

# Registry of PMs



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

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**Doktorandsektionen vid Tekniska Högskolans Studentkår**

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## Document versions

Version	Description, By	Date
Dr2019-CP-00	Created by Chapter presidium as per 20190603 chapter meeting n.4 §3.a	2019-05-31
Dr2019-CP-00/0001	Updated by the presidium as per meeting 2019-08-29	2019-08-29
Dr2019-CP-00/0002	Updated by the presidium as per meetings 2019-09-12 & 26	2019-09-26
Dr2019-CP-00/0003	Updated by the presidium as per meeting 2019-10-10	2019-10-10
Dr2019-CP-00/0004	Updated by the presidium as per meeting 2019-10-10	2019-12-19



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## Abbreviations

KTH: Kungliga tekniska högskolan (The Royal Institute of Technology)  
THS: Tekniska högskolans studentkår (KTH student union)  
Dr: Doktorandsektion  
CFU: Chef för utbildninginflytande (Head of educational affairs)  
KS: Kårstyrelsen (The union board)  
KF: Kårfullmäktige (The union council or the general assembly)  
FR: Fakultetsrådet (The faculty council)  
US: Universitetstyrelsen (The university board)  
SD: PhD councils  
DO: PhD council chair  
DV: PhD council vice chair  
DP: PhD council presidium  
AB: ABE PhD council.  
CB: CBH PhD council.  
EE: EECS PhD council.  
IT: ITM PhD council.  
SC: SCI PhD council.  
CF: PhD chapter functionaries excluding workgroups and committees.  
NC: Nominating committee.  
CA: Chapter auditors.  
MC: Masters of Ceremonies  
WG: PhD chapter workgroups and committees, including WOP.  
EC: PhD chapter education council.  
PB: PhD chapter board.  
CC: chapter chairperson.  
CV: chapter vice-chairperson.  
CP: chapter presidium.  
CT: chapter treasurer.  
FU: chapter finance unit. Note: FU & CT are used interchangeably.  
KA: communication manager.  
WI: webmaster/IT responsible.  
EM: education manager.  
DS: council coordinator.  
SL: studies Liaison Unit.  
WM: workgroup manager.  
SE: event manager.  
BM: business manager.  
SU: Social Unit.  
M: Chapter members and PhD students at KTH.  
KS: Union Council.



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

Registry of PMs  
Diary: Dr2019-CP-00/0004  
Doktorandsektionen vid THS

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EA: Head of educational affairs  
KF: Union Council.

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## Background

As per 20190603 chapter meeting n.4 §3.a, the PhD chapter can create guidelines and rules that are possible to change through board meetings rather than through chapter meetings through “PM’s” (promemorias) which are rules and guidelines that both the chapter meeting and the board by itself can create and change. Examples of this could be communication policies, workgroup guidelines, etc. Although the intention was originally made for PMs, the concept was extended to cover formatting of all regulatory documents, e.g. the statutes. The purpose of this document is to give grounds for diary numbers and formats of PMs associated with the PhD chapter of KTH.

## PMs during 2019

During 2019, several PMs have been enacted and this document makes account of them as follows:

### 1. Regulatory documents enacted by the Chapter meeting

Diary number	Name/By	Date
Dr2019-CM-01/0001	PhD Chapter Statutes	2019-02-27
Dr2019-CM-01/0002	PhD Chapter Statutes	2019-10-18
Dr2019-CM-01/0003	PhD Chapter Statutes	2019-12-19
Dr2019-CM-02/0001	PhD Chapter By-laws	2019-02-27
Dr2019-CM-02/0002	PhD Chapter By-laws	2019-10-18

### 2. PMs, Documents and Decisions enacted by the board

Diary number	Name/By	Date
Dr2019-PB-01(/0005)	PhD Chapter Working Directives Emma Riese and Tage Mohammadat	2019-06-03 (2019-12-19)
Dr2019-PB-02	PhD Chapter Plan of Operations	2019-09-13

Dr2019-PB-04	Board Report Robin Palmberg	2019-10-31
Dr2019-PB-12	Activity Report	2019-12-19
Dr2019-PB-05/0003	Brief guide on representation	2019-12-05
Dr2019-PB-06/XXXX	Testaments	2019-12-19
Dr2019-PB-07	Outlay Form Emma Riese and Tage Mohammadat	2019-10-24

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

Diary number	Name/By	Date
Dr2019-CP-00(/0004)	Registry of PMs Emma Riese and Tage Mohammadat	2019-08-13 2019-12-19
Dr2019-CP-01	PhD Chapter Plan of Operations Emma Riese and Tage Mohammadat	2019-09-13
Dr2019-CP-02	PhD Chapter Time Compensation Budget & Prognosis HT19 Emma Riese and Tage Mohammadat	2019-08-14
Dr2019-CP-03	PhD Chapter Appointment Routines for Representatives Emma Riese and Tage Mohammadat	2019-08-14
Dr2019-CP-04	Central and Local Doctoral Representatives at KTH Emma Riese and Tage Mohammadat	2019-08-14
DrYYYY-CP-10/NN00	PhD Chapter Meeting Summons Emma Riese and Tage Mohammadat	2019-09-13
DrYYYY-CP-10/NN01	PhD Chapter Meeting Agenda Emma Riese and Tage Mohammadat	2019-09-13
DrYYYY-CP-10/NN02	PhD Chapter Meeting Minutes Emma Riese and Tage Mohammadat	2019-09-13
Dr2019-SL-01/0001	PM on deactivation of emails Mohit Daga and Alessandro Enrico	2019-12-19
Dr2019-WG-01/0001	PM for workgroup on ethical misconduct in research Mohit Daga and Tage Mohammadat	2019-11-22
Dr2019-CP-06/WM01	Appointment of workgroup manager	2019-10-18

	Emma Riese and Tage Mohammadat	
Dr2019-CP-06/FR01	Appointment of doctoral representative in FR workgroups Emma Riese and Tage Mohammadat	2019-10-24
Dr2019-CP-04(/0005)	PM on doctoral representatives HT19 Emma Riese and Tage Mohammadat	2019-07-01 (2019-12-19)
Dr2019-CP-02(/0003)	PM on time compensation for doctoral representatives 2019 Emma Riese and Tage Mohammadat	2019-07-01 (2019-12-19)

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

Diary number	Name/By	Date
Dr2019-CF-01	Dr2019-CF-01 Vacancy profiles Tage Mohammadat & Robin Palmberg	2019-03-01
Dr2019-CF-01/0002	Candidacy profiles Tage Mohammadat & Robin Palmberg	2019-10-12
Dr2019-CF-01/0003	Candidacy profiles Tage Mohammadat, Robin Palmberg & Kateryna Morozovska	2019-11-04
Dr2019-CF-02	Chapter Auditors report Milan Jocevski & Ksenia Loskutova	
Dr2019-CF-03	Nominating Committee Report Tage Mohammadat & Robin Palmberg	2019-10-18
Dr2019-CF-03/0002	Nominating Committee Report Tage Mohammadat, Robin Palmberg & Kateryna Morozovska	2019-12-09