

# Guide on Representation



*The Phd chapter at KTH/ Doktorandsektionen vid Tekniska Högskolans Studentkår*

Antagen av doktorandsektionens styrelse den 9 juni 2016 och gäller till vidare.  
Senast ändrat 14 augusti 2019.

Adopted by PhD chapter board on the 9th of June 2016 and valid till replaced or repealed.  
Most recently revised on 14th August 2019.

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## DOCUMENT HISTORY

Version	Description, By	Date
Initial version	Presented by the chapter board 15/16 chapter meeting n.2	2016-06-09
Version R1	Revised for the chapter board 18/19 meeting n.1 By: Robin Palmberg and Tage Mohammadat	2018-06-08
Version R2	Revised for the chapter meeting 18/19 meeting n.2 By: Robin Palmberg and Tage Mohammadat	2019-11-01
Dr-2019-PB-05/0002	Revised for the PhD chapter board 19/20 meeting n.1 By: Emma Riese and Tage Mohammadat	2019-08-14

## ABBREVIATIONS

- KTH: Kungliga tekniska högskolan (The Royal Institute of Technology)
- US: Universitetsstyrelsen (The university board)
- SR: Strategiskrådet (The strategical council)
- FR: Fakultetsrådet (The faculty council)
- UN: Utbildningsnämnd (The education board)
- FF: Fakultetsförnyelsen (The future faculty)
- FU: Forskarutbildning (The doctoral education)
- THS: Tekniska högskolans studentkår (KTH student union)
- KF: Kårfullmäktige (The union council or the general assembly)
- KS: Kårstyrelsen (The union board)
- CFU: Chef för utbildningsinflytande (Head of educational affairs)
- Dr/THS: Doktorandsektionen vid Tekniska Högskolans Studentkår (PhD Chapter at KTH)
- 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)
- SACO/SULF: The Swedish Association of University Teachers and Researchers
- TCO/ST: Union for civil servants

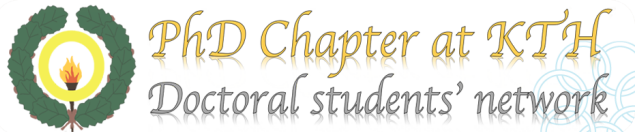
Diary number: Dr2019-PB-05/0002

Date (revised): 2016-06-09 (2019-08-14)



*PhD Chapter at KTH*  
*Doctoral students' network*

## FORMALITIES

To: Doctoral students at KTH;	 Doktorandsektionen vid Tekniska Högskolans Studentkår
Attention to: THS/PhD school councils; THS/PhD female doctoral committee; THS/PhD nominating committee;	Copy to: THS/PhD auditors; THS head of educational affairs; THS board;
Date of Issuance/revision: 2018-06-18 (2019-08-14)	PM Type: Guide
Effective Date: 2018-07-01	Responsible: PhD chapter board, e-mail: baord@dr.kth.se
Period: 2019-07-01 to further notice	Diary number: Dr2019-PB-05/0002

**Doktorandsektionen vid Tekniska Högskolans Studentkår**

Organisation number: 802412-5026, Website: [www.dr.kth.se](http://www.dr.kth.se), E-mail: [contact@dr.kth.se](mailto:contact@dr.kth.se)

Postal address: Drottning Kristinas väg 15 – 10044 Stockholm

## BACKGROUND

PhD students at KTH can fill different vacancies and representatives at THS, KTH, and other posts on the country level such as trade unions and the Swedish national union of students.

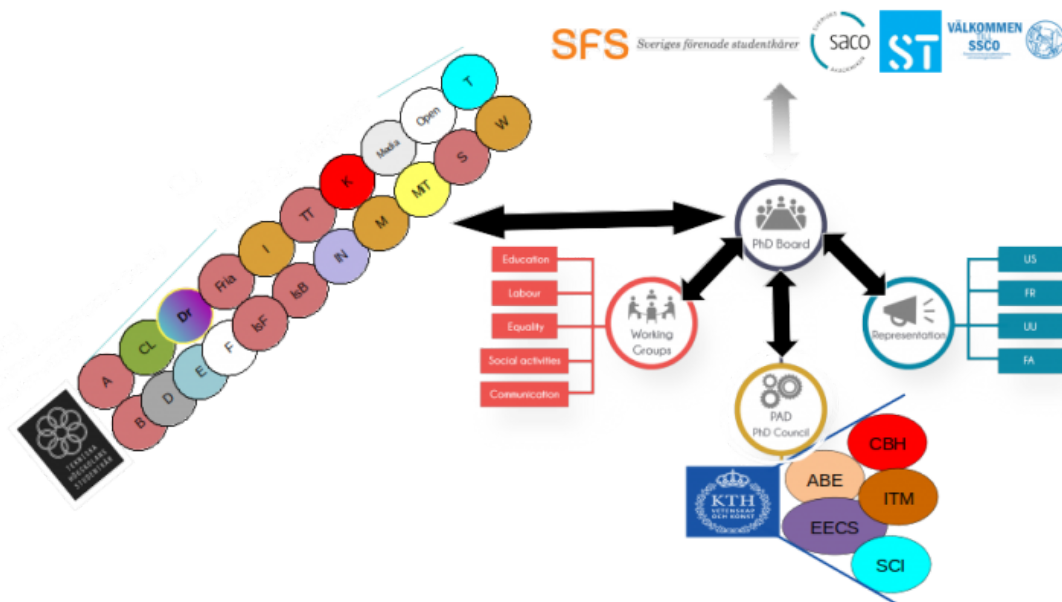
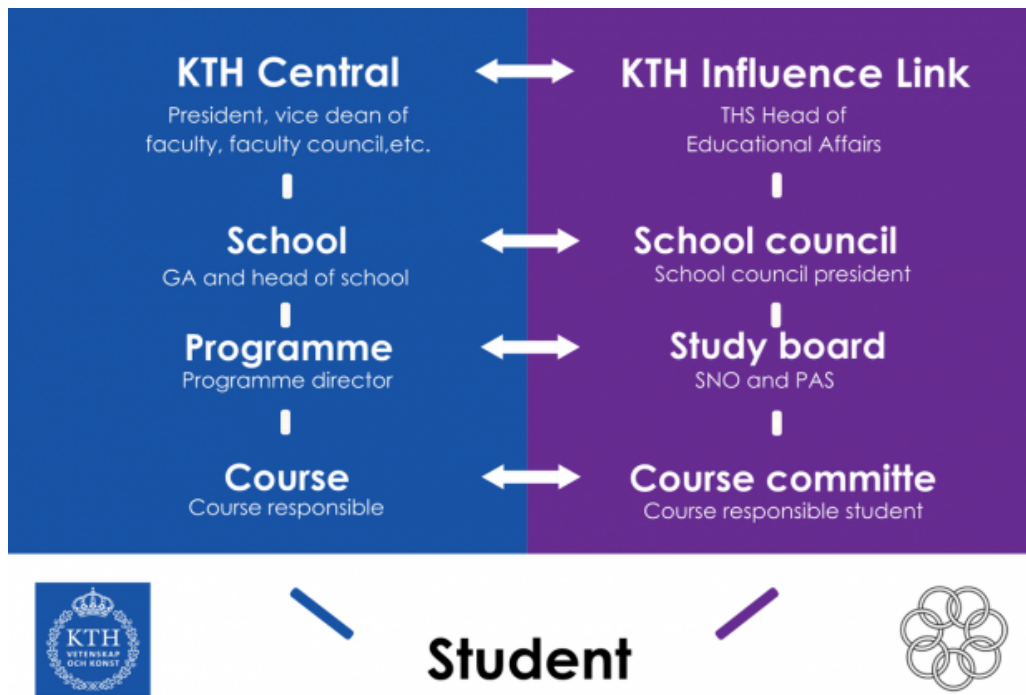
Being representative, you are exercising the Swedish law with regards to students influence whenever decisions are prepared or made that affect education “Studenters rätt att utöva inflytande (kap 1, 4a§) och rätt till representation när beslut fattas eller beredning sker (kap 2, 7§)” Högskoleförordning (1993:100). By being a representative, you work together with the rest of the board to address issues and strategic changes for the PhD students in general.

As a representative, it is your responsibility to inform the board or THS central about the representative tasks assumed by you. It is also your responsibility to raise topics that either you or the board or THS has decided would improve the educational experience of the students at KTH. The chapter expects that the person on this position makes sure that the decisions related to PhD students that are made both in the board and in the committee have the best possible outcome for the PhD students. The person on this position answers ultimately to the chapter. Thus, it is crucial not to have your own agendas that might not go along with the best possible outcome for the rest of the PhD students.

Organising representation can be deemed important for many reasons such as:

1. Legitimacy: PhD representation is part of the bigger picture of students' right to exercise their influence grounded by the Swedish law whenever decisions are prepared or made within the university that affect education “Studenters rätt att utöva inflytande över utbildningen vid högskolorna” (kap 1, 4a§, Högskolelag (1992:1434)) och “finns det en bestämmelse om studenternas rätt till representation när beslut fattas eller beredning sker” (kap 2, 7§, Högskoleförordning (1993:100) ). As per KTH guideline on student influence such a right to appoint representatives is bestowed to the student union (THS) also grounded in “7 § En studentkår vid en högskola får utse sådana ledamöter i styrelsen som studenterna enligt 2 kap. 4 § högskolelagen (1992:1434) har rätt att utse. En studentkår vid en högskola får också utse och entlediga sådana representanter som avses i 2 kap. 7 § högskolelagen.” Studentkårsförordning (2009:769). THS delegates such decisions to the PhD chapter embodied by its chapter meeting and its executive body the board. Having an organised and legitimate representation, helps us help you get your due time, see Dnr930-2005-0345.

2. Synergies and effectiveness: In order for PhD student influence to work, we need to be communicative in a structured way. This enables us to help each other whenever needed; exchange experiences and knowledge; lobbying effectively to address our issues by solidifying them, raising them at the right forum, venue with the right people, etc. We've representatives at THS highest governing bodies, different levels within KTH and different schools (See this diagram for THS/PhD chapter connections within KTH and with other student organisations).



THS/PhD chapter connections within KTH and with other student organisations

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## WORKING PRINCIPLES

1. Ground principles
  - 1.1. Dr work shall be democratic, and has no religious or party political affiliations.
  - 1.2. Dr is a non-profit organisation and shall not conduct business to accumulate profit but rather furthering the development of education according to established scope, mission, vision and plans.
2. Scope of work
  - 2.1. Dr work shall cover PhD students in all the educational programmes of KTH Royal Institute of Technology at the postgraduate levels (3rd cycle). The activities shall relate to the development of education and its conditions.
  - 2.2. Dr may have opinions and advocate for educational policies with respective national and european level organisations, if they connect to doctoral education and research questions at KTH.
3. Vision
  - 3.1. Identity: Fellowship and pride. Dr shall be an important component of the students community at KTH, with an explicit pride for KTH and doctoral students.
  - 3.2. Aspiration: Progress through ambition. Dr as an organisation and its members, shall always strive to do better through maintaining high standards for impact and aiming towards continuous improvements.
  - 3.3. Procedure: Joy in participation. Dr as an organisation and its members shall always strive to maintain joy in participation.
4. Representation
  - 4.1. Dr representatives shall represent all doctoral students at KTH, even those who are not members of the PhD chapter.
  - 4.2. Dr representatives shall aim to work ethically, responsibly, systematically, holistically, strategically, transparently, sustainably and meticulously for the overall interest of doctoral students and KTH and shall strictly not push personal agenda in association with the representational role.
  - 4.3. Dr representatives shall advocate and convey established opinions, positions, views, operational plans or particular stances reflected at chapter or board or council meetings. In case no established opinions or views, stances or plans are in effect, the representatives are advised to formulate and anchor their own stance on the matter at hand.
  - 4.4. Dr representatives shall aim to follow relevant KTH guidelines and work to minimise costs associated with expenditures subject to compensation in connection with their work.





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## VACANCIES

Unless otherwise specified in different policy document, the following applies:

### I. Union vacancies

- **KF (Kårfullmäktige / The THS Student Council)**

This is the highest decision-making body of THS. PhD students participation there strengthens the representative voice of THS. The recommendation is to give these positions to members not part of the board while keeping one of the board members in KF to maintain a connection with the board.

Vacancies: 4 regular (ordinarie) + 2 substitute (suppleant) positions

Note: All THS members have the right to be at KF meetings. Chairpersons also have the right to speech (yttranderätt), but only the elected council members have the right to vote.

Contact: [KF@dr.kth.se](mailto:KF@dr.kth.se)

- **THS Future Faculty**

THS Future Faculty is a group of student representatives who represent student perspective and take part of the decision making process with regards to recruitment, employment and promotion of teachers at KTH. Through this group, representatives are assigned to meetings at recruitment committees (RK), employment committee (AU), promotion committee (BN) and docent committees. The responsible for this group from the union is primarily THS educational affairs with a focus on quality and development ([utbildning@ths.kth.se](mailto:utbildning@ths.kth.se)). From the PhD chapter the contact point is ([ff@dr.kth.se](mailto:ff@dr.kth.se)).

An example for workshop about THS future faculty: [THS CHU presentation \(En\)](#), ([Sv](#))

- **The nominating committee (Valberedning)**

This is where nomination for candidates to student councils are overseen and supervised.

Contact: [nominations@dr.kth.se](mailto:nominations@dr.kth.se)

Vacancies: 3 regular (ordinarie)

- **Chapter auditors (Revisörer)**

The auditors have authority to recommend freedom of responsibility for the chapter governing bodies.

Contact: [auditors@dr.kth.se](mailto:auditors@dr.kth.se)

Vacancies: 2 regular (ordinarie)

- Standard bearers (Fanbärare)  
This post constitutes a standard bearer and a vice standard bearer for KTH ceremonial functionaries.  
Vacancies: 2 regular (ordinarie)  
Contact: [fanb@dr.kth.se](mailto:fanb@dr.kth.se)

- Master of Ceremonies group (Doktoranders Integrerade Klubbmästeri, DrInK)  
The Master of Ceremonies group is responsible for the Chapter's parties, pubs, and recreational activities..  
Vacancies: 3 regular (ordinarie)  
Contact: [DrInK@dr.kth.se](mailto:DrInK@dr.kth.se)

## II. KTH Central Representation

At KTH central level, the PhD Chapter has PhD student representatives (doktorandrepresentanter) in various committees at KTH as follows:

- AU (Anställningsutskottet / The Employment Committee)  
The three main tasks of the Employment committee are:
  - Promotion matters; including both preparation and decision finalisation on these;
  - Teacher recruitment matters; including both preparation and decisions;
  - Administering KTH's quality development effort regarding teacher recruitment/promotions, as well as follow-up of this.

Vacancies: 5 regular (ordinarie) + 5 substitutes (suppleant) positions  
Contact: [ff@dr.kth.se](mailto:ff@dr.kth.se)

- BN (Beföringsnämnden / The Promotion Committee)  
(Former: CTFN / Centrala tjänsteförslagsnämnden / The Central Appointments Committee)  
Responsible for dealing with matters that relate to the promotion of associate professor to professor and the promotion from assistant professor to associate professor.

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Vacancies: 5 regular (ordinarie) + 5 substitute (suppleant) positions

Contact: ff@dr.kth.se

- RN (Rekryteringsnämnden/ Recruiting Committees)

There are different recruiting committees (Rekryteringskommitté, RK) at each school that is responsible for preparing and submitting proposals for the recruitment of the following positions: Professor, Associate Professor and Assistant Professor. From each committee, a recruitment board (rekryteringsnämnd/RN) is formed to attend to each specific errand. Student representatives are expected to be organised at the school-level but as of now, it is mainly arranged by [THS Future Faculty](#) and PhD student representation is either non existence or on arbitrary basis.

Vacancies: 5 regular (ordinarie) + 5 substitute (suppleant) positions

Contact: ff@dr.kth.se

Note: THS Future Faculty is a group of student representatives who represent student perspective and take part of the decision making process with regards to recruitment, employment and promotion of teachers at KTH. Through this group, representatives are assigned to meetings at recruitment committees (RK), employment committee (AU), promotion committee (BN) and docent committees.

- FA (Forskningsansvariga-gruppen / The directors of doctoral studies group)

A group of the responsables for PhD students' programs in all schools at KTH. PhD issues of all forms, both individual and strategic are discussed here and debate is common. However, no decisions are taken but only recommendations on how to proceed next in the issue either directly at school level or for consideration in subsequent committees or councils.

One example of policy discussed here was the drafting of a complaint by the PhD Chapter to address misconduct at structural level, which led to revision of the role of the FA and PA, and hopefully also to acknowledge the work of the PAD.

Contact: edu@dr.kth.se

Vacancies: 1 regular (ordinarie) + 1 substitute (suppleant) position

- FR (Fakultetsrådet / The Faculty Council)

The Faculty Council represents the entire faculty and acts as an advisory body to the President. The Council has overall responsibility for issues relating to the quality of education, research and community interaction.

The Faculty Council is made up of the following:

- Seven teachers holding a teaching appointment at KTH and who have scholarly or artistic competence, i.e. a doctorate or equivalent; one of whom is the chairman;
- Three external members who are not employed at KTH;
- Students, who have the right to be represented by three members.

Contact: vicechair@dr.kth.se

Vacancies: 1 regular (ordinarie) + 1 substitute (suppleant) position

- JML-grupp (Jämställdhetskommittén / The Equality Committee)

Questions related to gender and equal treatment

Contact: social@dr.kth.se

Vacancies: 1 regular (ordinarie) + 1 substitute (suppleant) position

- KTH-S (The KTH-Sustainability Council)

KTH-Sustainability focuses on the integration of environment and sustainable development in education, research and collaboration. Sustainable Campus is responsible for KTH's environmental management system and environmental issues surrounding the campus.

KTH-Sustainability is a project running up to 2015 focusing on the integration of environment and sustainable development in education, research and collaboration. The project is led by the Vice President for Sustainable Development, Professor Göran Finnveden. The project's steering group, KTH-Sustainability council, involves faculty representatives appointed by the Faculty Council, student and PhD student representatives appointed by the student union (THS), the environmental manager and KTH-Sustainability's project leader.

Contact: social@dr.kth.se

Vacancies: 1 regular (ordinarie) + 1 substitute (suppleant) position

- RU (Resursfördelningsutskottet / The Resource Allocation Committee)

This committee is tasked to investigate, propose and monitor the distribution of state funds within KTH. The question of how the distribution system affects the quality of education and research should be given special consideration. Students have the right to be represented by three members. The committee will be a preparatory body

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to the Faculty Council concerning the distribution issues. Due to revisions on the RU strategy, the committee is not as active.

Contact: [edu@dr.kth.se](mailto:edu@dr.kth.se)

Vacancies: 1 regular (ordinarie) + 1 substitute (suppleant) position

- Språkkommittén / The Language Committee

The Language Committee monitors language issues in a broad sense on behalf of KTH students, faculty, and staff. The Committee is tasked to implement parts of KTH's Language Policy and provides advice in linguistic matters of a general nature.

Contact: [social@dr.kth.se](mailto:social@dr.kth.se)

Vacancies: 1 regular (ordinarie) + 1 substitute (suppleant) position

- Stipendierådet / The Central Grants Committee

The Central Grants Committee – under University Administration (Universitetsförvaltningen) – consists of a maximum of 16 members, with a broad representation of interests (no substitutes), ten members appointed at the different schools, one member from University Administration, three students including one student who is appointed by the THS, foundation responsible for the KTH-affiliated foundations and a chairman, which is appointed by the President.

Contact: [board@dr.kth.se](mailto:board@dr.kth.se)

Vacancies: 1 regular (ordinarie) + 1 substitute (suppleant) position

- US (Universitetsstyrelsen / The University Board)

The University Board is the top executive unit, governing KTH's activities in most respects. Decisions are taken in strict accordance with the Swedish Higher Education Ordinance in matters of the following nature:

- Important matters concerning internal organization;
- Annual Report, budget issues, other reports and statements of major importance;

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- Measures taken on account of facts and reports presented to the Board by the National Audit Bureau;
- Rules and regulations of major importance;
- Other matters of a principal nature.

Vacancies: 1 regular (ordinarie)

Contact: chair@dr.kth.se

- UN (Utbildningsnämnden/ The Education Committee)

The three main tasks of the Education Committee are:

Overall dimension of education on undergraduate and postgraduate level

- Administering KTH's quality development effort and follow-up on undergraduate and postgraduate education;
- Administering KTH's general development of rules and guidelines concerning education.

Contact: edu@dr.kth.se

Vacancies: 1 regular (ordinarie) + 1 substitute (suppleant) position

- FN (Forskingnämnden/ The Research Committee)

The committee works with research and research ethics questions as delegated by the faculty council:

Contact: research@dr.kth.se

Vacancies: 1 regular (ordinarie) + 1 substitute (suppleant) position

The following summarises the central positions.

Organ	Sub-organ	Functionary E-mail
University Board/US		chair@dr.kth.se
Strategic Council/SR		chair@dr.kth.se
Faculty Council/FR		vicechair@dr.kth.se
Educational errands	General	edu@dr.kth.se
	Education Board/UN	edu@dr.kth.se

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	Doctoral education group/FA	edu@dr.kth.se
	Basic education group/GA	-
	Education administration/UA	edu@dr.kth.se
	Resource allocation/RU	edu@dr.kth.se
	Grant allocations/stip. råd	edu@dr.kth.se
Research errands		research@dr.kth.se
Future faculty errands		ff@dr.kth.se
	Employment board/AN	ff@dr.kth.se
	Recruitment boards/RN	ff@dr.kth.se
	Promotion board/BN	ff@dr.kth.se
	Docentship errands	ff@dr.kth.se
Others		
	Sustainability errands	social@dr.kth.se
	Equality errands	social@dr.kth.se
	Language errands	social@dr.kth.se
THS positions		
	Chairperson, Dr	chair@dr.kth.se
	Vicechairperson, Dr	vicechair@dr.kth.se
	Treasurer, Dr	treasurer@dr.kth.se
	Educational Manager, Dr	edu@dr.kth.se
	Communication Manager, Dr	communication@dr.kth.se
	Council Coordinator, Dr	councils@dr.kth.se
	Business Manager, Dr	business@dr.kth.se
	Webmaster/IT responsible, Dr	it@dr.kth.se

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Postal address: Drottning Kristinas väg 15 – 10044 Stockholm

	Events Manager, Dr	events@dr.kth.se
	Workgroup Manager, Dr	workgroups@dr.kth.se
	WOP/Union Council, Dr	kf@dr.kth.se



### III. KTH Local Representation

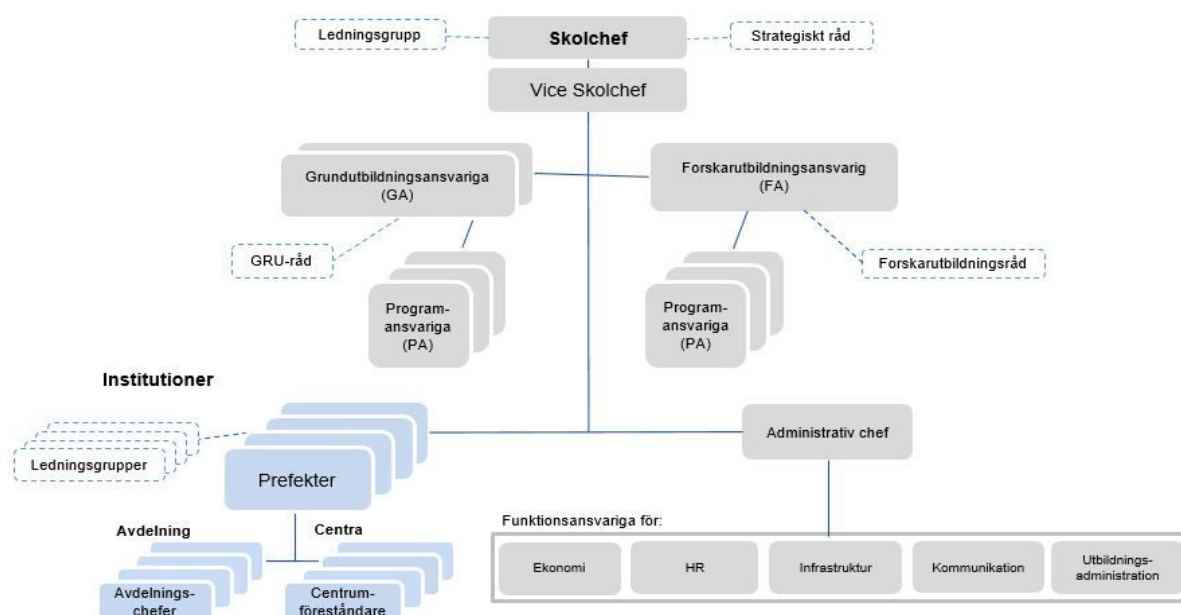
At KTH local (school) level, the PhD councils has right to appoint representatives for school executive council, strategic council, and doctoral education councils. Moreover, the PhD students can be representatives in more committees and working groups that affects the education and education environment of PhD students.

The following general notes apply:

- PhD councils shall be able to appoint further provisional representatives at the program level or the department level.
- Dr/THS shall establish representatives based on PhD council appointment, school recommendation or applicable THS central frameworks.

Consult the respective school management and the PhD school councils (doktorandråd) for more details, however the general breakdown of representational posts follow the structure of the schools as follows.

- School of Architecture and the Built Environment (ABE)



The list of representatives can be described as follows:

Organ	Sub-organ	Dr Functionary E-mail
Executive Group/LG		abe-chair@dr.kth.se

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Strategic Council/SR		abe-vicechair@dr.kth.se
Educational errands	General	abe-edu@dr.kth.se
	Quality council/3rd cycle	abe-edu@dr.kth.se
	Quality council/1st & 2nd cycle	-
	Quality council/admin	-
Architecture Program		abe-pad@dr.kth.se
Art, technology and design		abe-pad@dr.kth.se
Civil and architectural engineering		abe-pad@dr.kth.se
Geodesy and geoinformatics		abe-pad@dr.kth.se
Studies in the humanities and social sciences of technology, science and environment	History of science, technology and environment philosophy	abe-pad@dr.kth.se
	Philosophy	abe-pad@dr.kth.se
	Technology and Learning (ITM)	
Land and water resources engineering		
Planning and decision analysis		
The built environment and society: management, economics and law	Business studies	
	Real estate and construction	
Transport science		
Departments/LG		
	Architecture	
	Civil and Architectural Engineering	
	Philosophy & History	
	Real Estate and Construction Management	
	SEED	
	Urban Planning and Environment	

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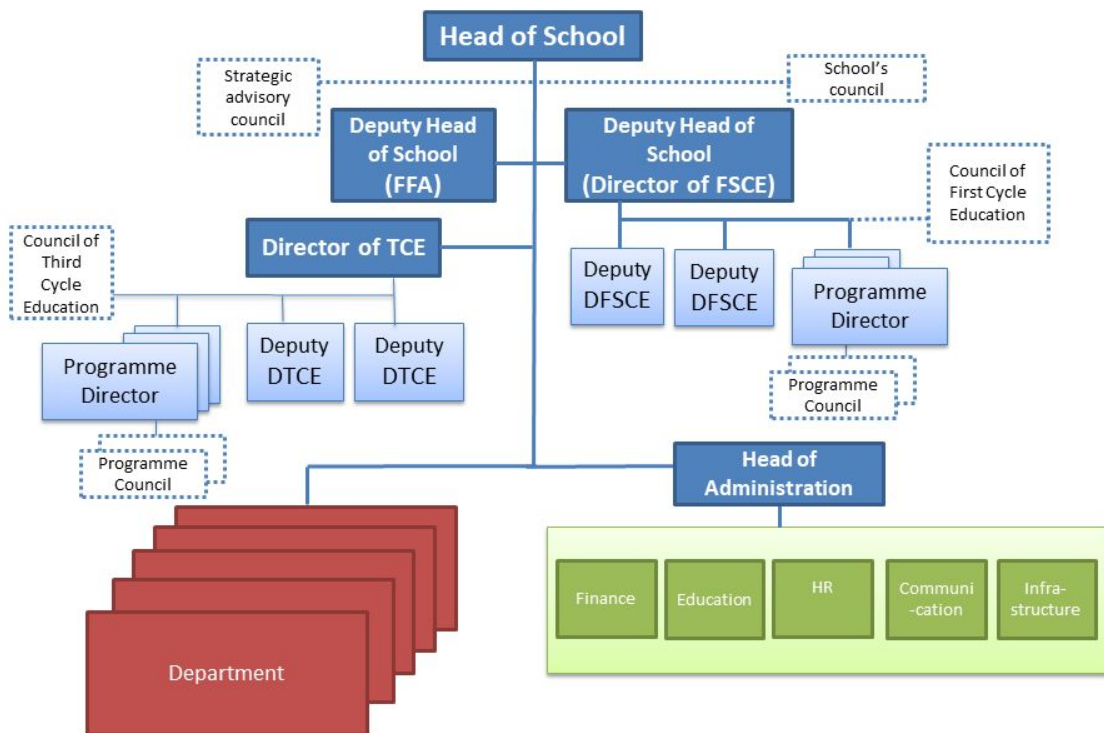
Postal address: Drottning Kristinas väg 15 – 10044 Stockholm



THS/Dr ABE Council		abe-council@dr.kth.se
	Chairperson, ABE/Dr	abe-chair@dr.kth.se
	Vice chairperson, ABE/Dr	abe-vicechair@dr.kth.se
	Presidium, ABE/Dr	abe-presidium
	Educational Manager, ABE/Dr	abe-edu@dr.kth.se
	Social Responsible, ABE/Dr	abe-social@dr.kth.se
	Council board, ABE/Dr	
	PADs, Dr/ABE	abe-pad@dr.kth.se
	Council, Dr/ABE	abe-council@dr.kth.se

- [School of Electrical Engineering and Computer Science \(EECS\)](#)

The school's work is described through the established work- and delegation scheme. It describes all the school's groups and councils. Decision made by the Head of School's is published in the school's document archive.



The list of representatives can be described as follows:

Organ	Sub-organ	Dr Functionary E-mail
Executive Group/LG		eecs-chair@dr.kth.se
Strategic Council/SR		eecs-vicechair@dr.kth.se
Educational errands	General	eecs-edu@dr.kth.se
	Quality council/3rd cycle	eecs-edu@dr.kth.se
	Quality council/1st & 2nd cycle	eecs-edu@dr.kth.se
	Quality council/admin	eecs-edu@dr.kth.se
Electrical Engineering		eecs-pad@dr.kth.se
Information and Communication Technology		eecs-pad@dr.kth.se



Computer Science		eecs-pad@dr.kth.se
Mediated Technology		eecs-pad@dr.kth.se
Departments/LG		eecs-board@dr.kth.se
	Communication	eecs-board@dr.kth.se
	Computer Science	eecs-board@dr.kth.se
	Electrical Energy Engineering	eecs-board@dr.kth.se
	Electronics and Embedded Systems	eecs-board@dr.kth.se
	Human Centered Technology	eecs-board@dr.kth.se
	Intelligent Systems	eecs-board@dr.kth.se
THS/Dr EECS Council		eecs-council@dr.kth.se
	Chairperson, EECS/Dr	eecs-chair@dr.kth.se
	Vice chairperson, EECS/Dr	eecs-vicechair@dr.kth.se
	Presidium, EECS/Dr	cbh-presidium
	Educational Manager, EECS/Dr	eecs-edu@dr.kth.se
	Social Responsible, EECS/Dr	eecs-social@dr.kth.se
	Council board, EECS/Dr	eecs-board@dr.kth.se
	PADs, Dr/EECS	eecs-pad@dr.kth.se
	Council, Dr/EECS	eecs-council@dr.kth.se

- [School of Engineering Sciences \(SCI\)](#)

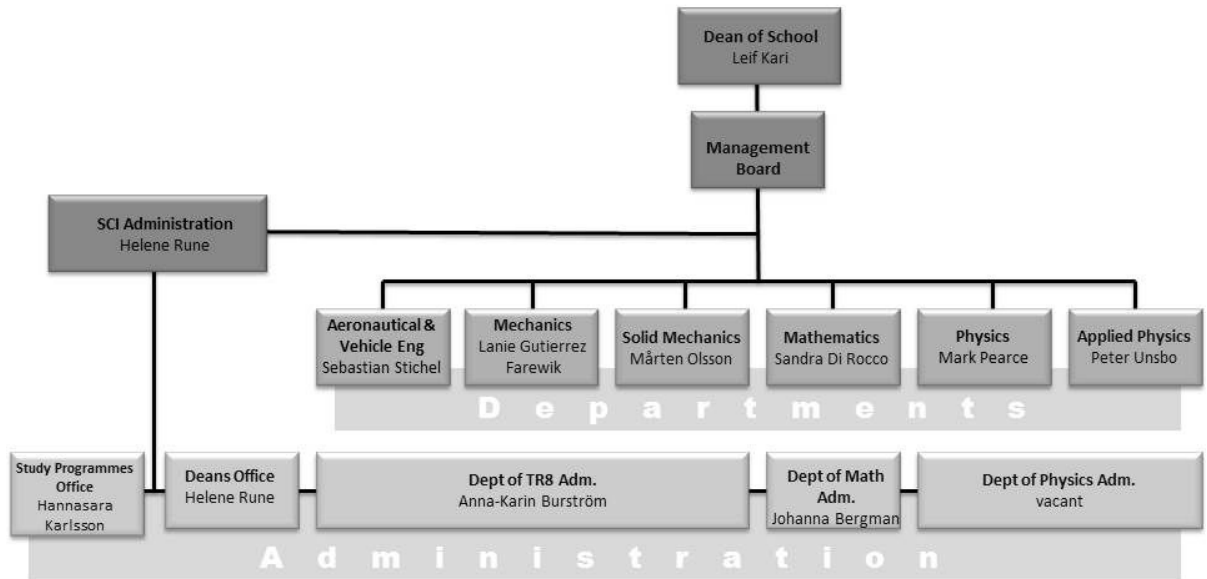
The SCI school organisation is a line organisation in which administration and faculty are organised in two separate sections.

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**Doktorandsektionen vid Tekniska Högskolans Studentkår**

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Postal address: Drottning Kristinas väg 15 – 10044 Stockholm



The list of representatives can be described as follows:

Position	Sub-organ	Functionary E-mail
Executive Group/LG		sci-chair@dr.kth.se
Strategic Council/SR		sci-vicechair@dr.kth.se
Educational errands	General	sci-edu@dr.kth.se
	Quality council/3rd cycle	sci-edu@dr.kth.se
	Quality council/1st & 2nd cycle	sci-edu@dr.kth.se
	Quality council/admin	sci-edu@dr.kth.se
Aerospace engineering		sci-pad@dr.kth.se
Physics	Physics	sci-pad@dr.kth.se
	Biological physics	sci-pad@dr.kth.se
Applied Physics	Physics	sci-pad@dr.kth.se
	Biological physics	sci-pad@dr.kth.se

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Vehicle and maritime engineering		sci-pad@dr.kth.se
Solid mechanics		sci-pad@dr.kth.se
Mathematics		sci-pad@dr.kth.se
Applied and computational mathematics		sci-pad@dr.kth.se
Engineering mechanics		sci-pad@dr.kth.se
Departments/LG		sci-board@dr.kth.se
	Aeronautical & Vehicle Engineering	sci-board@dr.kth.se
	Physics	sci-board@dr.kth.se
	Applied Physics	sci-board@dr.kth.se
	Solid Mechanics	sci-board@dr.kth.se
	Mathematics	sci-board@dr.kth.se
	Mechanics	sci-board@dr.kth.se
THS/Dr SCI Council		sci-council@dr.kth.se
	Chairperson, SCI/Dr	sci-chair@dr.kth.se
	Vice chairperson, SCI/Dr	sci-vicechair@dr.kth.se
	Presidium, SCI/Dr	sci-presidium
	Educational Manager, SCI/Dr	sci-edu@dr.kth.se
	Social Responsible, SCI/Dr	sci-social@dr.kth.se
	Council board, SCI/Dr	sci-board@dr.kth.se
	PADs, Dr/SCI	sci-pad@dr.kth.se
	Council, Dr/SCI	sci-council@dr.kth.se

- [School of Engineering Sciences in Chemistry, Biotechnology and Health \(CBH\)](#)

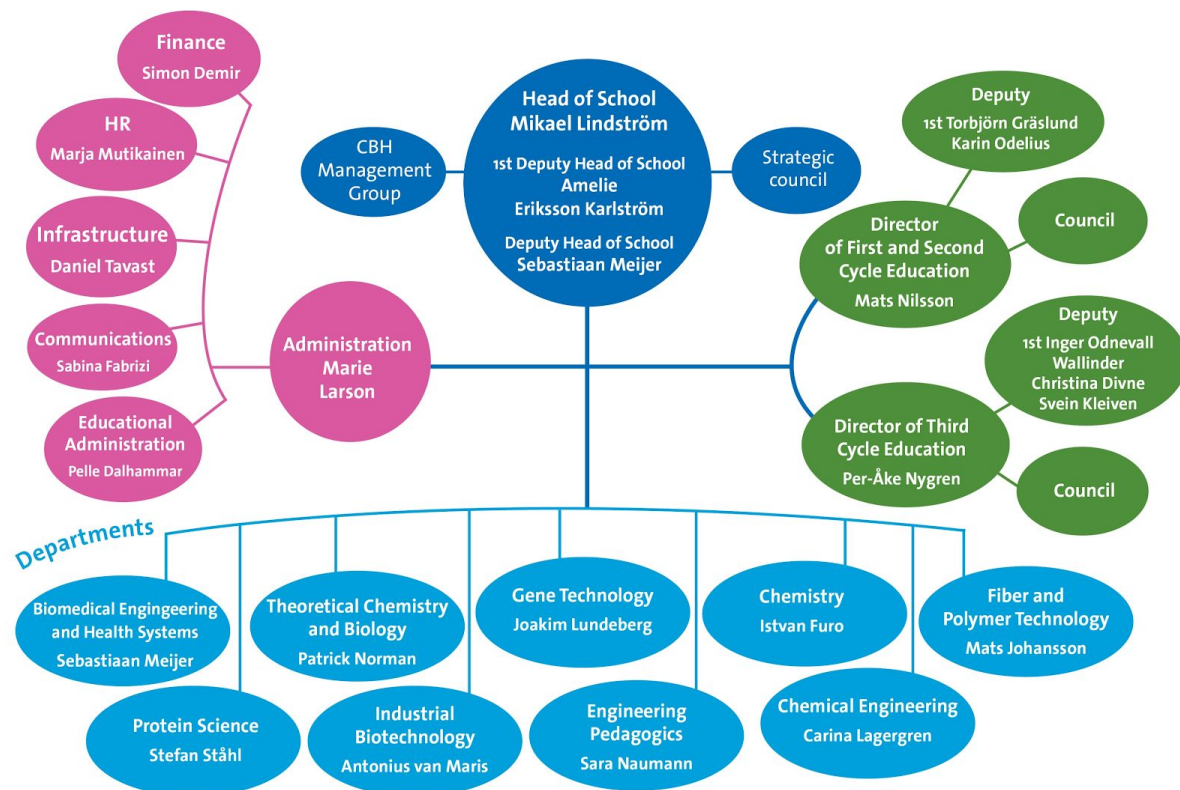
The school's work is described through the established scheme of delegation. CBH is lead by the Head of School, and the work is delegated as seen in the organisational chart.

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Executive Group/LG		cbh-chair@dr.kth.se
Strategic Council/SR		cbh-vicechair@dr.kth.se
Educational errands	General	cbh-edu@dr.kth.se
	Quality council/3rd cycle	cbh-edu@dr.kth.se
	Quality council/1st & 2nd cycle	-
	Quality council/admin	-
Biotechnology		cbh-pad@dr.kth.se
Theoretical chemistry and biology		cbh-pad@dr.kth.se
Chemical science and engineering	Chemistry	cbh-pad@dr.kth.se

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Diary number: Dr2019-PB-05/0002

Date (revised): 2016-06-09 (2019-08-14)



*PhD Chapter at KTH*  
*Doctoral students' network*

	Chemical engineering	cbh-pad@dr.kth.se
	Fibre and Polymer Science	cbh-pad@dr.kth.se
Technology and health		cbh-pad@dr.kth.se
Medical technology		cbh-pad@dr.kth.se
Departments/LG		
	Medical Engineering & Health systems	
	Protein Science	
	Theoretical Chemistry and Biology	
	Industrial Biotechnology	
	Gene Technology	
	Engineering Pedagogics	
	Chemistry	
	Chemical Engineering	
	Fibre and Polymer Technology	
THS/Dr CBH Council		cbh-council@dr.kth.se
	Chairperson, CBH/Dr	cbh-chair@dr.kth.se
	Vice chairperson, CBH/Dr	cbh-vicechair@dr.kth.se
	Presidium, CBH/Dr	cbh-presidium
	Educational Manager, CBH/Dr	cbh-edu@dr.kth.se
	Social Responsible, CBH/Dr	cbh-social@dr.kth.se
	Council board, CBH/Dr	
	PADs, Dr/CBH	cbh-pad@dr.kth.se
	Council, Dr/CBH	cbh-council@dr.kth.se

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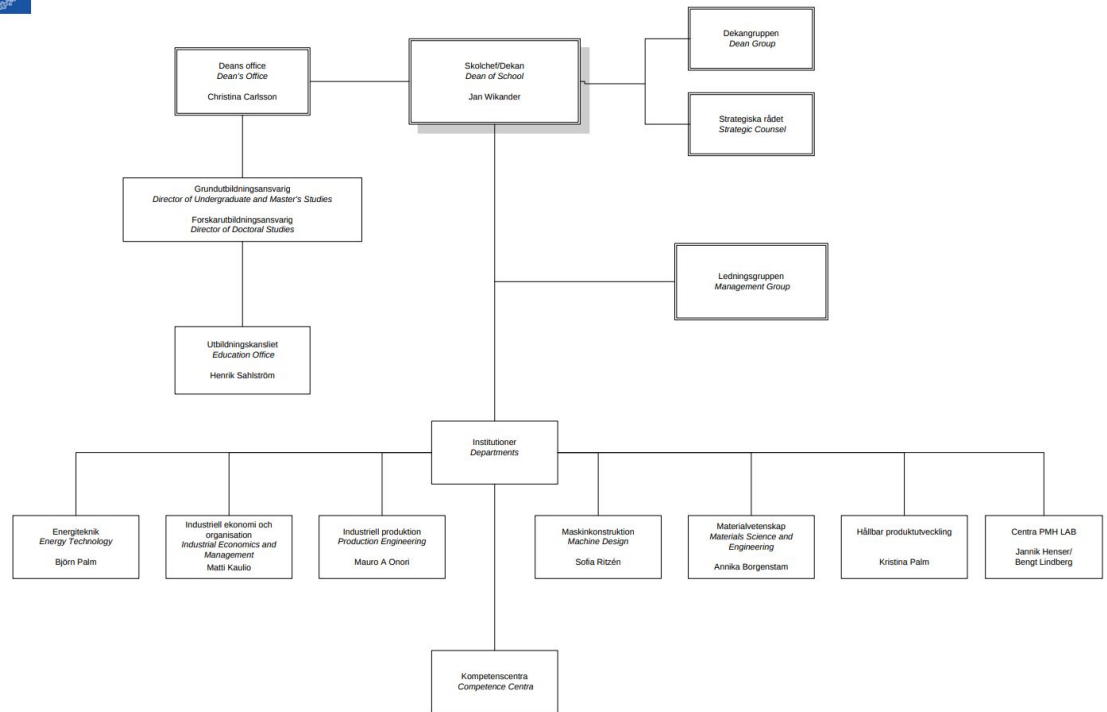
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Postal address: Drottning Kristinas väg 15 – 10044 Stockholm

**School of Industrial Engineering and Management (ITM)**



Industriell teknik och management  
Industrial Engineering and Management



The list of representatives can be described as follows:

Organ	Sub-organ	Dr Functionary E-mail
Executive Group/LG		itm-chair@dr.kth.se
Strategic Council/SR		itm-vicechair@dr.kth.se
Educational errands	General	itm-edu@dr.kth.se
	Quality council/3rd cycle	itm-edu@dr.kth.se
	Quality council/1st & 2nd cycle	itm-edu@dr.kth.se
	Quality council/admin	itm-edu@dr.kth.se
Energy and environmental systems	Energy technology	itm-pad@dr.kth.se
	Industrial ecology (ABE)	itm-pad@dr.kth.se
Industrial economics and management	Industrial economics and management	itm-pad@dr.kth.se

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Diary number: Dr2019-PB-05/0002

Date (revised): 2016-06-09 (2019-08-14)



*PhD Chapter at KTH*  
*Doctoral students' network*

	Economics	itm-pad@dr.kth.se
Production engineering		itm-pad@dr.kth.se
Machine design		itm-pad@dr.kth.se
Materials science and engineering		
Departments/LG		itm-board@dr.kth.se
	Energy Technology	itm-board@dr.kth.se
	Industrial Economics and Management	itm-board@dr.kth.se
	Learning in Engineering Sciences	itm-board@dr.kth.se
	Machine Design	itm-board@dr.kth.se
	Materials Science and Engineering	itm-board@dr.kth.se
	Production Engineering	itm-board@dr.kth.se
	Sustainable Production Development	itm-board@dr.kth.se
THS/Dr ITM Council		itm-council@dr.kth.se
	Chairperson, ITM/Dr	itm-chair@dr.kth.se
	Vice chairperson, ITM/Dr	itm-vicechair@dr.kth.se
	Presidium, ITM/Dr	itm-presidium
	Educational Manager, ITM/Dr	itm-edu@dr.kth.se
	Social Responsible, ITM/Dr	itm-social@dr.kth.se
	Council board, ITM/Dr	itm-board@dr.kth.se
	PADs, Dr/ITM	itm-pad@dr.kth.se
	Council, Dr/ITM	itm-council@dr.kth.se

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## TIME COMPENSATION

Time compensation for commission-of-trust positions for PhD students officially appointed by KTH student union at the central and national level is subject to rector's decision Dnr. V-2016-0451 in effect since the 1st of July 2017. As per PhD chapter board protocol on September 19, 2017, a [work-group](#), had been created to investigate and propose how time-compensation can be managed with the aim to provide guidelines for the board members. On the [28<sup>th</sup> of February 2018](#), the board decided to adopt a procedure on how to work with time compensation. This document details this procedure in effect. Due to absence of school level policies, similar compensation policy has been adopted for school level representatives.

The following is considered for the guiding principles of time compensation

- 1- Transparency: representational work to be compensated needs to be communicated. This in practice means that individual work (to be done, or already done) needs to be communicated with the board and be verifiable by means of supporting documents such as meeting minutes.
- 2- Sustainable representation: representational work to be compensated shall take into account preparation work, documentation and handover. This in practice means reading up on relevant policy documents, reporting highlight work to relevant representatives in the different levels, updating relevant testaments and participating in handover.
- 3- Representational effectiveness: a base time shall be allocated for educational purposes about the post and should be allocated for trying out ideas and explore possibilities without being accounted. This in practice means the allocation of time equivalent to approximately 3 ECTS per academic year as a fixed rate (~5% in percentage).
- 4- Inclusiveness: representational work to be done or already done needs to consider members who serve national wide representation in connection with representational duties at KTH, this includes the union of students union (SFS), Eurodoc, European Student Union (ESU)<sup>1</sup>.
- 5- Experience-based time factor for prognosis: this implies that for budgeting purposes, time prognosis shall be made based on input of past members. This is to reduce bias when budgeting.

Based on the above, the following is proposed:

- i. Members of intensive working bodies with more strategic duties tied to them, e.g. chapter board at KTH central or other representatives at national and european level should be allocated 5% per their involvement for one term. This also includes chairpersons of school councils. Regardless of the member's extent of involvement, this fixed rate of unaccounted time can be granted.

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<sup>1</sup> Participation within workers unions, e.g. professional unions (SACO) and civil servant trade union (FCO/ST) are usually compensated using different guidelines.



ii. Representation work should be compensated as incurred.

iii. To assist scheduling and planning for engaged members, an initial estimated workload duties can be obtained as follows:

Estimated workload duties (/term, %) = 5%+  $\text{Sum}(\text{workload multipliers} \times \text{meetings in hours}) / 8.5^2$  The numbers to be actually claimed by each member shall be compensated as incurred, i.e. could be different from the estimated numbers. Additionally, national representations and european-level representations are included.

The workload multipliers can be described as follows:

Meeting Type**	workload multiplier (xNumber of hours)
US/LG	5*
FR/SR	4*
FF (AN/BN/RN/Docent)	3-4
UU/UN/UA/FA/KR/RU	2-4*
Språk/Stipen/Sustainability/JML	2-4*
Board/Chapter/Council meetings	2-3*
Other representations	2-5*

\*: depending on whether the participant made some extra efforts such as raising issues that require extra time.

\*\* : see the overview of vacancies for the meeting type.

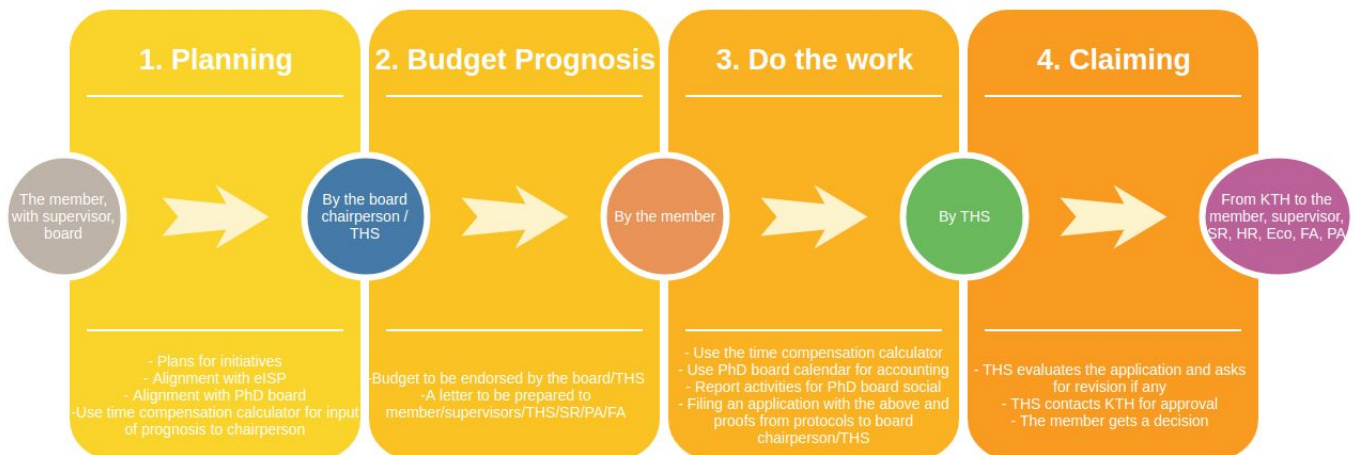
## Working process

The process of working with time compensation can be described as follows:

Planning: starting with the board member planning whereby the member, within the capacity of her/his involvement would self-describe what activities he/she would like to take part. At this stage, the member can make use of time compensation using the multipliers. The stage ends by submitting application for 'Prognosis of workload within commission of trust to the chapter board presidium or to THS central if such delegation exists.

Budget prognosis: the board presidium/THS, or whomever is delegated with this task, takes responsibility of endorsing the application and sending a memo to the member's respective supervisor SR/FA/PA and CC: member/THS. At this point, if not done yet, the board member can already report the prognosis in the ISP, under section 3.4. "Past and planned leaves/appointments eligible for extensions", with reason being "commission of trust".

<sup>2</sup> According to KTH local agreement on working hours for teachers, "Lokalt avtal om arbetstid för lärare", PhD students have an average of 850\*-878 hours/term or 106 days/term for simplicity.



Doing the work: here the member is responsible to use accessible medium to register for activities. Reporting is part of compensated time and would enable quality improvement, transparency and accountability. During this period, the activities can be recorded, e.g. in the time compensation calculator in the corresponding tabs. This stage ends by filing application for time compensation to the chapter board presidium/THS for approval.

Claiming: This is done by THS where it takes responsibility of approving the claims and making sure it is within the total possible claimable budget. Then, the member would file the application to corresponding KTH personnel where successful compensation claims will result in issuance of letters to the member and respective supervisors, SR, FA,PA, economy, HR, THS. At this point, once applicable, the board member can commit the actual "commission of trust" in the ISP, under section 3.4. "Past and planned leaves/appointments eligible for extensions". The member takes responsibility for applying for extension at the respective department citing, KTH policies and agreed time.

Actual time to be compensated for activities, beyond the fixed proportion, is to be based on 'as incurred'. Proofs by means such as certificates, minutes, emails, calendar events, etc. would be needed. As long as it is not 20% beyond planned, a statement of justification might not be needed.

## KTH Policies

[Dnr 930-2005-0345 Time compensation policy for school-level representation](#)

[Dnr V-2016-0451 Time compensation policy for central and national level representation](#)



## Examples

Emma Riese/EECS		
Item	Hours	%
Fixed rate	-	5%
Board meetings	5x10x1	
Chapter meetings	5x2x4	
US meetings	5x5x4	
SR/FA meetings	5x5x4	
Miscellaneous strategic errands	24	
Dr x THSC meetings	2x4x4	
Dr x STHLM meetings	2x4x4	
Total		49%

Tage Mohammadat/EECS		
Item	Hours	%
Fixed rate	-	5%
Board meetings	4x10x1	
Chapter meetings	4x2x4	
FR meetings	4x5x4	
FF coordination meetings	0.5x20	
Miscellaneous executive errands	24	
Dr x THSC meetings	2x4x4	
Dr x STHLM meetings	2x2x4	
Total		34%

Alessandro Enrico/EECS		
Item	Hours	%
Fixed rate	-	5%

Board meetings	2x10x1	
Chapter meetings	2x2x2	
EECS council/board meetings	5x5x3	
EECS doctoral program council meetings	3x2x2	
FF meetings	2x3x4	
Miscellaneous KTH Councils errands	24	
Dr x THSC meetings	-	
Dr x STHLM meetings	-	
Total		25%

Rinat Yapparov/SCI		
Item	Hours	%
Fixed rate	-	5%
Board meetings	2x10x1	
Chapter meetings	2x10x1	
Scholarship grants meetings	2x4x1	
Events management	12	
FF meetings	2x3x4	
Miscellaneous Social and IT errands	24	
Dr x THSC meetings	-	
Dr x STHLM meetings	-	
Total		18%

PAD, 7.5%(10%) example		
Item	Hours	%
Fixed rate	-	-
Dr Councils meetings	2x4x2	
Chapter meetings	4x1x4	
Doctoral education (Quality/Program Council)	3x4x4	
Committees and workgroups	-(16)	

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FF meetings	2x3x4 (4x3x4)	
Miscellaneous Social and E-mail errands	24	
Dr x THSC meetings	-	
Dr x STHLM meetings	-	
Total		7.5% (10%)

More intensive council-level , 15% (20%) example		
Item	Hours	%
Fixed rate	-	-(5%)
Dr Councils meetings	4x4x2	
Chapter meetings	4x1x4	
Doctoral education (Quality/Program Council)	3x4x4	
Executive group meetings	3x4x4	
Committees and workgroups	16	
FF meetings	2x3x4 (4x3x4)	
Miscellaneous Social and E-mail errands	24	
Dr x THSC meetings	4x1x4	
Dr x STHLM meetings	-	
Total		15% (20%)

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