

Stuenterlauget recruitment policy

Updated 2023

§ 1 Purpose:

This is the official recruitment policy of Stuenterlauget (SL). The goal of this policy is to ensure transparency around how Stuenterlauget hires employees. The policy has been revised and approved by Stuenterlauget's Board in April 2023 in close cooperation with the Management of Stuenterlauget.

§ 2 Information for applicants:

- I. SL always appoints the most qualified candidate for any position.
- II. All vacancies at Stuenterlauget will be advertised
 - A. All available vacancies can be found on SL's webpage
 - B. Exceptions to above may be made upon collective decision of the Chairman of the Board and the Managing Director.
- III. Students may work for SL as long as they are students at Aarhus University, School of Business and Social Sciences (BSS).
 - A. Some positions may require a transitional period after the student holding the position concerned has completed his or her studies.
 1. The need for a transitional period will be discussed with the student holding the position in their last semester.
- IV. Special vacancies, such as photographer, and full-time employees, etc., may be filled by non-students, if the job requires special skills.
 - A. There must be a significant reason for the appointment of non-BSS students. The hiring Manager and the Managing Director have to agree on this.
- V. All job positions in Stuenterlauget demand a high level of proficiency in English. Positions requiring fluency in Danish will be stated in the job description.
- VI. All applications and interviews for open vacancies in Stuenterlauget will be treated individually.

- VII. Studenterlauget is committed to equal employment opportunity and equal pay regardless of e.g. race, colour, religion, sex, national origin, sexual orientation, disability or gender identity.

§ 3 Information for applicants already employed in SL

- I. It is not possible to hold more than one position in SL at a time
- A. However, employees with a regular position can hold certain minor positions: Instructors in the annual SL Introduction Week, buddy in the Buddy Program and temporary Project Coordinator positions.
1. Studenterlauget's current employees must formally communicate their intention to apply to other vacancies to their immediate superior before submitting their application for these positions.
 2. The Management in Studenterlauget cannot hold other positions.
- II. An individual can only coordinate the same project no more than two times.
- A. However, this cannot be with the same co-organizer.
- III. When a former employee at Studenterlauget returns from a study period abroad, the individual managers may, at their own discretion, reinstate the former employee without conducting interviews or advertising the vacancy.

§ 4 The Board

- I. All SL members may run for the Board of Studenterlauget.
- A. The candidacy must be announced to the Chairman of the Board no later than one week prior to the annual General Assembly.
1. People who are already employed at Studenterlauget may only run for the position as Employee Representative in the Board.
 2. However, as a Board member it is possible to hold certain positions, including: instructor in the Introduction Week, buddy in the Buddy Program, Skiing trip guide and temporary Project

Coordinator positions. This has to be approved by the remaining Board members.

B. The Management in Studenterlauget can not run for the board.

§ 5 Exceptions

I. As a general rule, exemptions are not granted.

A. The Board of Studenterlauget may grant an exception in extraordinary cases. In such cases the consideration will always be made with respect to Studenterlauget and not the applicants.

B. If applying for an exception, the employee must firstly contact his or her immediate superior, who must give his or her approval. Afterwards the employee must contact the Board of Directors through the Chairman at: chairman@studenterlauget.dk. The applications will then be processed at the forthcoming board meeting.