

# Registry of PMs



*Enacted by the chapter in light of the introduction of §1.3 in bylaws on 27-02-2019  
The Phd chapter at KTH/ Doktorandsektionen vid Tekniska Högskolans Studentkår*

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**Doktorandsektionen vid Tekniska Högskolans Studentkår**

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## Document versions

Version	Description, By	Date
Dr2019-CP-00	Created by Chapter presidium as per 20190603 chapter meeting n.4 §3.a	2019-05-31
Dr2019-CP-00/0001	Updated by the presidium as per meetings 2019-08-29	2019-08-29
Dr2019-CP-00/0002	Updated by the presidium as per meetings 2019-09-12 & 26	2019-09-26



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## **Abbreviations**

KTH: Kungliga tekniska högskolan (The Royal Institute of Technology)

THS: Tekniska högskolans studentkår (KTH student union)

Dr: Doktorandsektion

CFU: Chef för utbildninginflytande (Head of educational affairs)

KS: Kårstyrelsen (The union board)

KF: Kårfullmäktige (The union council or the general assembly)

FR: Fakultetsrådet (The faculty council)

US: Universitetstyrelsen (The university board)

PAD: Program ansvarig doktorand (PhD student representative for the program)

DrInK: Doktorand Integrerade Klubbmästeriet (Master of ceremonies group)

SFS: Sveriges förenade studentkårer (The Swedish National Union of Students)

SSCO: Stockholms studentkårer centralorganisation (Stockholm's student unions central organisation)



## Background

As per 20190603 chapter meeting n.4 §3.a, the PhD chapter can create guidelines and rules that are possible to change through board meetings rather than through chapter meetings through “PM’s” (promemorias) which are rules and guidelines that both the chapter meeting and the board by itself can create and change. Examples of this could be communication policies, workgroup guidelines, etc. The purpose of this document is to track the diary numbers and documents associated with it the PhD chapter of KTH Royal Institute of Technology’s Student Union/ Tekniska Högskolans Studentkår, THS (Short: Dr, in Swedish: Doktorandsektionen vid Tekniska Högskolans Studentkår).

## Diary Number Formats

As per 20190603 chapter meeting n.4 §3.a, the chapter shall use diary numbering system that can be detailed further in memorandum for document archiving. Unless such memorandum is enacted, the following shall apply by default:

- Formats for diary numbers follow: Dr[YYYY]-[NN]-[SS], whereby: [YYYY] refers to the year of establishing or updating the document, [NN] refers to the body authorising the document, [SS] is a serial number.
- Unless a PM is enacted detailing the document archiving, the following applies by default: Formats for diary numbers follow: Dr[YYYY]-[NN]-[SS], whereby: [YYYY] refers to the year of establishing or updating the document, [NN] refers to the body authorising the document, [SS] is a serial number. [NN] is CM for the Chapter Meeting, PB for the PhD Chapter Board or any of its members, CF is for the Chapter Functionaries including auditors, nominating committee, and standard bearers, WG is for Working Groups and Committees subject to the chapter, AB/CB/EE/IT/SC are for the School councils at ABE/CBH/EECS/ITM/SCI respectively.

In addition, since many of the chapter board work and enacted decisions are prepared or communicated by the chapter presidium, the presidium can use CP for corresponding PM’s. Furthermore, if PM’s got editions or sub-versions or updates, then four digit editorial extension can be used. Example for Dr2019-CP-00/0001 refers to this document after updating the list per presidium decision on 20190830.



## 1. Regulatory documents enacted by the Chapter meeting

Diary number	Name/By	Date
Dr2019-CM-01	PhD Chapter Statutes	2019-02-27
Dr2019-CM-02	PhD Chapter By-laws	2019-02-27
Dr2019-CM-03	PhD Chapter Budget	-

## 2. PMs and Decisions enacted by the board

Diary number	Name/By	Date
Dr2019-PB-01	PhD Chapter Working Directives Emma Riese and Tage Mohammadat	2019-06-03
Dr2019-PB-02	PhD Chapter Plan of Operations	2019-09-13
Dr2019-PB-03/XXX	Appointment of PhD representatives	2019-10-13
Dr2019-PB-04	2018/2019 Board Report	2019-10-30

## 3. PMs and Decisions enacted by the Chapter presidium

Diary number	Name/By	Date
Dr2019-CP-00	Registry of PMs Emma Riese and Tage Mohammadat	2019-06-03
Dr2019-CP-01	PhD Chapter Plan of Operations Emma Riese and Tage Mohammadat	2019-09-13
Dr2019-CP-02	PhD Chapter Time Compensation Budget & Prognosis HT19 Emma Riese and Tage Mohammadat	2019-08-14
Dr2019-CP-03	PhD Chapter Appointment Routines for Representatives	2019-08-14



	Emma Riese and Tage Mohammadat	
Dr2019-CP-04	Central and Local Doctoral Representatives at KTH Emma Riese and Tage Mohammadat	2019-08-14
DrYYYY-CP-10/NN00	PhD Chapter Meeting Summons Emma Riese and Tage Mohammadat	
DrYYYY-CP-10/NN01	PhD Chapter Meeting Agenda Emma Riese and Tage Mohammadat	
DrYYYY-CP-10/NN02	PhD Chapter Meeting Minutes Emma Riese and Tage Mohammadat	

#### 4. PMs and Decisions enacted by the Chapter Functionary

Diary number	Name/By	Date
Dr2019-CF-01	Vacancy profiles Tage Mohammadat & Robin Palmberg	
Dr2019-CF-02	Chapter Auditors report Milan Jocenevski & Ksenia Loskutova	
Dr2019-CF-03	Election Recommendation Tage Mohammadat & Robin Palmberg	
Dr2019-CF-04		

#### 5. PMs and Decisions enacted for the School councils

Diary number	Name/By	Date
Dr2019-AB-04/xxxx	Appointment of doctoral representatives at ABE	
Dr2019-CB-04/xxxx	Appointment of doctoral representatives at CBH	
Dr2019-IT-04/xxxx	Appointment of doctoral representatives at ITM	
Dr2019-EE-04/xxxx	Appointment of doctoral representatives at EECS	
Dr2019-SC-04/xxxx	Appointment of doctoral representatives at SCI	