

# Work Testaments



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

Antagen av doktorandsektionens styrelse den 19 december 2019 och gäller till vidare.  
Senast ändrat 20 december 2019.

Adopted by PhD chapter board on the 19th of december 2019 and valid till replaced or repealed.  
Most recently revised on 20th december 2019.

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# Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>Document History</b>	<b>5</b>
<b>Abbreviations</b>	<b>6</b>
<b>Formalities</b>	<b>7</b>
<b>Background</b>	<b>8</b>
<b>General Principles</b>	<b>8</b>
<b>Testaments</b>	<b>10</b>
Union level	10
KF (Kårfullmäktige / The THS Student Council)	10
The nominating committee (Valberedning)	10
Chapter auditors (Revisörer)	10
Standard bearers (Fanbärare)	11
Master of Ceremonies group (Doktoranders Integrerade Klubbmästeri, DrInK)	11
The Board of Directors	11
The Presidium	12
The Chairperson role	12
The Vice Chairperson role	13
The Treasurer role	13
The Webmaster role	14
The Communication Manager role	14
The Education Manager role	15
The Council Coordinator role	15
The Business Manager role	16



---

The Event Manager role	16
The Working group Manager role	16
KTH Central Representation	17
THS Future Faculty	17
AU (Anställningsutskottet / The Employment Committee)	17
BN (Beföringsnämnden / The Promotion Committee)	18
RN (Rekryteringsnämnden/ Recruiting Committees)	18
Static Testament	19
Dynamic Testament	21
FA (Forskningsansvariga-gruppen / The directors of doctoral studies group)	30
Static Testament	32
Dynamic Testament	34
Språkkommittén / The Language Committee	38
Static Testament	38
Dynamic Testament	40
Stipendierådet / The Central Grants Committee	42
KTH Local Representation	44
PhD Council Positions	44
Council chairperson	44
Council vice chairperson(s)	45
Educational Manager	45
Social responsible	45
Board member(s)	45
Program representative(s)	45
Council member(s)	45

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School Positions	45
Executive group	45
Testament	46
Strategic council	47
Testament	47
Quality council - doctoral education	49
Doctoral education program council(s)	49
Quality council - basic education	49
Quality council - administration	49
Committees and councils: safety, sustainability, equality	49
Future faculty (Recruitment and docentship)	49
Executive groups (department level)	49
School of Architecture and the Built Environment (ABE)	50
School of Electrical Engineering and Computer Science (EECS)	52
School of Engineering Sciences (SCI)	55
School of Engineering Sciences in Chemistry, Biotechnology and Health (CBH)	57
School of Industrial Engineering and Management (ITM)	60



## Document History

Version	Description, By	Date
Initial version	Revised for the chapter board 18/19 meeting n.1 By: Robin Palmberg and Tage Mohammadat Input added from ABE internal documents: David Leffler Sherif Zhakhour	2018-04-16
Dr-2019-PB-06/0101	Revised for the PhD chapter board 19/20 meeting n.9 By: Emma Riese Tage Mohammadat	2019-12-19

## 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-06/0101

Date (revised): 2018-04-16 (2019-12-19)



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

## Formalities

To: THS/PhD chapter board; PhD School councils;	 <i>PhD Chapter at KTH</i> <i>Doctoral students' network</i> Doktorandsektionen vid Tekniska Högskolans Studentkår
Attention to: THS/PhD nominating committee;	Copy to: THS/PhD auditors;
Date of Issuance/revision: 2018-04-16 (2019-08-14) Effective Date: 2020-01-01	PM Type: Report Responsible: PhD chapter board, e-mail: baord@dr.kth.se
Period: 2019-07-01 to further notice	Diary number: Dr2019-PB-06/0101

**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

According to the working directives of the PhD chapter, representation should be done in a sustainable and strategic way which implies, among others well-kept account of work done and left for the successors.

This document compiles the experience of the representatives at the central level on work to be done.

## General 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

Dr work shall be aligned with overarching set vision described as follows:

  - 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.





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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.

## Testaments

Unless otherwise specified elsewhere the following applies:

### I. Union level

- **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 PhD chapter board, however, one of the KF representatives may also be part of the PhD chapter board to maintain a natural communication channel between KF and 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: [fk@dr.kth.se](mailto:fk@dr.kth.se)

- **The nominating committee (Valberedning)**

This is where nomination for candidates to chapter vacancies 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)



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## ● 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)

## ● The Board of Directors

### ■ Dr board shall have the following duties:

- Answer to the Chapter Meeting regarding the Chapter's operations and management;
- Remit more important decisions to the Chapter Meeting;
- Implement Chapter Meeting decisions;
- Manage and be responsible for the Chapter's resources, process submitted motions, handle the Chapter's correspondence, and otherwise manage ongoing business;
- Appoint doctoral representatives at KTH and functionaries for the PhD Chapter and nominate representatives to the commissions of trust that are formally appointed by KTH board or THS union council;

- Anchor and represent doctoral opinions at KTH in matters concerning research and research education.
    - Administer elections for provisional posts, if the nominating committee is not active.
  - Dr board is responsible for Dr resources and accountable before the chapter meeting and THS union council for its activities. Dr board operations are audited by Dr auditors.
  - In case of reported lack of capacity of a board member to perform assigned duties at an acceptable quality in correspondence to established working principles and in the absence of notice of leave or resignation from the member in question, the board shall pass a motion recommending discharge-of-responsibility or vote-of-no-confidence for a chapter meeting to decide on the matter.
- **The Presidium**
- Leading Dr strategical, executive and operational work, including summoning the meetings of Dr.
  - Representing Dr to other parties internally in THS as well as to other actors outside of the organisation, including informing the board of THS of the chapter's activities through official protocols or reports, upon request.
  - Maintaining contacts with regional, national and international organisations that are concerned with research and research education.

○ **The Chairperson role**

The responsibilities of the chairperson:

- Strategic responsibility: Responsible for the future of the chapter and for having a strategy for how the activities during the coming year should affect the chapter.
- Representational tasks: The Chairperson is the main nominee for the role of PhD representative in the University Board (US) at KTH. Functions as contact person for the chapter in all tasks that are not related to any of the other representational tasks.
- Board tasks: Responsible for the progress of the work of the board, calls to and leads the board meetings.



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- Chapter tasks: Calls to and leads the chapter meetings, ultimately responsible for the communication with the chapter.
  - Union tasks: Represents the chapter in the Ordföranderådet (OR) at THS Student Union.

### ○ The Vice Chairperson role

- The responsibilities of the vice chairperson, if elected, shall primarily be to fill in when the chairperson is absent and perform some of the chairperson's responsibilities, in addition to:
  - Executive responsibility: Responsible for the executive part of the board. Works in close collaboration with the chairperson.
  - Representational tasks: The Vice Chairperson is the main nominee for the role of PhD representative in the Faculty Board (FR) at KTH.
  - Board tasks: Responsible for coordinating the work of the board, communicates with the board members to find solutions for cooperation and planning.
  - Chapter tasks: Books the people and locations for chapter events regarding decision making, such as chapter meetings and council election meetings.
  - Union tasks: Represents the chapter in the Vice Ordföranderådet (VOR) at THS Student Union.

### ○ The Treasurer role

The treasurer's responsibilities shall be:

- Fiscal responsibility: Responsible for the budget, the accounting and reimbursements. Works in close collaboration with the Presidium.
- Representational tasks: Represents the chapter at the Resource Allocation Committee at KTH
- Board tasks: Responsible for communicating and coordinating the fiscal activities within the board. Also responsible for the prognosis and documentation of the time compensation.

- Chapter tasks: Responsible for communicating and coordinating the fiscal activities within the chapter. Working groups with their own budget shall communicate with the treasurer to ensure that the money is being accounted for correctly.
- Union tasks: Represents the chapter in the Ekonomiska Rådet (ER) at THS Student Union.

### ○ The Webmaster role

The board member responsibilities shall be:

- IT responsibility: Responsible for the information technology part of the PhD Chapter. Makes sure that web pages, social media and mailing lists are updated and working. Works in close collaboration with the communication manager.
- Representational tasks: Coordinates the chapter in the Future Faculty group at KTH
- Board tasks: Makes sure that the platforms for communication is working as they should and updates it accordingly to fit with new needs and possibilities in technology.
- Chapter tasks: Same as board tasks
- Substitute: Communication manager

### ○ The Communication Manager role

The board member responsibilities shall be:

- Communication responsibility: Responsible for the communication of the board through the information channels described in the communication policy. Works in close collaboration with the Webmaster
- Representational tasks: Represents the chapter at the Language Committee at KTH
- Board tasks: Responsible for taking the minutes during the board meetings. Also responsible for the management of documentation and data within the board and chapter.
- Chapter tasks: Responsible for taking the minutes during the chapter meetings.
- Substitute: Webmaster



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## ○ The Education Manager role

The board member responsibilities shall be:

- Educational responsibility: Responsible for the educational issues that might affect the work and studies of the PhD Students. Focuses on working with PADs and leading the education council. Works in close collaboration with Councils Coordinator.
- Representational tasks: Represents the chapter at the Education Committee at KTH
- Board tasks: Responsible for addressing issues related to education at board meetings and informing the board about educational changes.
- Chapter tasks: Responsible for collecting and addressing issues related to education among the chapter members.
- Union tasks: Represents the chapter in Utbildningsrådet (UR) at THS Student Union.
- Substitute: Council Coordinator

## ○ The Council Coordinator role

The board member responsibilities shall be:

- Educational responsibility: Responsible for the educational issues that might affect the work and studies of the PhD Students. Focuses on gathering information from the councils about the education and work at the school level. Works in close collaboration with Education manager.
- Representational tasks: Represents the chapter at the directors of doctoral studies group at KTH
- Board tasks: Responsible for addressing issues related to education at board meetings and informing the board about educational changes.
- Chapter tasks: Responsible for collecting and addressing issues related to education among the councils.
- Union tasks: Representative at Skolråd at THS Student Union.
- Substitute: Education manager

## ○ The Business Manager role

The board member responsibilities shall be:

- Business responsibility: Responsible for the connections with research institutes and companies (from hereon: partners) that might be interested in starting collaborations with the PhD Chapter. Works in close collaboration with Event manager and Working group manager.
- Representational tasks: Represents the chapter at the Central Grants Committee at KTH.
- Board tasks: Communication between the board and the partners.
- Chapter tasks: Communication between the chapter and the partners. Set up partner events together with Event manager.
- Substitute: Event manager, Working group manager

## ○ The Event Manager role

The board member responsibilities shall be:

- Event responsibility: Responsible for coordination and communication about the events that take place within the chapter. Also responsible for the communication between the board and the Master of Ceremonies group. Works in close collaboration with Business manager and Working group manager.
- Representational tasks: Represents the chapter at the KTH Sustainability Council.
- Board tasks: Coordinator of the events that the board wants to organize. Responsible for giving the plan of the events to Communication manager.
- Chapter tasks: Coordinator of the events that chapter members want to organize.
- Substitute: Business manager, Working group manager

## ○ The Working group Manager role

The board member responsibilities shall be:





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- Working group responsibility: Responsible for the coordination and communication of the working groups and committees that might arise within the chapter, e.g. Women PhD committee. Works in close collaboration with Business Manager and Event manager.
  - Representational tasks: Represents the chapter at the Equality Committee at KTH
  - Board tasks: Communication between the board and the working groups.
  - Chapter tasks: Coordinating and communicating between the working groups. Also responsible for the chapter hall.
  - Substitute: Event manager, Business manager

## II. KTH Central Representation

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

- **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](mailto:vicechair@dr.kth.se)

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

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### **Doktorandsektionen vid Tekniska Högskolans Studentkår**

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Postal address: Drottning Kristinas väg 15 – 10044 Stockholm

# Static Testament

## Preface: About The Faculty Council

The Faculty Council has overall responsibility for the quality of KTH's education, research and cooperation with society, as well as for the quality of recruitment and promotion processes for teachers and researchers. The faculty council is an advisory body to the Rector.

The faculty council consists of thirteen members, including the chairperson. Seven members who are teachers' representatives at KTH and have scientific or artistic competence, i.e. have obtained a doctorate or equivalent, one of whom is the chairperson. The council includes three external members who are not employed at KTH. Three representatives of the labour union organizations have the right to attend the faculty council meetings.

Students are entitled to be represented by three members, one of them is usually a doctoral student representative. The student representatives are formally elected at the student union council (THS Kårfullmäktige), but it is not uncommon that the nomination of the doctoral student representative is delegated to the doctoral student chapter.

## Description of the position

The doctoral student representative works with the student representatives to reflect opinions and decide on issues raised at the faculty council on behalf of all KTH students. This in practice requires extensive awareness about the raised issues along with healthy communication with the student union especially THS heads of educational affairs (CFU)s, the PhD chapter steering board and PhD doctoral programme responsible persons (PAD)s.



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## Description of the work

It follows from the Swedish higher education law in Section 2, article §6, that: decisions requiring assessment of (1) organization, implementation or quality of education, or (2) organization or quality in both research and artistic development work shall be taken by persons with scientific or artistic expertise. Furthermore, if the assessment is to be made by a group of persons, the majority of the persons in the group should have scientific or artistic competence. The faculty council is a group of such expertise and is the organ at KTH which essentially takes such decisions. The faculty can further delegate the decisions further, if so stated, to committees and preparation groups. The faculty council committees are listed as follows:

- The Education Committee
- Resource Allocation Committee
- Employment Committee
- Recruitment Committees
- Promotion Committee
- The Faculty's Nomination Committee

The work formally centers around monthly meetings that take decisions or decide on how to prepare or delegate them further to working groups or committees. Each meeting can take up to 5 hours.

## Expectations from the chapter on the position

The doctoral student representative is expected to participate in all meetings. Each meeting takes around five hours in addition to one to two hours of preparation with the dean, vice dean and the student union heads of educational affairs. This is exclusive of any personal preparations. As a rule of thumb, 12 to 15 hours per month can be expected.

The representative is expected to have an awareness about all the issues being discussed at the faculty council and the current stance, opinions, or views of the students on relevant matters.

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Special focus on issues that influence the conditions related to students' learning experience or working environment for employed students.

## The positions responsibility towards the chapter

The doctoral student representative is expected to keep the chapter updated by reporting to the chapter board on updates, status of issues raised and discussion about issues to be raised.

## A brief description of typical events and meeting that occur during the term of this position

Lunch meetings and occasionally study visits.

# Dynamic Testament

## Preface

The Faculty Council has overall responsibility for the quality of KTH's education, research and cooperation with society, as well as for the quality of recruitment and promotion processes for teachers and researchers. The faculty council is an advisory body to the Rector.

The Faculty Council consists of teachers' representatives, including the dean and vice dean, who form the majority. In addition, the council includes labour union representatives, external members and student representatives. The faculty council can delegate work to committees or working groups formed on ad-hoc basis depending on the work being tasked to it. For stated regular delegation see steering document, Dnr V-2018-0126 "Fakultetsrådets delegationsordning".

## Personal information

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### **Doktorandsektionen vid Tekniska Högskolans Studentkår**

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During the period as a doctoral student representative, one aim is to raise strategic questions related to doctoral education or the working environment of doctoral students. Additional aim is to keep an eye on how raised issues or decision can negatively affect the learning experience or conditions of students.

It is important to note that just keeping eye on issues during meetings can require at least 12 hours per meeting per meeting: 5-10 hours preparation, 2 hours pre-meetings, 5 hours meeting. This is in addition to commute time if the person representing is not on campus and translation time if the person does not speak Swedish. All meetings are in Swedish. If the person representing wants to raise a question or an issue, extra work is expected such talking to the chapter board, THS heads of educational affairs, PhD representatives at the local schools. If such questions/issues are raised, a proportional effort has to be made for following up. The process of raising issue to get some actions done in term of policy or guidelines can take one year.

Example for things that went well is a question about relevant guidelines that describe institutional duties for PhD students. Allocation of resources for PhD courses did not go as smooth.

## ● **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](mailto:edu@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 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

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

- **UN (Utbildningnämnden/ 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:

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

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

## ● Future Faculty Group

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](#))

## ● 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.

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.

## Static Testament

### Preface: About The Promotion Committee

The promotion committee is responsible for handling cases relating to promotion of assistant and associate professors. The committee gives recommendations to the dean of faculty or head of





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school on the cases. The committee comprises a chairperson, teacher representatives, external experts and student representatives as voting members of the committee. Usually, attendance of personnel department, who does not take part of the decision, is expected to provide support for the meeting. Students are entitled to be represented.

The students' representatives are usually appointed centrally by the student union but it has been often the case that doctoral student representatives are appreciated to provide doctoral perspectives on the cases.

## Description of the position

The promotion committee takes decision in a form of a meeting which follows the following agenda:

1. Opening of the meeting
2. Electing a member to check the minutes
3. Approval of the agenda
4. Conflict of interests
5. Interview with the applicant
6. Questions to school representative
7. Assessment
8. Decision
9. Other matters
10. Closure of the meeting

In view of the principle of impartiality, the participants in the meeting shall not have any conflict of interest and that must be clarified at the beginning of the meeting.

During the interview with applicant, it is necessary to clarify any details that are necessary to justify the decision to be made.

## Description of the work

The committee members are expected to provide a suggestion to the dean on the faculty or the head of school on the candidate application leaning towards KTH promotion criteria. The following references are relevant for the promotion criteria as provided in KTH steering documents in the intranet:

Appendix 1 – Employment as professor of KTH's appointment procedure for teachers applies for assessing merits for making decision regarding the promotion of associate professors to professors.

Appendix 2 – Employment as associate professor of KTH's appointment procedure for teachers applies for assessing merits for making decision regarding the promotion of assistant professors to associate professor.

## Expectations from the chapter on the position

The doctoral student representative is expected to prepare his/her decision in a factual basis with reference to the merits of the applicant described in the application profile and leaning towards the promotion criteria. It is recommended that the student representative makes a higher emphasis on reviewing the applicant's qualification on high standards of teaching. A holistic coverage on the course analysis and course evaluation to assess teaching quality is recommended.

As a rule of thumb, the meeting takes around 1.5 hours and require 4 hours of preparation.

## The positions responsibility towards the chapter



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The doctoral student representative is expected to keep the chapter and the student union head of educational affairs updated whenever the representative cannot be present.

A brief description of typical events and meeting that occur during the term of this position

Not applicable.

## Dynamic Testament

The recruitment/promotion of teachers, herewith meaning assistant, associate and professors, is exercising public authority which is according to the Swedish constitution shall be made objectively, impartially and transparently. It shall also be based on factual circumstances such as merit and ability. The decision of promotion is done by the president of KTH, however the recruitment/promotion committee makes an important contribution by providing specific recommendations to the president in view of the application profile, the position and the school suggestions. The committee recommendation affects the decision and the decision affect the excellence of KTH as a world-class leader in education and research.

The promotion committee consists of:

- Chairperson
- Teacher representative(s)
- student representative(s)
- expert(s)

Note: The promotion committee may also have a school representative that can answer to questions related to the school. A secretary may also be present. Both the secretary and the school representatives do not participate in the recommendation decision made by the committee.

The recruitment/promotions committee takes decision in a form of a meeting which follows the following agenda:

1. Opening of the meeting
2. Electing a member to check the minutes
3. Approval of the agenda
4. Conflict of interests
5. Interview with the applicant
6. Questions to school representative
7. Assessment
8. Decision
9. Other matters
10. Closure of the meeting

In view of the principle of impartiality, the participants in the meeting shall not have any conflict of interest and that must be clarified at the beginning of the meeting.

During the interview with applicant, it is necessary to clarify any details that are necessary to justify the decision to be made.

During the session where questions can be asked to the school representatives, the student representative may ask questions that are deemed relevant and answerable by the school representative. For example: specific questions regarding the school recommendation and the applicant collaboration.

During the assessment session, the student representative may ask specific question that the student representative thinks the expert is the right person to answer. For example, the student representative may ask the expert on the academic and research leadership of the applicants if it is not pointed out clearly in the expert letter.

Decision making process:



Since committee members are expected to decide at each point on the qualification of the applicant to the position under consideration, the student representative should prepare a reference from the applications that substantiate his or her decision on each point. It is recommended that the student representative makes a higher emphasis on reviewing the applicant's qualification on high standards of teaching. A holistic coverage on the course analysis and course evaluation to assess teaching quality is recommended.

Employment as professor of KTH's appointment procedure for teachers applies for assessing merits for making decision regarding the recruitment/promotions of associate professors to professors.

Employment as associate professor of KTH's appointment procedure for teachers applies for assessing merits for making decision regarding the recruitment/promotions of assistant professors to associate professor.

Prior to attending the meeting, the student representative is recommended to prepare his/her decision in a factual basis with reference to the merits of the applicant described in the application profile. Reference to answers made during the meeting can be considered as well.

recruitment/promotions for associate professors to professors

Assessment ground	Reason for approving	Reason for not approving
Academic leadership The applicant shall have demonstrated their academic leadership in research and teaching activities. 'Academic leadership in research activities' means, for example, building up and leading a research group at their own university, establishing research collaboration within or outside their own university, and likewise meaningful initiatives for research development within the subject field. 'Academic leadership in teaching activities' means, for example, leading, building up or developing degree programmes, establishing educational activities and pedagogical		

third-stream initiatives within or outside the university. The academic leadership shall be assessed as strong within at least one of the two qualifying criteria.		
Third-stream activities The applicant should produce documented experience of third-stream activities through their research or educational activities.		
Research expertise shall also be such that the applicant: - Is internationally recognized within the area of the appointment, e.g. demonstrated through invitations to hold lectures and examination and external review assignments of a not insignificant scope.		
Research expertise shall also be such that the applicant: - Has a significant scope of high-quality research publications, demonstrates currency and has published in respected international journals or other forms of publication that are current within the specific subject field.		
Research expertise shall also be such that the applicant: - Has built up their own research activities. This should be funded by their own research grants obtained in national and international competition from research councils, foundations, trade and industry, etc. The activity should, among other things, include Ph.D. students.		
Teaching expertise shall also be such that the applicant: - Has carried out high quality third-cycle teaching to an appreciable extent as well as first- or second-cycle teaching. The teaching initiatives shall be current, evaluated and analyzed.		
Teaching expertise shall also be such that the applicant: -Can demonstrate documented responsibility for and independent organization or courses or course components, development of teaching and also experience of administering courses and study programmes within the university		
Teaching expertise shall also be such that the applicant: -Can demonstrate documented experience of individual third-cycle supervision. By this it is meant that the applicant shall normally have been the principal supervisor for at least one Ph.D. student who has obtained a degree of doctor. Being a principal supervisor means taking responsibility for the entire process from		

**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



recruitment and admission to higher education qualification, and also active supervision work both in third-cycle courses and their own thesis work.		
Teaching expertise shall also be such that the applicant: - Can demonstrate documented experience of individual supervision in addition to supervision of Ph.D. students, e.g. supervision of students working on degree projects or supervision of postdocs.		
Is very familiar with current pedagogical development within the subject field of the appointment as well as related research methodology, learning-focused teaching methods and examination formats and evaluation methods.		
The assessment criteria for appointment as a professor shall be the degree of expertise required as a qualification for employment. In addition, the following assessment criteria apply in relation to the employment profile laid down: - The degree of expertise to develop and lead activities and staff. This includes knowledge of diversity and equal treatment issues with a particular focus on gender equality.		
The assessment criteria for appointment as a professor shall be the degree of expertise required as a qualification for employment. In addition, the following assessment criteria apply in relation to the employment profile laid down: - The degree of administrative and other expertise.		
The assessment criteria for appointment as a professor shall be the degree of expertise required as a qualification for employment. In addition, the following assessment criteria apply in relation to the employment profile laid down: - Interpersonal skills.		

Where to find information:

Assessment ground	Where to find?
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<p>Academic leadership The applicant shall have demonstrated their academic leadership in research and teaching activities. ‘Academic leadership in research activities’ means, for example, building up and leading a research group at their own university, establishing research collaboration within or outside their own university, and likewise meaningful initiatives for research development within the subject field. ‘Academic leadership in teaching activities’ means, for example, leading, building up or developing degree programmes, establishing educational activities and pedagogical third-stream initiatives within or outside the university. The academic leadership shall be assessed as strong within at least one of the two qualifying criteria.</p>	<p>In CV, section 5. Management and Collaboration and especially subsection “5.3 Management tasks and administration” and “5.5 External contacts and external activities”</p> <p>Note: Sometimes it is not always possible to hold a leadership positions or ‘do third-stream activities’, so instead 2 questions may be asked:</p> <ol style="list-style-type: none"> <li>1. to the applicant: as to whether would he/she plan/consider doing it?</li> <li>2. to the school representative may be asked with regards to how do you see the applicant leadership potential if he/she would have been given a chance?</li> </ol>
<p>Third-stream activities The applicant should produce documented experience of third-stream activities through their research or educational activities.</p>	
<p>Research expertise shall also be such that the applicant: - Is internationally recognized within the area of the appointment, e.g. demonstrated through invitations to hold lectures and examination and external review assignments of a not insignificant scope.</p>	<p>In expert statements. They are the best to judge here. Sometimes it is good to also look at the CV “3.3 List of publications” and look for the following indicators:</p> <ol style="list-style-type: none"> <li>1. Publications in journals such as IEEE transactions or Nature</li> <li>2. High citations (from: google scholar, indicator of impact)</li> <li>3. papers authored alone (, indicator of independence).</li> <li>4. papers authored by different many co-authors (indicator of collaborations and probably independence)</li> <li>5. see if the PhD supervisor of the applicant is not most often a co-author (if so, it is an indicator of dependency. This is bad!)</li> </ol>
<p>Research expertise shall also be such that the applicant: - Has a significant scope of high-quality research publications, demonstrates currency and has published in respected international journals or other forms of publication that are current within the specific subject field.</p>	
<p>Research expertise shall also be such that the applicant: - Has built up their own research activities. This should be funded by their own research grants obtained in national and international competition from research councils, foundations, trade and industry, etc. The activity should, among other things, include Ph.D. students.</p>	

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	<p>6. See if the applicants managed to secure funds in “3.5 Received funding”</p> <p>7. In section “3.9 Assignment as reviewer and independent expert”, see if the applicant has been assigned for PhD defense or Journal reviewer/editor.</p>
<p><b>Teaching expertise shall also be such that the applicant:</b> - Has carried out high quality third-cycle teaching to an appreciable extent as well as first- or second-cycle teaching. The teaching initiatives shall be current, evaluated and analyzed.</p>	<p>CV section: “4.2 Listed teaching experience”, “4.3 Theoretical Knowledge”, “4.4 Approach” and “4.5 Proficiency as a teacher” and appendices. Look for the following <b>hard</b> requirement;</p>
<p><b>Teaching expertise shall also be such that the applicant:</b> -Can demonstrate documented responsibility for and independent organization or courses or course components, development of teaching and also experience of administering courses and study programmes within the university</p>	<p>1. At least documented 15 credits on teaching and learning. 2. Given courses should have been analysed. Seeing progress in student feedback is a good indicator. 3. Main supervision of at least one PhD student and (degree projects or postdoc).</p>
<p><b>Teaching expertise shall also be such that the applicant:</b> -Can demonstrate documented experience of individual third-cycle supervision. By this it is meant that the applicant shall normally have been the principal supervisor for at least one Ph.D. student who has obtained a degree of doctor. Being a principal supervisor means taking responsibility for the entire process from recruitment and admission to higher education qualification, and also active supervision work both in third-cycle courses and their own thesis work.</p>	
<p><b>Teaching expertise shall also be such that the applicant:</b> - Can demonstrate documented experience of individual supervision in addition to supervision of Ph.D. students, e.g. supervision of students working on degree projects or supervision of postdocs.</p>	
<p><b>Is very familiar with current pedagogical development within the subject field of the appointment as well as related research methodology, learning-focused teaching methods and examination formats and evaluation methods.</b></p>	

<p>The assessment criteria for appointment as a professor shall be the degree of expertise required as a qualification for employment. In addition, the following assessment criteria apply in relation to the employment profile laid down:</p> <ul style="list-style-type: none"> <li>- The degree of expertise to develop and lead activities and staff. This includes knowledge of diversity and equal treatment issues with a particular focus on gender equality.</li> </ul>	<ul style="list-style-type: none"> <li>- See if the applicant reflected in the CV on diversity/gender equality or being involved in one of KTH committees on that.</li> <li>- See if the applicant held a management position such as unit head, department head, division head, leader in center.</li> </ul>
<p>The assessment criteria for appointment as a professor shall be the degree of expertise required as a qualification for employment. In addition, the following assessment criteria apply in relation to the employment profile laid down:</p> <ul style="list-style-type: none"> <li>- The degree of administrative and other expertise.</li> </ul>	<ul style="list-style-type: none"> <li>- See in the school statement if they have a positive judgment on that.</li> </ul> <p>Questions may be asked to:</p> <ol style="list-style-type: none"> <li>1. the applicant to clarify his/her stance on that.</li> <li>2. the school representative on its view on the applicant's if it is not clear from the provided document.</li> </ol>
<p>The assessment criteria for appointment as a professor shall be the degree of expertise required as a qualification for employment. In addition, the following assessment criteria apply in relation to the employment profile laid down:</p> <ul style="list-style-type: none"> <li>- Interpersonal skills.</li> </ul>	

## Recruitment/Promotion for assistant professors to associate professors

Assessment ground	Reason for approving	Reason for not approving
<p>Teaching expertise for an associate professor shall be such that the applicant:</p> <ul style="list-style-type: none"> <li>- Has carried out high quality first- or second-cycle teaching to an appreciable extent. The teaching initiatives shall be current, evaluated and analyzed. The applicant should be able to demonstrate some experience from all levels of education.</li> </ul>		
<p>Teaching expertise for an associate professor shall be such that the applicant:</p> <ul style="list-style-type: none"> <li>- Can demonstrate documented experience of organization of courses or course components at university level.</li> </ul>		

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Teaching expertise for an associate professor shall be such that the applicant: - Can demonstrate documented experience of individual supervision, e.g. of degree projects or within third-cycle studies.		
Teaching expertise for an associate professor shall be such that the applicant: - Is familiar with current research and pedagogical development within the subject field of the appointment as well as related research methodology and learning-focused teaching methods		
Teaching expertise for an associate professor shall be such that the applicant: - Can demonstrate some experience of leading and organizing courses and study programmes.		
Research expertise for an associate professor shall be such that the applicant: - Has demonstrated the ability to independently formulate and solve research problems.		
Research expertise for an associate professor shall be such that the applicant: - Is active within, or has close links to, the international research front.		
Research expertise for an associate professor shall be such that the applicant: -Has published research works to not insignificant extent in internationally recognized scientific journals or other publication forms that are relevant to the specific subject field.		
Research expertise for an associate professor shall be such that the applicant: -Has demonstrated the ability to lead research activities. Such ability may be demonstrated through, for example, documented experience of project management in research projects, supervision of third-cycle courses or study programmes, supervision of postdocs or other relevant management assignments		
Research expertise for an associate professor shall be such that the applicant:		

- Has demonstrated the ability to search for, receive funds for and run research projects based on, for example, publications, reports and decisions concerning research grants awarded		
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- **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



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## ● **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

## Static Testament

### Preface

Each position has a testament that is divided into two parts, a static and a dynamic. The static testament is an open letter with the purpose of giving a clear image of the work performed in the position addressed and should therefore not be altered if it is not found necessary to do so. The dynamic testament is a personal letter from the current position holder to its successor with more detailed information about ongoing work.

### Description of the position

In this position you are the board member who is responsible for the communication and representation at the meetings with the language committee.

As a board member you work together with the rest of the board to address issues and strategic changes for the PhD students in general. A lot of the work is discussed in board meetings where specific tasks can be assigned to specific board members.

As the representative in the language committee it is your responsibility to inform the board about the tasks revolving languages at KTH. It is also your responsibility to raise topics that either you or the board has decided would improve the lives of the PhD Students at KTH.

## Description of the work

The work mainly consists of meeting with the board and the language committee. The committee meets once every other month and discusses questions raised by the administrations from the schools at KTH or by the members of the committee. Your position in the committee is as much valued as the rest and that means that the PhD chapter has the possibility to make things happen here.

During the board meetings you attend to the same tasks as the rest of the board members and that would be to discuss about and decide on questions raised regarding the chapter and the position as a PhD student at KTH. The board has a lot of power since it is supported by THS as well as the councils at KTH. When in the board, think of what you want to achieve and make it happen together with the rest of the board.

## Expectations from the chapter on the position

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 positions responsibility towards the chapter

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.

## A brief description of typical events and meeting that occur during the term of this position

The board meets once per month and the language committee meets once every other month. It is a good idea to prepare for these meetings by reading the agendas beforehand and making the PhD



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board aware of what is going on in the committee so that everyone has a possibility to raise questions and ideas.

## Dynamic Testament

### Preface

Each position has a testament that is divided into two parts, a static and a dynamic. The static testament is an open letter with the purpose of giving a clear image of the work performed in the position addressed and should therefore not be altered if it is not found necessary to do so. The dynamic testament is a personal letter from the current position holder to its successor with more detailed information about ongoing work.

### Personal information

During my time on this position I have mostly focused on getting a grasp on how the structure of the PhD chapter is and how the Language Committee works. I'm happy that I found my place quite fast in the language committee as I managed to raise the question about why PhD Students don't get to account for the points taken when studying Swedish even though it takes time from their work. The committee also felt that this was unfair and issued that as a term in the new regulations about language knowledge for new recruits at KTH.

Think of the committee as your colleagues since they are eager to learn more about the PhD students take on the questions processed by the committee. Use this and let them know more about the PhD students view on stuff in general.





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## ● **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

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;
- 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

### **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.

General description of positions:

## **PhD Council Positions**

Council chairperson



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Council vice chairperson(s)

Educational Manager

Social responsible

Board member(s)

Program representative(s)

Council member(s)

## **School Positions**

Executive group

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# Testament

## Who's in the Executive Group?

The executive group consists of:

- the Dean (Head of School),
- the heads of all departments,
- some administrative staff (head of Administration, HR, and Finance are almost always there. Sometimes other administrative groups are present).
- Director of First and Second Cycle Education (GA)
- Director of Third Cycle Education (FA)

Finally, two positions are always held open for student representatives in this group, one from first/second cycle education and one from third cycle education.

What is the Executive Group? The Executive Group discusses how the school is run, a sort of advisory group to the Dean. Mostly the content of meetings consist of reminders about important upcoming events at the school and summaries from the other organizational groups at the school. For example the head of school reports from the Strategic Council, GA from the GRU-council and FA from the Doctoral studies council.

So topics vary, could be about anything from discussing new masters programs, discussing interview processes for new faculty, recruitment processes for new PhDs, how to prepare for upcoming quality reviews for educational programs, reminders on information that should be further delegated by department heads to other faculty and/or students. Could also be about how strategic goals (impact, sustainability, gender equality) are being translated into action at both university and school level. Occasionally the budget of the school is also presented at a high level by the head of the economy. Usually this stays at the level of looking at the yearly balance between departments at the school, and then the school as a whole relative to the other schools at KTH.

For more information about the topics discussed in the Executive group you can look through some of the previous meeting notes. Meeting notes from all Executive Group meetings (in Swedish) can be found the school intranet (for example) .



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So, how often do they meet? Usually 1 meeting/month, for roughly 2 hours. Meetings are held in Swedish. Sometimes at the beginning of each semester a multiple day workshop is held somewhere outside of KTH to e.g., discuss an action plan for strategic goals or how to improve the efficiency of the executive group meetings or improve communication between departments. I have not personally attended any of these workshops however, only the monthly meetings.

How much time does it take? Not a lot. Some preparation before meetings is required. The head of administration usually sends out documents and material that will be referred to during the meeting a week in advance of each meeting. A rough estimate is 1-2 hours of preparation before each meeting. Could be more, or could be less however depending on content and your own ambition level. If you would like to bring up your own discussion point as representative of the PhDs in one of the meetings then you are welcomed to do so as well. E-mail the head of administration before the meeting if you would like to have a point added to the agenda.

The way I personally view the role as PhD representative in this group is to primarily attempt to extract issues that relate to doctoral studies within the Executive Group meetings. Usually this is only a small portion of all the content (mainly news from the FA). Regardless, even the other content can be very interesting to listen too as well. I feel I have learned a great deal about how the school is organized and how strategic goals are pursued because of it.

Sounds fun! It is! And very important!

## Strategic council

# Testament

**What is the Strategic Council?** The Council is more of a discussion forum for common school issues than an actual decision-making council. As the name suggests its purpose is to discuss strategic issues related to development and improvement of the School. This can include issues such as:

- Policy- and operations documents for the School

- Improving the health and work environment in the School
- Promoting collaboration between the School and external actors
- Integrating sustainability into the education
- Increasing diversity and gender equality in the workplace

Rather than formally deciding on these issues, the council is an opportunity for representatives of the different facets of the School as well as external actors to discuss them – often in a workshop-like format.

**Who's in the council?** The council is elected for a three year mandate (probably). It includes the Head of School who acts as chairman. Then there are several teachers, research and administration representatives, as well as external representatives from “the industry” which seem to vary between mandates.

And then there is you! And you are elected into the Council through THS rather than through the Strategic Council's election process.

**So, how often do they meet?** Around two or three times per semester seems to be the average. And around two hours per meeting.

**Doesn't sound like a lot work. How much time does it take?** Not a lot. But it does require a bit preparation before the meetings, e.g., reading up on policy documents and material that will be discussed in the meetings. So in total maybe 1/2 hour per week on average? Maybe less? Maybe more? I don't know I didn't really time it. And I'm bad at math.

**Sounds fun!** It is! And very important!



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Quality council - doctoral education

Doctoral education program council(s)

Quality council - basic education

Quality council - administration

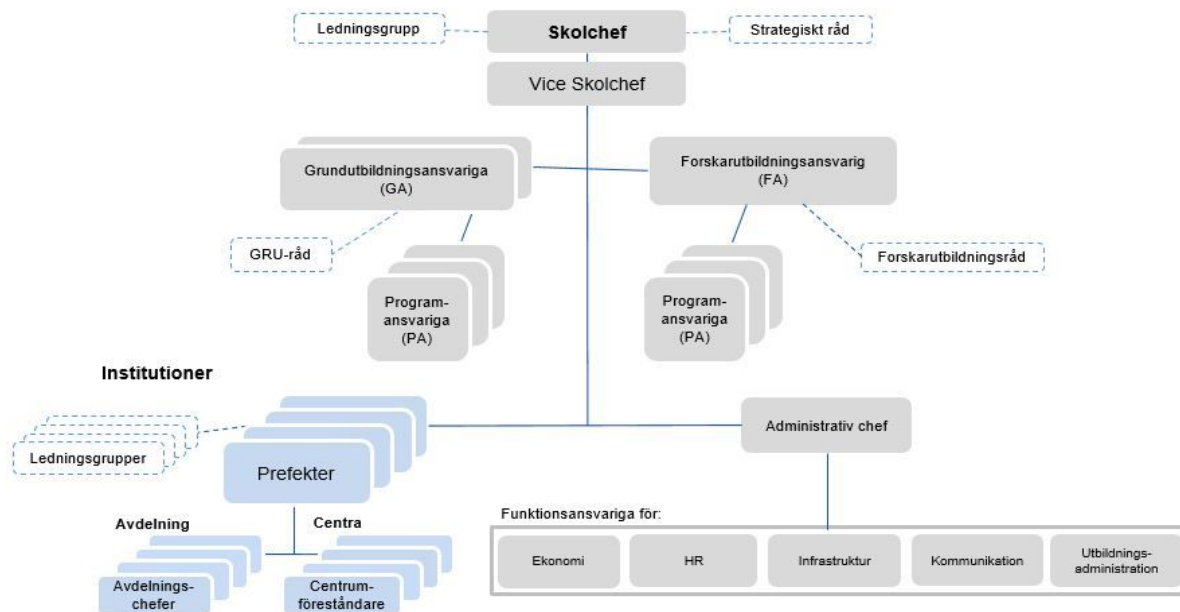
Committees and councils: safety, sustainability, equality

Future faculty (Recruitment and docentship)

Executive groups (department level)

Contacts and school-specific naming position:

## • 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
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

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Diary number: Dr2019-PB-06/0101

Date (revised): 2018-04-16 (2019-12-19)



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

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	
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

**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)

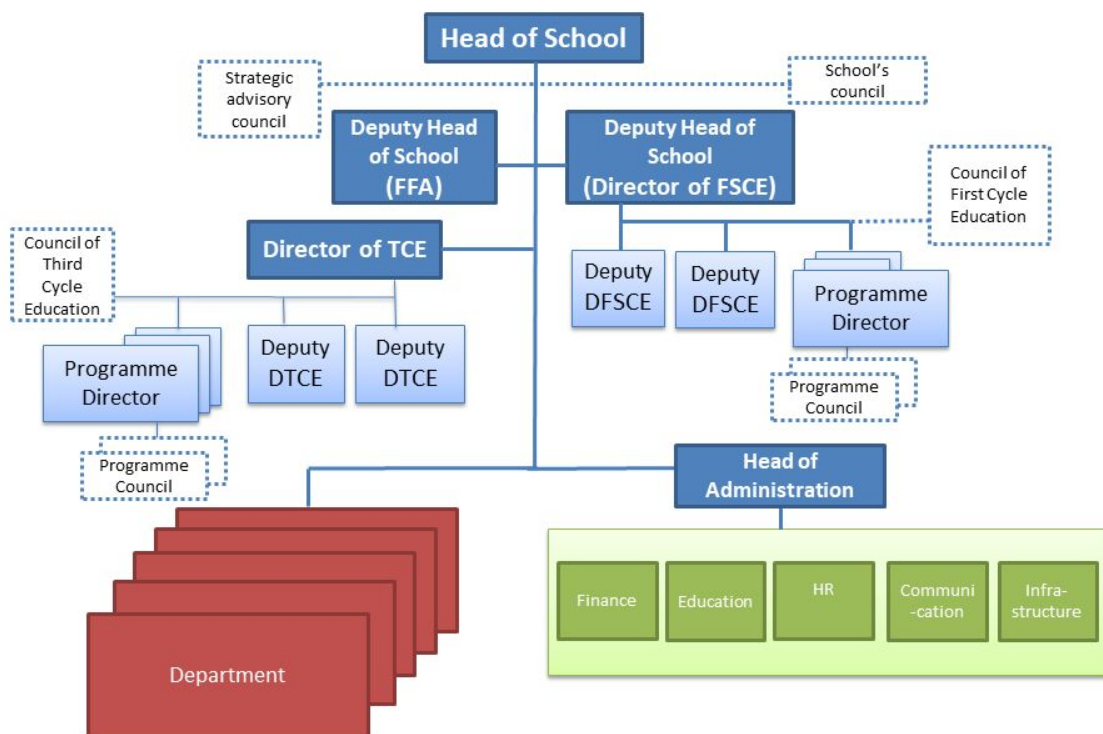
Postal address: Drottning Kristinas väg 15 – 10044 Stockholm

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	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

**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

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

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**Doktorandsektionen vid Tekniska Högskolans Studentkår**

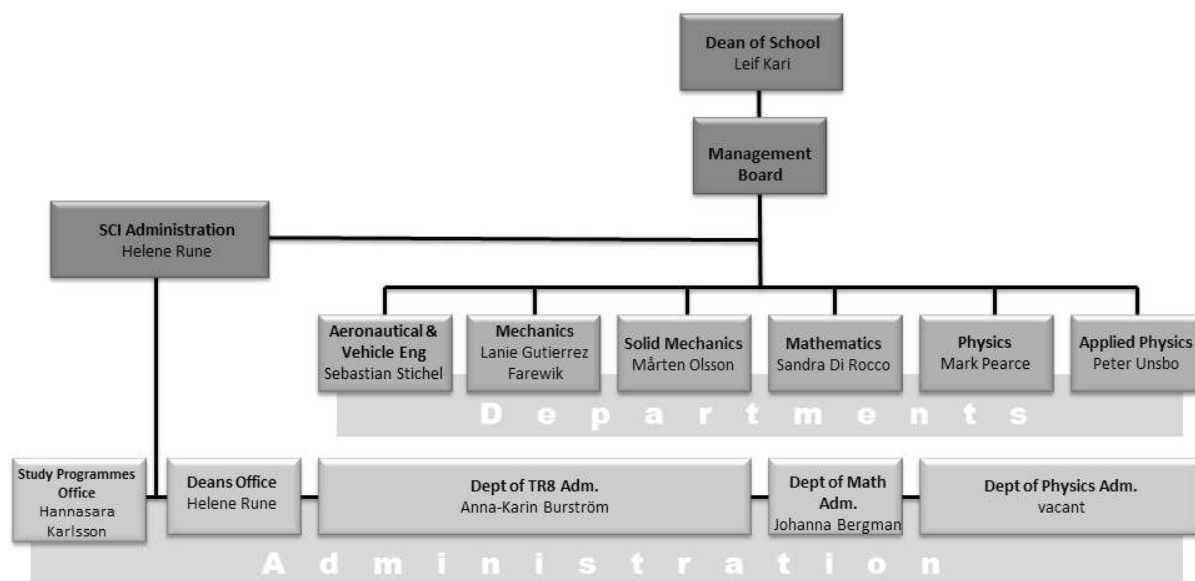
Organisation number: 802412-5026, Website: [www.dr.kth.se](http://www.dr.kth.se), E-mail: [contact@dr.kth.se](mailto:contact@dr.kth.se)

Postal address: Drottning Kristinas väg 15 – 10044 Stockholm



## • School of Engineering Sciences (SCI)

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



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

### Doktorandsektionen vid Tekniska Högskolans Studentkår

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Postal address: Drottning Kristinas väg 15 – 10044 Stockholm

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
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

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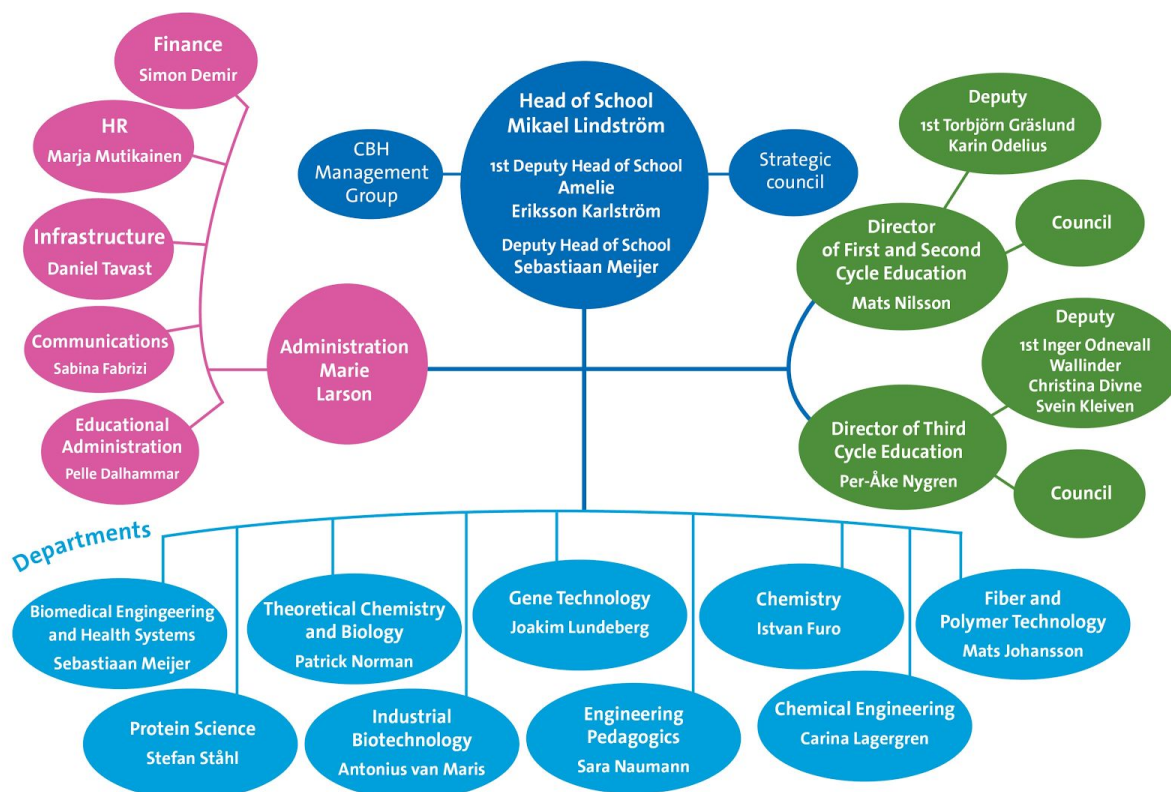
Postal address: Drottning Kristinas väg 15 – 10044 Stockholm



	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.



The list of representatives can be described as follows:

### 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

Position	Sub-organ	Dr Functionary E-mail
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
	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	

**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



Diary number: Dr2019-PB-06/0101

Date (revised): 2018-04-16 (2019-12-19)



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

	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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**Doktorandsektionen vid Tekniska Högskolans Studentkår**

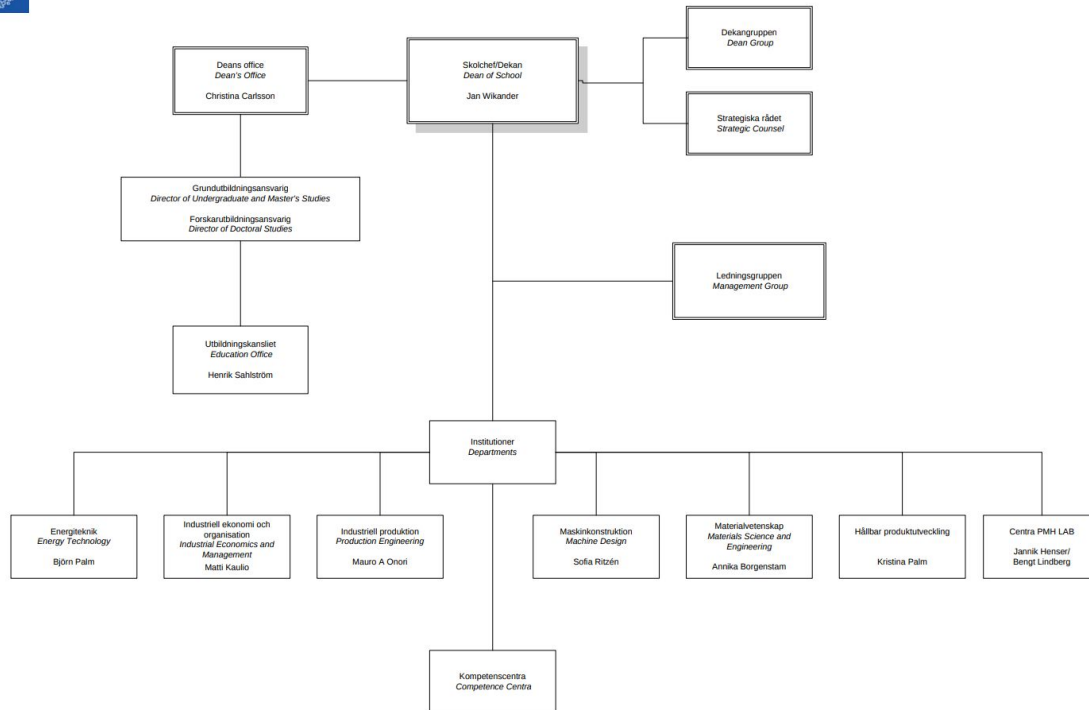
Organisation number: 802412-5026, Website: [www.dr.kth.se](http://www.dr.kth.se), E-mail: [contact@dr.kth.se](mailto:contact@dr.kth.se)

Postal address: Drottning Kristinas väg 15 – 10044 Stockholm

• **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

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Postal address: Drottning Kristinas väg 15 – 10044 Stockholm

Diary number: Dr2019-PB-06/0101

Date (revised): 2018-04-16 (2019-12-19)



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

	Industrial ecology (ABE)	itm-pad@dr.kth.se
Industrial economics and management	Industrial economics and management	itm-pad@dr.kth.se
	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

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	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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