



UMEÅ INSTITUTE OF DESIGN UMEÅ UNIVERSITY

School meeting October 6, 2021

Agenda

1. Communication
2. Being a Part of UID
3. Fire Safety
4. Exchange Studies
5. Ställverket (local student organisation)

Communication

Head of Department Demian Horst explained the main lines of communication for students at UID.

The key channels for student information are:

- **Email**
- **Student Web**
- **Online Schedule**
- **Canvas**
- **Wozzop Live**
- **School Meetings**
- Teams 'Staff & Students' (which is replacing Facebook)
- Welcome Screens (also shared on Teams)

The key channels for communication are:

- **Email**
- **Teams** (virtual studio/workplace)
 - Active messaging / discussions
 - Small meetings
 - 'Staff & Students' Team
- **Zoom**
 - Large meetings – Meeting code: uiduid

We are constantly evaluating all levels of communication at UID and welcome input from students on how to improve at any time.

Being a Part of UID

Thomas Degn shared guidelines, recommendations and regulations regarding the student studios. The student studios at UID are spaces that should support both individual and collective learning and development in the field of design, in a social, open, considerate and collaborative spirit.

To support this, some basics of studio life is that:



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- Everyone is responsible for maintaining an atmosphere that allows individuals to focus on their work.
- We talk in a low voice, at each other's desks and not across desks or distances.
- Headphones are used for listening to music etc. (no loudspeakers).
- Phone conversations are held outside the studio.
- Group work is carried out in other places than the studio.
- All cables are attached to the desk to facilitate cleaning of the floor.
- Garbage and waste is recycled/deposited in the right place by the person that generated it.
- Meals are not had in the studio, but in the Atrium or other social areas.
- Stuff is stored in shelves and other spaces, not on the floor.
- Foam models are allowed in the studio only after they painted or coated.

Adrian Löwander gave a brief account on the activities and responsibilities tied to the 'Equal Opportunities Group'. He also encouraged students to join as representatives in the group.

Fire Safety

Fire Safety Officer Patrik Mattsson showed a video giving detailed instructions on how to handle a number of different scenarios relating to fire safety. Patrik also showed the evacuation plan that can be found around the school and recommended students to study them in case of emergency. One key detail that was particularly stressed was the assembly area in case of emergency. Another key point referred to the procedure of opening emergency doors at UID, and students were asked to not break the seal on the emergency doors. Detailed instructions on how to open them can be found on each emergency door.

Exchange Studies

Linda Bogren, UID's international contact person, encouraged all students to explore the opportunity to go on exchange studies. She also shared information on where it's possible to go for exchange studies. Other questions discussed were: Who can go on an exchange? When can I go on exchange? Deadline for application for exchange studies for next year is February 1. More information can be found here: <http://www.uid.umu.se/en/education/exchange-studies/study-abroad/>

Ställverket (local student organisation)

Mika Sinclair announced that Ställverket now have a board but that there are still a few more spots to be filled, both class representatives and representatives from a few working groups. She also reminded that no peanuts are allowed in the student kitchen because allergies. Also, no cooking of food is allowed at this time, because of Covid-10 protocol. These restrictions will be lifted in the beginning of November. There is a list for cleaning duties in place in the student kitchen and cleaning should be performed twice a week.

Next school meeting

The next school meeting on December 1 (1st Wednesday every month).