studies here. We interpret your role as students as an anchoring point for the board in the academic and social quality of AHO's core activity: education. Your role is crucial in the face of a changing economic landscape and framework. We will use this letter to briefly summarize the position we have taken on various strategic issues that have occupied the board during the 2022/23 period and provide some guidance on what we hope you can contribute going forward.

Our Study Model

Our study model requires approximately 22 square meters per student, according to calculations made by Statsbygg when compared to similar studies. This is because we need workshop space, studio space, and social areas. We have also argued that students at the school spend over twice as much time on campus as the national average of 21.7 hours, with a total of 47 hours per week. Student life largely happens at the school.

What we consider most important is the quality of education. For us, this is related to the physical space we have, but it also encompasses teacher-student ratio, general well-being and culture, field trips, room for experimentation, and the close relationship with the outside world. We believe that what makes AHO unique is the combination of all these factors. The school is currently undergoing a process aimed at strategic restructuring. That is well and good, but your role will be to be a critical voice that ensures we do not eliminate what makes us unique. We ask you to be mindful of AHO's distinctiveness from your perspective.

Societal Relevance

AHO is socially relevant, but we struggle to communicate this adequately. The board has worked on differentiating our activities from KHiO (Oslo National Academy of the Arts) and NMH (Norwegian Academy of Music) because we are often compared to them due to size. However, we believe our societal relevance is far more directly transferable than theirs. We are not an art education institution, but that is not to diminish the importance of art. It is ridiculously narrow-minded to imagine a world without art. Norway is also lagging behind in terms of investment in that field. But at AHO, we have unique educational programs in design and architecture that do not exist anywhere else in the country. For example, our Master's program in interaction design is of world-class quality. Therefore, we can say that we are a specialized university with a genuine societal mission. According to the new initiatives, the following will be emphasized in Norwegian education going forward: Strengthened competitiveness and innovation capacity.

Environmental, social, and economic sustainability.

High quality and accessibility in research and higher education.

AHO is already excelling in and/or actively working on all of these areas.

Sustainability

AHO lacks a systematic sustainability strategy. Agenda 2025 calls for more focus on this, but it is not implemented in various parts of the education yet. The government is also placing greater emphasis on sustainability requirements in the higher education sector. The issue is to take a broader view, not necessarily focusing on the concrete course on concrete, but using it as an example of the opportunities the school has. What is AHO's vision? Goals need to be established that permeate all courses at the school.

International students

Diversity among students and supervisors is essential to gain a broader perspective, which we consider important in contributing to innovation in various parts of society. While principles of universal design can be taught, the best way to learn is by interacting with people who have different perspectives than oneself. AHO has a strong base of international master's students, many of whom are from outside the EU and EEA. It is sad that we are now losing all these potential resources. Many master's students express that they would never have had the opportunity to come here if they had to pay such a high price. There are also many of our students who want to stay in Norway and work after completing their studies, thereby contributing tangible value to Norwegian society. It is worrisome for us that the principle of free education can be ignored.

Economic transition

In the ongoing sector restructuring, AHO risks losing some funds, and many uncertainties arise. The government established a committee in 2021 to review how the higher education sector is funded. In March 2022, the committee presented a proposal for simplification, including fewer performance indicators and a reduction in the number of education categories. These categories determine the funding rates per student place and earned credits. It appears that AHO's program might fall into a new category that may not correspond to the amount of funding the school currently receives per student. The specific funding rates for these new categories have not yet been presented.

New school building

AHO has grown in recent years, and there have been considerations to update the school to meet the new needs. We were asked by Statsbygg (the Norwegian Directorate of Public Construction and Property) to share our opinions on what will be important for AHO

students in the new solution. A new solution was approved by the board in the autumn of 2022 and revised in early 2023, but the decision is still unclear due to the government's changes in the sector and tighter constraints.

Fewer students in design

AHO is losing 30 study places that were granted during the pandemic. From 2020 to 2022, the school admitted 3 cohorts of an additional 30 design students, resulting in an expansion that now needs to be reprioritized. The situation changed when the new Minister of Knowledge for Higher Education, Ola Borten Moe (SP), revised the university and college sector in 2021, leading to AHO losing the new study places. This means that the school, including SAHO (the Student Association at AHO), must make the right choices in 2023 to compensate for the financial loss. We are part of the first cohort of sixty students. Together with the school, we have worked hard to adapt the program to accommodate the number of students. The advantage is that we gain many more perspectives on the subject and have more people to collaborate with. We see that we are needed by being invited to participate in many projects, and many students in our class already have jobs in the industry. The doubling of study places has also provided an opportunity for earlier specialization in the various disciplines offered by AHO, which gives us even deeper knowledge in our chosen field while being educated within all fundamental disciplines. It's nice to be a larger group. In conclusion, we hope that you have fun and be courageous. Read through the documents, highlight what you find strange, interesting, incorrect, or mysterious. Maija has downloaded the board papers and used Adobe Acrobat to work on them. Hobbe has taken notes in advance and used a notepad as a supporting element. We find the role a bit scary, and sometimes we feel a bit out of place... Ask questions and be active. Better too much than too little. Don't be afraid of being shut down; it will be fine. Have fun!

Leader

To Carine,

The leader of SAHO ensures a smooth workflow within SAHO by delegating tasks, planning, and communicating with the management. Together with the others in the AU, the leader develops a plan for the year. The leader calls meetings, creates an agenda for SAHO meetings, and acts as the chairperson. The same applies to AU meetings.

How have I worked on this?

I have worked on this by making sure that the members of the Executive Board (AU) meet once a week to update each other on our work, discuss issues, and delegate tasks to ensure things are progressing. We have chosen to meet on Mondays during lunchtime as it has generally been a convenient time for everyone and it's at the start of a new week. I always write an agenda that others can comment on and provide input for. A reminder for the meeting is sent out every Sunday to ensure no one forgets. We always write minutes from the meetings and create a list of upcoming tasks assigned to the AU members. Vice-leader Hobbe has taken care of that. I keep an eye on the time to ensure we stay within schedule.

I have been responsible for the SAHO email. It could be done by someone else as well, but it is important that someone takes responsibility for it. To gain access, you need to send an email to frode.gether-ronning@adm.aho.no stating that you are the leader of SAHO. Then it will be added as part of your email. You click on the icon with your initials, open another mailbox, and search for saho@aho.no.

Hobbe and I have attended monthly meetings with Rector Irene and Section Leader

Ulrika. They call for these meetings. It is a great opportunity to share what we are working on, express concerns, or get input on the work you do. You can largely shape these meetings; they serve as a grounding point. Additionally, I attended many of the management meetings during my early months as SAHO leader. It was a great way to get to know the administration and leadership. I recommend attending the initial meetings and then deciding which ones you have time for, based on your own schedule and the agenda sent out beforehand. This spring, I haven't attended many meetings because I've had many other things to do. School and health always come first! I have focused on the issues I consider important and attended meetings specifically for those. It has worked well for me.

Maintaining contact with the Norwegian Student Organization (NSO) is an important additional task. I recommend attending the kickoff seminar from August 3rd to 6th. I will also mention this at the seminar. You need to sign up via this link before June 18th: <https://forms.office.com/e/QXdjvCESFr>. I have never attended the seminar myself because they had the wrong email, and I couldn't reach them until well into my term as leader. I believe it can be fun and valuable to know that you have support from a larger organization. They also offer a lot of help if you find yourself in a bind. Learn more at: <https://student.no/>. We always have a designated contact person at NSO. I don't yet know who it will be, but our previous contact person was Bjørn Olav Østeby, who can be reached on Facebook if you don't receive any information about the new contact person.

Ongoing matters:

We still haven't received clarity on the issue of opening hours. The school used to be open 24/7, but that time is probably over. However, we have requested an investigation into why

this is no longer possible, and it should be made public for the students. A group has been formed to work on this, but we have yet to receive a proper response.

The pub's contract with Rockekokker expires at the end of 2023. We have been promised involvement in the process of determining who will take over/renew the existing contract, but so far, we haven't been included. It has been important for us that the students have as much freedom as possible, but not too much financial responsibility. Also, be aware that when the liquor license changes ownership and name, there is often a period without inspection. You need to be clear that we require a venue with a liquor license, and this should happen quickly and smoothly.

The autumn festival is always a time-consuming process. Start early, ask for help, and make sure that the committee members receive the support they need from you and others at the school. It is a traditional celebration that almost always turns out to be legendary fun!

Recommended annual plan:

August: Get to know your role, the management, and those you work with. Support the buddy week. Start planning for the autumn festival and form a working group with second-year students.

September: Organize a flea market or similar event with the Student Union (SU). Focus on the autumn festival. Talk to the operations department and complete all necessary applications (refer to the separate folder with examples).

October: Hold the autumn festival. Any other exciting activities SU can organize?

December: Internal Christmas party. Purchase and planning for the awards ceremony.

January: Awards ceremony. Start by evaluating your own work.

February: Begin planning for elections. Develop a plan for the semester with selected activities.

March: Run election campaigns and open the registration for positions. Easter workshop?

April: Conduct elections. Organize a flea market or similar event?

May: Plan for the transition of power, internal summer gathering, and awards ceremony.

June: Conduct a handover seminar or similar event, summer gathering, and awards ceremony.

Contact persons:

Principal: irene.lonne@aho.no

UFF Department Manager: Ulrika.Herlofsen@adm.aho.no

Study Administration: siv.taran.skaret@adm.aho.no

Operations Department: anders.rennemo@adm.aho.no/drift@aho.no

Communications Department: Mari: mn@adm.aho.no/cecilie.klem@adm.aho.no

In conclusion, I hope you have a great time! Hobbe and I have dedicated a lot of time to the administrative work and hope we have laid a solid foundation for you to focus on organizing events to strengthen the social environment at the school and maintain a strong academic committee to enhance the academic aspect. We also hope you continue with a well-planned election campaign and successfully organize the autumn festival that we couldn't accomplish. Apart from that, I hope you leave your mark on the role and find an effective leadership style that works for you and your team. I recommend being patient when dealing with the management but not giving up. Persisting pays off, as they are generally very pleasant people.

Deputy leader

Hello,

What is expected of the Vice Chair:

In SAHO's 2023-2024 restructuring, we hope that it will become easier for the Chair and Vice Chair to work together. There may be many tasks at hand, but it's important to trust each other and the rest of the AU (executive board). New responsibilities for the Vice Chair include driving the academic discussion forward at AHO. The Vice Chair will be responsible for communicating with the academic group via Zoom, chat, meetings, or whichever method is most suitable for the situation.

Contact persons:

Ulrika Herlofsen - Department Manager for Education, Research, and Dissemination in the administration.

Irene Alma Lønne - Rector at AHO.

Rachel K. B. Troye - Vice Rector for Education.

Siv Taran Skaret - Study Advisor and contact for SAHO.

Regular meetings:

AU meeting, for gathering SAHO's AU working group to vote on issues and plan.

SAHO meeting, inviting students at the school to hear their voices.

Rector's meeting, meeting with the rector at a scheduled time.

SU meeting, meetings with the student council.

Ongoing matters:

School opening hours, refer to the point in SAHO's 2022-23 report for more information.

Autumn festival, recommend starting the planning early in the semester, setting a date, asking the school for permission to use their facilities, or finding a suitable venue, and so on.

Restructuring of SAHO 2022-23 - new position of Pub Manager (from SAHO 2021-22), new responsibilities for the Vice Chair, and new bylaws.

Reflections:

In the AU, we have been working on increasing the visibility of SAHO. There are few students at AHO who have a good overview of what SAHO does at the school, how SAHO can assist, and what it means to have a student organization. We envision that the next AU will work even harder to include and inform students about what they can achieve. Particularly regarding education, for example, the student group KAHOS was formed because students felt they lacked input in their education. Therefore, it is important going forward that Vice Chairs focus on making their role more visible (it doesn't have to be personal).

Students at AHO need to discuss the quality of their education more, as they have a significant influence under the Higher Education Act, and Vice Chairs can help facilitate that in the right direction.

Economy

What does the Treasurer do?

The Treasurer sets up the budget and keeps the accounts for SAHO. They process applications for financial support from SAHO and ensure that approved expenses are reimbursed. They communicate with parts of the administration regarding financial matters and resource usage.

Potential contact persons:

Executive Board:

All members - Discussions on how SAHO should manage its resources.

Administration:

1. SAHO's contact for finance: Maria Ahmed (maria.ahmed@adm.aho.no) - Main point of contact for advice.
2. Invoice - faktura@aho.no (temporary substitute) - Refund forms and inquiries regarding expenses and invoices should be sent here.
3. Contracts - kontrakt@aho.no/christopher.lohrmann@adm.aho.no (Christopher Lohrmann) - Completed and approved contracts should be sent here, and signed contracts for paid positions are submitted here.
4. Payroll - timeliste@aho.no/kirsten.hoel@adm.aho.no (Kirsten Hoel) - Timesheets for paid positions with contracts should be sent here. Kirsten can also provide advice on payroll matters in general.
5. Section Manager - Ulrika Herlofsen - Clarify contract changes, communicate basis and arguments for budget increases (+ Department Manager - Bujar Shala - responsible for the budget).

6. IT (Vidji Sivarajah and Frode Gether-Rønning) - Questions about printing, login users for SAHO, and any new student initiatives, general resource usage such as license usage for the students' benefit.

7. Tove Carlsen (Student Administration) - Certain orders on invoices, such as Vinmonopolet (the state-run liquor store in Norway).

Other parts of SAHO:

Those who seek reimbursement for expenses on behalf of SAHO. The necessary contact information is requested from them.

Other students:

Those who apply for financial support from SAHO or need help with payroll.

Meetings:

Meetings in the Executive Board are mainly the necessary meetings. Otherwise, a meeting is scheduled with the contact person for SAHO in finance and other relevant parties in the administration. Apart from these, the Treasurer can arrange meetings with individuals or organizations seeking financial support from SAHO.

PR

Dear Ma(j/y)a,

Here is the official handover letter for the PR Officer(s).

As the PR Officer, you are responsible for ensuring that SAHO communicates clearly and is visible to all students at AHO. This has primarily been done through SAHO's Instagram, posters on campus, and Facebook events. The PR Officer also shares the responsibility for Ahopuben's Instagram with the Pub Manager this year.

Regarding contact persons, the PR Officer maintains good communication with the Student Union (SU), the Pub team, and the Executive Board (AU). The Student Team has also contacted me by email regarding various events they organize on campus, such as yoga or buns in the pub. This can lead to a lot of tasks for the PR Officer, so it's important to find a suitable arrangement together. I have been in touch with the IT department regarding SAHO's printing card, communicating with both Frode and Vidji.

This year, it has been expected for the PR Officer to attend the AU meetings held in the pub every Monday. The PR Officer is also present at the SU meetings every other Thursday to contribute ideas and solutions for various events and determine how they should be communicated.

Social committee

Handover Letter Social Committee 22/23

In the academic year 2022/23, Lexi and Brage served as the Social Leaders in SAHO. We would like to share our experiences in this role. Let's start by going through the specific tasks we have had.

Meetings:

We have organized meetings with the Social Committee every other week during lunch-time. We found this interval to be suitable for our meetings, but the next leader can structure it according to their needs and preferences. We have tried to keep the meetings short and concise. At the beginning, we usually discuss past events/issues, followed by an overview of upcoming events and their progress. It's a good idea to brainstorm new ideas for events and assign responsibilities, preferably with a set date. Sending out a brief summary or minutes after each meeting is recommended. It's also important to check in with those responsible for organizing events and see how things are progressing. Having a fixed day and interval for the meetings helps ensure that the Social Committee members can allocate time for them.

As the Social Leader, you also serve on the Executive Board (AU). This year, we have had AU meetings during lunch once a week. In these meetings, we present what we have done and what is planned. The other members of AU also bring up issues or tasks they want the Social Committee to address.

Contact Persons:

Student Union (SU): The most important people we have contact with are the members of SU. We need to follow up on their events, ensure they have everything they need, and prevent them from feeling overwhelmed. It's important to delegate tasks and create engagement within the committee.

PR: It is crucial that people are informed about what we are doing, so as a Social Leader, good communication with the PR Officer is essential. They need to receive posters and information well in advance to publish them. It's also a good idea to send videos to the PR Officer during events so that they can share them on social media stories.

AU: During AU meetings, we discuss upcoming events. It is important to clarify the budgetary requirements for these events.

Financial Officer: This year, we have structured the process such that the responsible person for an event submits and sends receipts to the SU Leader. The SU Leader then transfers the funds to the individual and provides the receipt to the Financial Officer for reimbursement.

Pub Manager: The Social Committee assists with pub activities. It's important to maintain good communication regarding the pub's guest list and responsibilities. Additionally, it's crucial to coordinate pub events with the Pub Manager.

Facilities Management: For events taking place on the roof or similar locations, it's important to coordinate with Facilities Management. We have had the most contact with Anders and Kaisar in this regard. If equipment needs to be borrowed, it should be clarified with Facilities Management. It's best for the SU Leader to act as the channel of communication between Facilities Management and the Social Committee.

Workshop: If you want to organize events in the workshop or the building hall, clearance must be obtained from Roald.

Student Team: They provide input on the types of events students want. You can also contact them if you need to borrow a bonfire pit for grilling or similar activities.

Role Structure:

The way we structured the role involved attending/organizing meetings and handling organization and coordination tasks as needed. It often requires spending a few minutes here and there to send messages about borrowing equipment, seeking permission to use outdoor areas on campus, or checking on event progress. Additionally, regular attendance at the weekly AU and SU meetings is important. As the SU Leader, it's beneficial to participate in as many SU events as possible and provide assistance if the responsible individuals require support.

Ongoing Matters

The Pub team also relies on the SU to operate the pub on campus. This year, it has been the case that two members from the SU have been responsible for each pub, and it is these SU representatives who contact the 1st and 2nd-year students who will work at that pub. The SU representative is also in charge of opening and closing the pub. For the next year, we wish to improve this arrangement to make it more organized for all parties involved.

Another matter concerns the autumn festival. At the beginning of our term, we were informed that we couldn't hold the autumn festival on campus as it has been done before because we have too many students, and there is valuable equipment around the school.

Right after we received this information, OAT Academy organized a party on campus...

Subsequently, we were given permission to have the autumn festival on campus, but we did not receive any budget allocation from the administration for it, and there was insufficient time to organize it properly. There is a strong desire to continue the traditional autumn festival at AHO. To achieve this, a committee must be established early enough to allow for the organization of the autumn festival on campus, following the long-standing tradition.

Pub-leader

Not delivered.

