



Pakistan Student Association

Halmstad Sweden



Scope of the document

This document outlines the overall objectives, scope of activities, organizational structure of the PSA Halmstad. This is an initial draft and it will go through subsequent revisions before being finalized.

1. Organizational Structure

1.1. Membership Criteria

Any Pakistani student studying in any discipline at Halmstad University is eligible to become a member of PSA Halmstad. Currently there is no regular mandatory membership fee to be paid by each member. But all the registered members are expected to contribute an amount to be specified for each of the activity organized by the PSA Halmstad. Following are a few of the rules to be observed by each registered member:

- Default in payment of activity related fees for more than two times
- On any proven financial corruption.
- On any proven act of giving a bad image of Pakistan or PSA like cheating.

Any member failing to comply with the above rules will be given a fair chance to defend himself, failing which his/her membership will be suspended.

1.2. Working of the Association

Working Board:

A Working board is responsible to organize/manage all the activities conducted under the umbrella of PSA Halmstad. Currently the working board consists of a number of members who volunteer their services for the association. One of the member of the Working board is appointed act as a facilitator. But in future we intend to elect the working board by the members of the association which will be held as per details to be drafted later on.

The working board shall conduct at least one meeting of the board per month to discuss the follow ups of the activities and to plan future events. In addition any member of the Working board can call the meeting in between if required.

Any member of the Working board may lose his/her position in case of three consecutive absences from meeting of the Working board without giving prior and proper reasoning.

1.3. Responsibilities of Working Board

Facilitator:

The facilitator will lead the Working board and is responsible for its overall management. His/Her



responsibilities include smooth organizational running, policy guidelines, defining/planning new working areas and final approval of policies from the members. He/She can also nominate person(s) as representative of PSA.

Following are the main responsibilities carried out by the working board:

- Overall working and implementation of decision by the Working Board.
- Conductance of meetings, events, seminars, cultural activities.
- To look after the financial matters i.e., collect money and keep track of financial payments.
- To coordinate with other student bodies and organizations within the scope defined by the objectives of the association.
- Build and manage the website of PSA Halmstad.

2. Objectives of the Association

The main objective of the PSA Halmstad is to initiate cooperation among fellow students and to promote joint social activities. We also intend to coordinate among the other student bodies in Sweden to take advantage of their experiences.

PSA Halmstad will be mainly responsible for the following activities:

1. Helping students in finding admissions in appropriate disciplines
 - Information about academic programs
 - Information about Course materials (literature, books etc.)
 - Assisting students in deciding specialization and Masters Thesis
2. Assistance to the students for coming to university and finding accommodation. PSA is not responsible for the provision of accommodation; it only aims to facilitate the process.
 - Travelling information (flights, trains, busses schedule related info.)
 - Guide for finding accommodation
 - Possibilities of providing temporary accommodation
3. Provision of practical information.
 - Cost of living
 - Shopping Info. (Low cost shops, Muslim food items shops, Barber shops)
 - Part-time/full-time Job related information
 - General info. (Insurance, Student union, Tax office registration, Visa related info., Mosque, Bank A/C, Swedish Language Courses)
4. Conduct seminars and functions with the help of Swedish organizations, Pakistani Community of Sweden and Pakistani Embassy of Stockholm to:
 - Promote awareness of Pakistani culture in Sweden.
 - Clear misconceptions about Pakistan in Sweden and rest of Europe.
 - Creating awareness of Swedish culture and their work ethics amongst Pakistani students.



5. Provision of financial help to student (This facility will be provided on availability of sufficient funds). Criteria for selection of needy students and funding amount will be decided by the Working Board of Members. These policies and their subsequent updates shall be available as a separate document for public.

3. Events

Following events are mandatory to conduct along with other events proposed by board of members from time to time.

1. Orientation Party to new comers.
2. Eid Festivals
 - Eid Ul Fitr
 - Eid Ul Azha.
3. Pakistani Cultural Day (on 23rd March).
4. Career suggestion/assistance seminar (On end of course work for each batch.)

4. Finance generation and management

PSA is a no profit no loss self fund generation organization. The working board will be responsible for collection and management of funds. Main sources of fund generations are:

1. Activity related fees
2. Donation by members / volunteers.

Working board can utilize these funds with the approval of its members for its activities. However none of these funds can be used for any type of traveling costs by the Working Board. If the working board or any member need to go out side of Halmstad for PSA related task then PSA will pay for the cheapest means of transportation available at that time if required.



5. Contact Details (Current Working board)

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