

Bylaws for the PhD Chapter at KTH

Established at the PhD Chapter regular and extra meeting on June 8th, 2017.

References to PhD Chapter Statutes concern the version established by the PhD Chapter Meeting on June 8th, 2017.

References to THS Statutes concern the version established by the THS Student Council (KF) on November 11th, 2015.

References to THS Bylaws concern the version established by the THS Student Council (KF) on May 2nd, 2016.

1 General

1.1 Purpose

The PhD Chapter Bylaws shall be the policy document that is most immediately subordinate to the PhD Chapter Statutes.

1.2 Amendments to the Bylaws

Amendments to the Bylaws shall be adopted if they have been approved by a relative majority at an ordinary PhD Chapter Meeting.

Decisions on amendments shall be announced on the PhD Chapter website.

2 PhD Student Councils

2.1 Name

Each PhD Student Council is named after a 3 (three)-letters acronym replacing the words “KTH School” that is generically used in the PhD Chapter Statutes. For example: “ITM PhD Student Council”.

2.2 Purpose

The objectives of a PhD Student Council are to promote more effective and higher quality PhD education and research, to promote a stimulating working environment and to improve the general conditions for the PhD students, at the given KTH School.

A PhD Student Council shall work towards a greater unity and fellowship among the PhD students at the given and shall maintain good contacts with the PhD Chapter members working centrally at KTH or at the other KTH Schools.

2.3 Scope

A PhD Student Council activities shall cover students in all the educational programs of the given at postgraduate level.

2.4 Composition

A PhD Student Council is composed of:

- a) The PhD Student Council Meeting;
- b) The PhD Student Council Board of Directors (Board);
- c) The PhD Student Council PADs;
- d) The PhD Student Council Functionaries.

2.5 Activities

A PhD Student Council activities are subject – in order of relevance – to:

- a) The PhD Chapter Meeting;
- b) The PhD Chapter Board;
- c) The PhD Chapter Presidium.

2.6 Accounting

PhD Student Councils with their own administrations shall account for their finances.

2.7 Symbols

2.7.1 Logotype

A PhD Student Council is authorized to use the PhD Chapter logotype, consisting of a torch of enlightenment surrounded by a golden ring and laurel wreath, together with the PhD Student Council name under it.

2.7.2 Colors

A PhD Student Council uses the PhD Chapter colors, which are black (S 9000-N) and gold (S 0580-Y20R). A PhD Student Council can also add to those a third color to distinguish itself from the other PhD Student Councils. In such case, the color must be approved by the PhD Chapter Board.

2.8 PhD Student Council Meeting

2.8.1 Meeting frequency

A PhD Student Council shall have at least 1 (one) Election Meeting every year.

Frequency of each PhD Student Council Meetings is decided by the given PhD Student Council Board and reported to the PhD Chapter Board.

2.8.2 Election Meeting

A PhD Student Council shall have at least 1 (one) Election Meeting every year, in which the PhD Student Council Board and PADs are elected or reelected.

In order to be considered valid, an Election Meeting shall be announced at least 8 (eight) working days before on the PhD Student Council KTH Social webpage or relevant mailing lists.

2.8.3 Election results

Election results shall be reported to the PhD Chapter Board in written form by means of a summary of the elected people and positions, together with an Election Meeting protocol that must be approved by the PhD Chapter Board through the PhD Chapter Chairperson or Vice Chairperson signature.

Election results shall also be published on the KTH Social webpage of the PhD Student Council.

2.8.4 Attendance

Attendance to any PhD Student Council Meetings is reserved to PhD Chapter members. Exceptions can be approved by the PhD Student Council Meeting and must be reported in the meeting protocol.

2.8.5 Voting

Right to vote at any PhD Student Council Meetings is reserved to PhD Chapter members enrolled at the given KTH school. Exceptions can be approved by the PhD Student Council Meeting and must be reported in the meeting protocol.

2.9 PhD Student Council Board of Directors (Board)

2.9.1 Composition

A PhD Student Council Board is elected at a PhD Student Council Meeting and comprises of:

- a) The PhD Student Council Chairperson;
- b) The PhD Student Council Vice Chairperson;
- c) Other members of the PhD Student Council Board, so to have a minimum of 3 (three) members and maximum of 8 (eight) members.

2.9.2 Eligibility

It is mandatory to be PhD Chapter members in order to be elected members of the PhD Student Council Board.

2.9.3 Vacancies

Vacancy for the PhD Student Council Chairperson must be communicated to the PhD Chapter Board and gives the Council Chairperson's responsibility over, in order of relevance:

- a) The Council Vice Chairperson;
- b) The Council Board;
- c) The Council PADs;
- d) The Council Meeting.

2.9.4 Compatibility of roles

A member of the PhD Student Board can be Council Chairperson and Council Treasurer, or Council Vice Chairperson and Council Treasurer at the same time.

2.9.5 Responsibilities

All the members of the PhD Student Council Board are equally responsible for the PhD Student Council.

The PhD Student Council Chairperson is responsible for the communication with the PhD Chapter.

The Council Chairperson shall communicate in written form to the PhD Chapter Board the names of any PhD student representatives that need to be appointed to the commissions of trust at the given KTH School.

The PhD Student Council Board is responsible for:

- a) Answering to the PhD Student Council Meeting regarding the operations and management;
- b) Remitting more important decisions to the PhD Student Council Meeting;
- c) Implementing PhD Student Council Meeting decisions;
- d) Managing and being responsible for the PhD Student Council resources from the given and the PhD Chapter, process submitted motions, handle the PhD Student Council correspondence and otherwise manage the ongoing business;
- e) Appointing other PhD Student Council Functionaries;
- f) Appointing Provisional PADs;
- g) Maintaining a KTH Social webpage to update the members on the PhD Student Council activities and students' rights. In particular, maintaining updated information on the organizational structure of the PhD Student Council and linking to THS and PhD Chapter information relevant for the given KTH School.

2.9.6 Conduct of business

The PhD Student Council Board may conduct business if both the following conditions are satisfied:

- a) at least half the PhD Student Council Board Members are present;
- b) the Council Chairperson or Council Vice Chairperson is present.

Protocols of the PhD Chapter Board Meetings are to be written and posted on the PhD Student Council Board website.

2.9.7 Voting

The PhD Student Council Chairperson has the casting vote in the event of a tie in the PhD Student Council Board, except in elections.

2.9.8 Nomination of functionaries

The PhD Student Council Board can appoint the PhD Student Council Functionaries. In case such positions are held for more than a year, the Functionaries need to be re-appointed yearly by the PhD Student Council Board. Appointed functionaries shall be published on the KTH Social webpage of the PhD Student Council.

2.9.9 End of mandate

At the end of mandate, after new board elections are held, the PhD Student Council Board is considered a Resigning PhD Student Council Board.

The Resigning Council Board is responsible for reporting the elections results to the PhD Chapter Board when the adjusted protocol for the PhD Student Council Meeting is approved.

A Resigning Council Board is freed from responsibilities by the PhD Student Council Meeting.

2.10 PhD Student Council PADs

2.10.1 Name

PAD is an acronym for “Programansvarig Doktorand”, in English “PhD Program PhD Student Representative”.

2.10.2 Responsibilities

PhD Student Council PADs duties are to work together with their PhD Program Director (PA), or the Director of Third Cycle Education (FA) when the first is unavailable at the given KTH School, in order to:

- a) Improve the quality of the PhD program;
- b) Spread information on the PhD program courses;
- c) Defend PhD students’ rights at their PhD program;
- d) Arrange social and educational activities for the PhD students in their PhD program with resources from the given PhD program;
- e) Help the election process by informing, identifying and training possible candidates to become PADs at the end of their mandates.

PADs shall have a formal position to represent all the PhD students at the given PhD program and in all the management and decisional meetings for the given PhD program.

PADs shall inform, involve and delegate their role to the PhD Student Council Board if the matter of discussion is of greater relevance than their PhD program itself.

PADs shall ensure that every new PhD student at their PhD program is reached by the PhD Chapter, PhD Student Council and PAD information about their rights and opportunities as PhD students.

PADs shall attend and pay an active role in the PhD Chapter Education Council, by ensuring that the opinions of the PADs in the Education Council reflect the opinions of the group of PhD students in their PhD programs.

2.10.3 Elections

PhD Student Council PADs are elected annually by the PhD Student Council Election Meeting.

For each PhD program at the given KTH school, 1 (one) PAD and 1 (one) Deputy PAD shall be elected by the corresponding PhD Student Council.

Each PAD or Deputy PAD elections must be approved by the PhD Chapter Board through the PhD Chapter Chairperson or Vice Chairperson signature on the PhD Student Council Election Meeting protocol.

Elections of PhD Student Council PADs must be announced and reported on the PhD Student Council KTH Social webpage.

2.10.4 Eligibility

A PhD Student Council PAD must be at least a PhD student at the given KTH School enrolled in the corresponding PhD program that the PAD shall represent.

2.10.5 Mandate period

A PhD Student Council PAD and Vice PAD can only be elected for 1 (one) year at the PhD Student Council Election Meeting. The mandate shall be extended every year by means of reelections.

2.10.6 Vacancy

In case of vacancy for both a PAD and the correspondent Deputy PAD, the PhD Student Council Board can directly appoint a Provisional PAD with mandate until the following PhD Student Council Election Meeting.

2.10.7 PhD Chapter Education Council

All the PADs at KTH are part of the PhD Chapter Education Council and have the responsibility to attend the PhD Chapter Education Council Meetings called by the PhD Chapter Board.