

# Working Directives



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

Antagen av doktorandsektionens styrelse den 18 september 2019, reviderad 19 december 2019 och gäller tills vidare.

Enacted by PhD chapter board on the 12th of september 2019, mostly recently revised 2019-12-19 and shall henceforth be valid till further notice.

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**Doktorandsektionen vid Tekniska Högskolans Studentkår**

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## Document History

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## 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



## General Provisions

### §1. Purpose

The purpose of this document is to provide working guidelines for the executives of the PhD chapter of the KTH Royal Institute of Technology's Student Union/ Tekniska Högskolans Studentkår, THS (Short: Dr/THS, in Swedish: Doktorandsektionen vid Tekniska Högskolans Studentkår).

### §2. Organisation

According to THS bylaws, Dr statutes, Dr bylaws and chapter meetings decision the following applies:

#### §2.1. The chapter meeting

The chapter meeting shall be the highest legislative and decision-making body at Dr.

#### §2.2. The board of directors

§2.2.1. The board shall be the highest executive body at Dr that chiefly administers resources.

§2.2.2. The board shall primarily conduct business through meetings of the board member consisting of five to ten board members of directors electable by the Dr chapter meeting.

§2.2.3. Dr board can have adjunct members who shall have a right to attend Dr board meetings and to contribute to the discussion; this includes:

§2.2.3.1. THS head of educational affairs with focus on doctoral question. This person shall be the contact person from/to THS central or the management team.

§2.2.3.2. Representatives from PhD school councils or Dr functionary body.

§2.2.3.3. Co-opted members. This for example can be provisional board members, representatives from other student organisation, doctoral ombudsperson, other interested members of the chapter.

#### §2.3. PhD school councils

§2.3.1. Dr shall have school-level representation, which consists of PhD school councils. PhD School councils are subject to the PhD chapter bylaws and have the following objectives:

§2.3.1.1. to promote more effective and higher quality PhD education and research

§2.3.1.2. to promote a stimulating working environment

§2.3.1.3. to improve the general conditions for the PhD students, at the given KTH School.

§2.3.2. Dr shall have educational council consisting of all PhD student representatives at KTH doctoral programmes (PADs).

#### §2.4. Dr functionaries, which shall comprise:

§2.4.1.1. Auditors (Revisörer)



- §2.4.1.2. Master of ceremonies (DrInK)
  - §2.4.1.3. Standard bearers (Fanbärare)
  - §2.4.1.4. Nominating committee (Valberedning)
  - §2.4.1.5. Female Doctoral committee (WOP@KTH)
  - §2.4.1.6. Advisory board, appointed and summoned by Dr board or Dr chairperson as consultants in matters of special nature. This can include previous board members or experts, important contacts from student and trade unions.
  - §2.4.1.7. Working groups, established by Dr chapter meeting or appointed by Dr board or the board member with focus on workgroups to perform specific tasks inlines with Dr mission and operational plans.
  - §2.4.1.8. Committees, established by Dr chapter meeting or initiated by Dr board or the board member with focus on workgroups to carry out specific missions inlines with Dr mission and operational plans.
- §2.5. Dr regulations, policies, views, operation and mandates shall be subject to decisions of THS general assembly (THS union council, Kårfullmäktige) e.g.: THS statutes (stadgar), THS bylaws (reglemente) and THS views (åsikter).

## Working Principles

- §3. Ground principles
- §3.1. Dr work shall be democratic, and has no religious or party political affiliations.
  - §3.2. 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.
- §4. Scope of work
- §4.1. 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.
  - §4.2. 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.
- §5. Vision
- Dr work shall be aligned with overarching set vision described as follows:
- §5.1. 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.



- §5.2. 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.
- §5.3. Procedure: Joy in participation. Dr as an organisation and its members shall always strive to maintain joy in participation.
- §6. Representation
- §6.1. Dr representatives shall represent all doctoral students at KTH, even those who are not members of the PhD chapter.
- §6.2. 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.
- §6.3. 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.
- §6.4. 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.



## Duties and Responsibilities

### §7. The Board

#### §7.1. Dr board shall have the following duties:

- §7.1.1. Answer to the Chapter Meeting regarding the Chapter's operations and management;
- §7.1.2. Remit more important decisions to the Chapter Meeting;
- §7.1.3. Implement Chapter Meeting decisions;
- §7.1.4. Manage and be responsible for the Chapter's resources, process submitted motions, handle the Chapter's correspondence, and otherwise manage ongoing business;
- §7.1.5. 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;
- §7.1.6. Anchor and represent doctoral opinions at THS in matters concerning doctoral students, research and research education.
- §7.1.7. Administer elections for provisional posts, if the nominating committee is not active.

§7.2. 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.

§7.3. 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.

#### §7.4. The Chapter Presidium

- §7.4.1. Leading Dr strategical, executive and operational work, including summoning the meetings of Dr.
- §7.4.2. 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.
- §7.4.3. Maintaining contacts with regional, national and international organisations that are concerned with research and research education.

#### §7.5. Board Member of Directors with Chairperson role

The responsibilities of the chairperson:





- §7.5.1. 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.
- §7.5.2. 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.
- §7.5.3. Board tasks: Responsible for the progress of the work of the board, calls to and leads the board meetings.
- §7.5.4. Chapter tasks: Calls to and leads the chapter meetings, ultimately responsible for the communication with the chapter.
- §7.5.5. Union tasks: Represents the chapter in the Ordföranderådet (OR) at THS Student Union.
- §7.6. Board Member of Directors with Vice Chairperson role
- §7.6.1. 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:
- §7.6.1.1. Executive responsibility: Responsible for the executive part of the board. Works in close collaboration with the chairperson.
  - §7.6.1.2. Representational tasks: The Vice Chairperson is the main nominee for the role of PhD representative in the Faculty Board (FR) at KTH.
  - §7.6.1.3. Board tasks: Responsible for coordinating the work of the board, communicates with the board members to find solutions for cooperation and planning.
  - §7.6.1.4. Chapter tasks: Books the people and locations for chapter events regarding decision making, such as chapter meetings and council election meetings.
  - §7.6.1.5. Union tasks: Represents the chapter in the Vice Ordföranderådet (VOR) at THS Student Union.
- §7.7. Member Board of Directors with Treasurer role
- The treasurer's responsibilities shall be:
- §7.7.1. Fiscal responsibility: Responsible for the budget, the accounting and reimbursements. Works in close collaboration with the Presidium.
  - §7.7.2. Representational tasks: Represents the chapter at the Resource Allocation Committee at KTH
  - §7.7.3. Board tasks: Responsible for communicating and coordinating the fiscal activities within the board. Also responsible for the prognosis and documentation of the time compensation.



- §7.7.4. 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.
- §7.7.5. Union tasks: Represents the chapter in the Ekonomiska Rådet (ER) at THS Student Union. Substitute: Vice chairperson.

§7.8. Member Board of Directors with Webmaster role

The board member responsibilities shall be:

- §7.8.1. 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.
- §7.8.2. Representational tasks: Coordinates the chapter in the Future Faculty group at KTH
- §7.8.3. 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.
- §7.8.4. Chapter tasks: Same as board tasks
- §7.8.5. Union tasks: Represents the chapter at future faculty group at THS student union.
- §7.8.6. Substitute: Communication manager

§7.9. Member Board of Directors with Communication Manager role

The board member responsibilities shall be:

- §7.9.1. 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
- §7.9.2. Representational tasks: Represents the chapter at the Language Committee at KTH
- §7.9.3. 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.
- §7.9.4. Chapter tasks: Responsible for taking the minutes during the chapter meetings.
- §7.9.5. Union tasks: Represents the chapter in the reception council (Mottagningsråd), Liaison with the Membership office and Communication network at THS student union.
- §7.9.6. Substitute: Webmaster

§7.10. Member Board of Directors with Education Manager role

The board member responsibilities shall be:



- §7.10.1. Educational responsibility: Responsible for the educational and research issues that might affect the studies environment and its condition for PhD Students. Focuses on educational development and leads the education council. Works closely with Council coordinator.
- §7.10.2. Representational tasks: Represents the chapter at the Education Committee at KTH
- §7.10.3. Board tasks: Responsible for addressing issues related to education at board meetings and informing the board about educational changes.
- §7.10.4. Chapter tasks: Responsible for collecting and addressing issues related to education, e.g. via the PADs.
- §7.10.5. Union tasks: Represents the chapter in Utbildningsrådet (UR) at THS Student Union.
- §7.10.6. Substitute: Council Coordinator

§7.11. Member Board of Directors with Council Coordinator role

The board member responsibilities shall be:

- §7.11.1. Educational responsibility: Responsible for educational issues with employment relations for the PhD Students. Focuses on educational quality issues at the school & department levels. Works closely with Education manager.
- §7.11.2. Representational tasks: Represents the chapter at the doctoral studies group at KTH
- §7.11.3. Board tasks: Responsible for addressing issues related to education at board meetings and informing the board about educational changes.
- §7.11.4. Chapter tasks: Responsible for collecting and addressing issues related to education among the councils.
- §7.11.5. Union tasks: Liaison with labour unions and the Skolråd (SR) of THS student union.
- §7.11.6. Substitute: Education manager

§7.12. Member Board of Directors with Business Liaison role

The board member responsibilities shall be:

- §7.12.1. Business responsibility: Responsible for the connections with research institutes and companies (from hereon: partners) in relation to career development and collaborations with the PhD Chapter. Works closely with Event manager and Workgroup manager.
- §7.12.2. Representational tasks: Represents the chapter at the Central Grants Committee at KTH.
- §7.12.3. Board tasks: Communication between the board and the partners.
- §7.12.4. Chapter tasks: Communication between the chapter and the partners. Set up partner events together with Event manager.
- §7.12.5. Union tasks: Represents the chapter at Arbetsmarknad groups at THS student union.

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§7.12.6. Substitute: Event manager, Working group manager

§7.13. Member Board of Directors with Event Manager role

The board member responsibilities shall be:

- §7.13.1. Event responsibility: Responsible for events coordination within the chapter and responsible for the chapter hall. Works with Business and Workgroup managers.
- §7.13.2. Representational tasks: Represents the chapter at the KTH Sustainability Council.
- §7.13.3. Coordinator of the events that the board wants to organise.
- §7.13.4. Chapter tasks: Coordinator of the events that chapter members want to organize.
- §7.13.5. Union tasks: Liaison with Lokalsvariga & Events-related associations at THS union.
- §7.13.6. Substitute: Business Liaison, Working group manager

§7.14. Member Board of Directors with Working group Manager role

The board member responsibilities shall be:

- §7.14.1. Workgroup responsibility: Responsible for the coordination and communication of the workgroups, including committees, in the chapter. Works closely with Business Liaison and Event manager.
- §7.14.2. Representational tasks: Represents the chapter at the Equality & Sustainability Committees at KTH.
- §7.14.3. Board tasks: Communication between the board and the workgroups, e.g. WOP@KTH, KF & DrInK.
- §7.14.4. Chapter tasks: Coordinating and communicating between the workgroups.
- §7.14.5. Union tasks: Represents JML, international, sustainability & social affairs at THS student union. Represents in KF, if elected, otherwise acts as liaison;
- §7.14.6. Substitute: Event manager, Business Liaison

§8. PhD Councils

PhD Councils' duties and responsibilities are chiefly governed by the statutes and bylaws, and in addition:

- §8.1. PhD Councils shall maintain contact with Dr board, e.g. through councils coordinator or education manager, for matters concerning appointment of representatives and council members, anchoring of opinions regarding research and education and other questions of consultory nature.
- §8.2. PhD Councils shall work to influence chapter operation through participating in chapter meetings.



- §8.3. In case of reported lack of capacity of a council 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 council shall pass a motion recommending discharge-of-responsibility or vote-of-no-confidence for a board meeting to decide on the matter.
- §8.4. Unless otherwise specifically decided, doctoral representatives at the councils, departments or educational programs shall also contribute to future faculty representational errands (docentship, recruitment, promotion and employment) centrally at KTH in affinity to their role or representational interest.
- §9. Standard bearers
- §9.1. Standard bearers duties and responsibilities shall follow that established by THS .
- §9.2. Standard bearers are responsible to find a replacement and introduce the replacement to the work, in case of lack of capacity of standard bearers.
- §10. Auditors
- §10.1. The auditors shall be responsible to audit Dr board financial operation and shall on that basis recommend the chapter meeting to give the board the freedom of responsibility.
- §10.2. The auditors definition, size and duties are chiefly regulated in Dr statutes.
- §10.3. The auditors shall have the responsibility to provide advice to Dr board concerning interpretation of statutes. The auditors are also advised to, preemptively, signal to the board on correcting organisational issues that they observe.
- §11. Nominating Committee
- §11.1. The group definition and task are chiefly regulated through established statutes and bylaws.
- §11.2. The nominating committee shall be responsible for preparing and administering election errands for vacancies appointed by the chapter meeting with the following scope of work:
- §11.2.1. to promote the elections that are administered during the current year of operation.
- §11.2.2. to collect nominations and candidacies
- §11.2.3. to interview candidates and verify the candidates' references
- §11.2.4. to declare statements and reports about the candidates before the chapter meeting.
- §11.2.5. to liaison with THS nominating committee for election of union vacancies.
- §11.3. Unless otherwise specified in a separate policy document, the nominating committee shall consider as ground for recommendations: suitability of candidates to the vacancy, representativeness and



diversity with regards to gender, study programs and other backgrounds deemed applicable such as study mode.

§12. Master of Ceremonies Group (DrInK)

§12.1. Master of Ceremonies Group is the group responsible for Dr pubs and head by the master of ceremonies. The group consists of Stewards who shall assist the master of ceremonies.

§12.2. The group definition and task are chiefly regulated through Dr statutes.

§12.3. DrInK work shall be done in advisement with Flygsektionens Klubbmästeri and Hall responsible.

§12.4. DrInK shall be expected to arrange at least four pubs a year usually demanded as per Dr board request or DrInK initiatives.

§13. Advisory board

Dr advisory, shall be appointed on need basis and, if requested, shall advice Dr in matters of special importance.



## Delegation Order

§14. Decisions concerning doctoral students can be made by the union council (KF) and the union board (in between KF meetings) and additionally decisions can be issued and delegated in the following order:

1. The PhD Chapter meeting (CM) and the PhD chapter Board meeting (in between CMs)
2. PhD chapter functionaries incl. school councils and WoP within their own scope.
3. PhD Program/department councils' decisions concerning doctoral students at the program/department.

Unless otherwise updated in statutes or bylaws, the following delegations apply for the following specific errands:

Legend for chapter organs:

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.

PBM: Member of the 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 Liaison.

SU: Social Unit.

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M: Chapter members and PhD students at KTH.

KS: Union Council Board.

EA: Head of educational affairs

KF: Union Council.

M: Members of Chapter

X: Affected bodies with the decision/errand.

Legend for delegation type:

D: Decision Responsible and author; P: Preparatory e.g. nomination/draft; I: Information C: In Consultation with; E: Execution, publication and ratification of Decision e.g. formation in PM, and communication (e.g. email, webpage or archiving in storage). /: or

<b>Policy documents &amp; PMs</b> (Establishing, replacing, repealing or amending)	<b>P</b>	<b>D</b>	<b>C</b>	<b>I</b>	<b>E</b>
Statutes (via proposition)	PB	CM	-	KS M	VC/CP
Statutes (via motion)	M	CM	PB	KS M	VC/CP
Bylaws (via proposition)	PB	CM	X	KS M	VC/CP
Bylaws (via motion)	M	CM	PB	KS M	VC/CP
Working directives	CC/ CP	PB	CF SD	KS M	CP
Opinions, Views & Positions	PB/ CC/ CP	CM/ PB	CF SD	KS M	PB/CP
Operational Plan	PB	CM PB	CF SD	KS M	PB
Budget	CC/ CP/ PB	CM/ PB	CF SD	KS M	CT/CP
PMs for guidelines and instructions (chapter level)	PB	CM	CF SD	KS M	VC/CP
PMs for guidelines and instructions (central & local)	PBM	PB	CF SD	KS M	VC/CP
PMs with representation opinions	PBM	PBM	PB CF SD	KS M	PBM
Testaments (-: resigning member, +:successor)	A-	A-	CP	PB	A+

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<b>Election and appointment of chapter positions</b>	<b>P</b>	<b>D</b>	<b>C</b>	<b>I</b>	<b>E</b>
Chapter board	NC/ CM	CM	CF SD	KS M	VC/CP
Re-assignment of board members' roles and duties	CP	PB	-	X	VC/CP
Nominating committee	NC/ CM	CM	-	M	VC/CP
Election committee (a nominating committee's role)	NC/ CM	CM	-	M	VC/CP
Chapter Auditors	NC/ CM	CM	-	M	VC/CP
Chapter meeting chairperson, secretary, minutes checker	CP	CM	-	-	
WoP chairperson	NC/ CM	CM	-	M	VC/CP
Master of Ceremonies	NC/ CM	CM	-	M	VC/CP
Standard bearers	NC/ CM	CM	-	M	VC/CP

<b>Election and appointment of Representatives (Central &amp; Local)</b>	<b>P</b>	<b>D</b>	<b>C</b>	<b>I</b>	<b>E</b>
General for central KTH (except US and FR)	SC/ PBM	PBM/ PB	EA/ CP	KS/ M	VC/ CP
General on ABE representatives	AB/ PB/ KTH	AB/ CP	DS/ SL	PB/ AB/ KTH	VC/ CP
General on CBH representatives	CB/ PB/ KTH	CB/ CP	DS/ SL	PB/ AB/ KTH	VC/ CP
General on EECS representatives	EE/ PB/ KTH	EE/ CP	DS/ SL	PB/ AB/ KTH	VC/ CP
General on ITM representatives	IT/ PB/ KTH	IT/ CP	DS/ SL	PB/ AB/ KTH	VC/ CP
General on SCI representatives	SC/ PB/ KTH	SC/ CP	SC/ SL	PB/ AB/ KTH	VC/ CP
University board/ Universitetsstyrelsen (US)	CC-/ CP	KS	CF SD	EA M	KS
Faculty council/ Fakultetsrådet (FR)	VC/	KS	CF SD	EA	KS



	CP			M	
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Meetings	P	D	C	I	E
Calling chapter meeting (Time to summon)	CP/ CC/ CV	PB	CF SD	EA PB M	CP
Leading chapter meeting	CC/ CV	CM	CA	-	-
Implementing chapter meeting decision	-	-	PB	-	CV/ CP/ PB
Calling chapter board meeting (Time to summon)	CC/ CP	CP	PB	EA PB M	CP
Leading chapter board meeting	CC/ CP	CP	-	-	-
Implementing chapter board meeting decision	-	-	PB	-	CV/ CP
Calling school council meeting (Time to summon)	DP/ DO/ DV	DO/ DV	SD	DS/ SL/ CP/ PB	DP
Leading school council meeting	DO/ DV	SD	-	-	-
Implementing school council meeting decision	-	-	-	DS/ SL/ CP/ PB	DP/ SD
Calling school council board meeting (Time to summon)	DP/ DO/ DV	DO/ DV	SD	DS/ SL/ CP/ PB	DP
Leading school council board meeting	DO/ DV	SD	-	-	-
Implementing school council board meeting decision	-	-	-	DS/ SL/ CP/ PB	DP/ SD
Calling chapter functionary meeting (Time to summon)	CF			WM/ SU/ CP/	CF

**Doktorandsektionen vid Tekniska Högskolans Studentkår**

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				PB	
Leading chapter functionary meeting	CF			WM/ SU/ CP/ PB	CF
Implementing chapter functionary meeting decision	CF			WM/ SU/ CP/ PB	CF
Calling education council meeting (Time to summon)	EM/ SL/ CP/ PB			PB SD	EM/ SL/ CP/ PB/ SD
Leading education council meeting meeting	EM/ SL/ CP/ PB			PB SD	EM/ SL/ CP/ PB/ SD
Implementing education council meeting decision	EM/ SL/ CP/ PB			PB SD	EM/ SL/ CP/ PB/ SD

<b>PERSONNEL</b>	<b>P</b>	<b>D</b>	<b>C</b>	<b>I</b>	<b>E</b>
Job description	CC/ CP	PB	PB	KS CM M	CP
Time compensation and salaries	CC/ CP	PB	KS	CM M	CP
Establishment of new paid vacancies	CC/ CP	CM	PB	KS M	CP
Recruitment & Employment for vacancies	CC/ CP	PB	KS	CM M	CP
Promotion & Release of duties	CC/ CP	PB	KS	CM M	CP

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## Appointment Procedure for Representatives

§15. Unless otherwise specified in statutes or bylaws the following responsibilities during appointment of representatives apply:

Legend for chapter organs:

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 Liaison.

SU: Social Unit.

M: Chapter members and PhD students at KTH.

KS: Union Council.

EA: Head of educational affairs

KF: Union Council.

A: All.

M: Members of Chapter

X: Affected bodies with the decision/errand.

-: resigning member, +:successor



Legend for delegation type:

D: Decision Responsible and author; P: Preparatory; I: Information C: In Consultation with; E: Execution, publication and ratification of Decision e.g. formation in PM, and communication (e.g. email, webpage or archiving in storage). /: or

Board Members	P	D	C	I	E
Nomination	M	NC/ CM	-		VC/ CP
Appointment	PB	-	-		VC/CP
Introduction to work	PB		CP		X
Testament	A-	A-	CP	PB	A+
Release & handover of resources		A*		KS EA M	CP/ WI

Council Board Members	P	D	C	I	E
Nomination		SD			
Appointment		SD		DS/ SL/ CP/ PB	DP/ SD/ WI
Introduction to work		SD	DS/ SL/ CP/ PB		
Testament		A*			A*
Release & handover of resources			DP/ SD		DS/ SL/ CP/ PB WI



<b>PADs</b>	<b>P</b>	<b>D</b>	<b>C</b>	<b>I</b>	<b>E</b>
Nomination		KTH/ SD			
Appointment		SD		DS/ SL/ CP/ PB	DP/ SD WI
Introduction to work		KTH/ SD	DS/ SL/ CP/ PB		
Testament		A*			A*
Release & handover of resources			DP/ SD		DS/ SL/ CP/ PB WI

<b>Other Council members</b>	<b>P</b>	<b>D</b>	<b>C</b>	<b>I</b>	<b>E</b>
Nomination		SD			
Appointment		SD		DS/ SL/ CP/ PB	DP/ SD WI
Introduction to work		SD	DS/ SL/ CP/ PB		
Testament		A*			A*
Release & handover of resources			DP/ SD		DS/ SL/ CP/ PB WI



WoP chairperson	P	D	C	I	E
Nomination		WO/ CM			
Appointment		WO/ CM		WM/ SU/ CP/ PB	WO/ CP WI
Introduction to work		WO/ WM/ CP	WM/ SU/ CP/ PB		
Testament		A*			A*
Release & handover of resources			WO/ WM		WM/ SU/ CP/ PB WI

Chapter functionalities	P	D	C	I	E
Nomination		M/ NC/ CM			
Appointment		CM			
Introduction to work		PBM /CP			
Testament		A*			
Release & handover of resources				KS EA M	CP/ WI



## **Communication**

- §16. English is the language of communication of Dr. Since the working language of THS as well as the state is Swedish, some terms and documents might be written in Swedish. It should, however, be possible to participate in the meetings of Dr without extensive knowledge of Swedish.
- §17. Dr chiefly communicates through Dr website, Dr email list, in addition to Dr social media accounts.
- §18. Communication with members of the chapter through newsletters sent via the email list of at least once per semester is advised. These updates may consist of:
- §18.1. Upcoming events that might be of general interest.
  - §18.2. Information of the current and future work of Dr, THS or collaborative and umbrella organisations of particular relevance to research and research education questions.
- §19. Dr and THS communication
- §19.1. There shall be a contact person in THS central, typically the head of educational affairs, for maintaining a contact between Dr and THS central including THS presidium, THS board, THS management in practical as well as educational matters.
  - §19.2. Dr presidium is advised to meet key contacts at THS central four times a year for strategic discussions (THSCxDr).
  - §19.3. Board members shall be responsible for communication to the respective union body respect to their corresponding duties.
- §20. Dr and doctoral organisations communication
- §20.1. Dr presidium is advised to keep contacts with doctoral organisations in Stockholm four times a year for strategic collaborative discussions (STHLMPHDs).
  - §20.2. Dr presidium is advised to keep contacts with organisations that influence doctoral education regionally and nationally for strategic collaborative discussions, e.g. SULF:s DF, SFS-DK and ST.
  - §20.3. Board members may initiate communication with organisations regionally and nationally with respect to their corresponding duties and scope of work.
- §21. Dr presidium is responsible for handling communication with the press and media. Otherwise, board members and chapter functionaries are responsible for external communications, e.g. via website, social media and emails within their scope of work and delegation.
- §22. Dr contacts and mailing list





- §22.1. Dr shall have contacts and mailing list maintained and managed by the IT and webmaster responsible within the board.
- §22.2. The board members responsible for each functionary email address are expected to reply promptly to emails, e.g. within three working days. Unless otherwise decided, the following applies:
- [chair@dr.kth.se](mailto:chair@dr.kth.se), [vicechair@dr.kth.se](mailto:vicechair@dr.kth.se) - Chairperson & Vice Chairperson respectively.  
[presidium@dr.kth.se](mailto:presidium@dr.kth.se) - Chairperson and Vice Chairperson together.  
[board@dr.kth.se](mailto:board@dr.kth.se) - All board members but the Chairperson is responsible  
[edu@dr.kth.se](mailto:edu@dr.kth.se), [research@dr.kth.se](mailto:research@dr.kth.se) - Educational Manager and Council Coordinator  
[councils@dr.kth.se](mailto:councils@dr.kth.se) - Council Coordinator  
[it@dr.kth.se](mailto:it@dr.kth.se) & [ff@dr.kth.se](mailto:ff@dr.kth.se) - IT/webmaster  
[treasurer@dr.kth.se](mailto:treasurer@dr.kth.se) - Treasurer  
[business@dr.kth.se](mailto:business@dr.kth.se) - Business Liaison  
[communication@dr.kth.se](mailto:communication@dr.kth.se) - Communication Manager and IT/webmaster  
[workgroups@dr.kth.se](mailto:workgroups@dr.kth.se) - Workgroups manager  
[social@dr.kth.se](mailto:social@dr.kth.se) - Workgroups manager, Business Liaison and Event Manager  
[events@dr.kth.se](mailto:events@dr.kth.se) - Event Manager
- §22.3. Dr organs and functionaries responsible for each functionary email addresses are expected to reply promptly to emails, e.g. within three working days. The following applies:
- [WOP-committee@dr.kth.se](mailto:WOP-committee@dr.kth.se) - Female doctoral committee, WOP@KTH  
[fanb@dr.kth.se](mailto:fanb@dr.kth.se) - Dr standard bearers  
[auditors@dr.kth.se](mailto:auditors@dr.kth.se) - Dr auditors  
[nominations@dr.kth.se](mailto:nominations@dr.kth.se) - Dr nominating committee  
[KF@dr.kth.se](mailto:KF@dr.kth.se) - Dr representatives at THS union council (Kårfullmäktige)  
[DrInK@dr.kth.se](mailto:DrInK@dr.kth.se) - Masters of Ceremonies  
[lokal@dr.kth.se](mailto:lokal@dr.kth.se) - Responsible for Chapter Hall (Events manager)  
[skol-council@dr.kth.se](mailto:skol-council@dr.kth.se) - PhD School councils (skol:abe/cbh/itm/eecs/sci)
- §23. Document management
- §23.1. All decisions taken by the board or the chapter meeting shall be available upon request and accessible by members of Dr, THS board and THS head of educational affairs.
- §23.2. Dr governing documents, memos, decisions, policies, guides and instructions shall be properly archived in reference with relevant THS policies and Dr policies, e.g. Archiving of PMs'.



## Meetings

### §24. Chapter Meetings

The Dr chapter meetings are regulated in the statutes.

### §25. Board Meetings

Dr board meeting shall be conducted in a systematic manner in line with the operational plan and the time compensation resources allocated.

§25.1. Dr shall aim to have at least ten meetings per year.

§25.2. The board can conduct business if a quorum of at least half of its members, is met. However, all board members are expected to attend all board meetings.

§25.3. It is recommended that board meetings are scheduled based on a mutual agreement between board members, on a regular meeting time for each semester.

§25.4. The meeting shall be summoned within one to two weeks in advance.

§25.5. Documents for the meetings shall be sent out one week in advance, with the exception of documents for the THS board meetings that might be made available on shorter notice.

§25.6. If a board member is unable to attend a meeting he/she is responsible to notify the rest of the board as soon as possible and at the latest the day before the meeting, unless caused by unforeseen events.

§25.7. The board shall aim at taking decision by consensus whenever possible.

§25.8. Each meeting should include:

§25.8.1. Formalities:

a) Election of chairperson, secretary and minutes checker for the meeting. b) Decision on approval of meeting protocol and previous minutes.

§25.8.2. Reports and referrals:

from/to a) board members, b) PhD councils. c) THS central. d) delegates to SFS and SSCO, or other representatives. e) KTH. f) other relevant national & international bodies

§25.8.3. Processing and approval of motions, propositions, interpellations and proceedings of Chapter meeting and THS union council.

§25.8.4. Decision and discussion items

§25.8.5. Process and Ratify PhD Councils appointments and decisions.

§25.8.6. Development, follow-up or evaluation of initiatives and activities

§25.8.7. Sharing of information on recent and relevant events

§25.8.8. Additional questions raised by chapter members.

§25.9. It shall be possible for board members to join the meeting using reliable distance communication, if it can be done in a way that ensures the identity of the participant.

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- §25.10. Dr shall be able to make per capsulam decisions when appropriate.
- §25.11. The minutes should be checked and signed by the elected meetings chairperson, the minutes checker and the secretary. This should be done as soon as possible after the meeting, preferably before the next board meeting takes place.
- §25.12. The protocol from each meeting shall be uploaded to a public available resources, such as the Dr website, as soon as possible after the meeting.
- §26. Hand-over and Start-up
- §26.1. At the end of the mandate, the outgoing Dr board shall propose a plan of operation for the new board and prepare activity report (verksamhetsberättelse)
- §26.2. The outgoing team shall have a hand-over meeting with the new board, informing about Dr role within THS, its previous work, pending issues and proposed plan of operation.
- §26.3. The new board are advised to have a start-up meeting in connection with the first board meeting in autumn and spring. During this start-up meeting the board shall:
- §26.3.1. Conduct an educational introduction to relevant Swedish laws, KTH, THS, & Dr.
- §26.3.2. Decide on workload and time-compensation prognosis among members.
- §26.3.3. Revise/initiate Dr plan of operation for the year, latest by the end of the third quarter.
- §26.3.4. Revise Dr working directives, if necessary with input from previous board.
- §26.3.5. Redistribution of responsibility and work tasks of elected board members, if needed (e.g. if a board position is not filled or a board member will not be able or best suited to fulfill all parts of his/her role).
- §26.3.6. Elect representatives to applicable KTH bodies, such as:
- §26.3.6.1. University Board
- §26.3.6.2. Faculty council
- §26.3.6.3. Strategic council
- §26.3.6.4. Committees, boards and councils regarding:
- §26.3.6.4.1. Educational questions (especially at the third-cycle).
- §26.3.6.4.2. Research questions
- §26.3.6.4.3. Resource allocation questions
- §26.3.6.4.4. Social questions: Language, Equality, Sustainability & Internationalisation.
- §26.3.6.4.5. Scholarship grants
- §26.3.6.5. Future Faculty group (promotion, employment, recruitment and docentship)
- §26.3.6.6. Relevant Networks & groups, e.g. directors of third-cycle studies group.



## Economy and Finances

- §26.4. Dr shall receive funds from members through membership fees as regulated by THS central.
- §26.5. Dr members are entitled to apply for funds for projects connected to the chapter mission.
- §26.6. Dr should have a budget approved from the PhD chapter meeting to cover necessary expenses connected with chapter operations including: approved members' activities through application for funds, chapter premise, chapter meeting, board operations, school council operations, committee operations and other chapter vacancies.
- §26.7. It shall be possible for engaged members to be time-compensated for the work they do as follows:
- §26.7.1. 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 a minimum of 5% for one term. This also includes chairpersons of school councils. Regardless of the extent of involvement, this fixed rate of unaccounted time can be granted. This is to allow initiatives and effective involvement, one has to have extensive preparation for a good head-start, e.g.: handover & startup training, familiarising with rules, guidelines and policies.
- §26.7.2. Representation work should be compensated as incurred.
- §26.7.3. To assist scheduling and planning for board members, an initial estimated workload duties can be obtained as follows:

$$\text{Estimated workload duties (/term, \%)} = 5\% + \frac{\text{Sum(workload multipliers x meetings in hours)} + \text{Miscellaneous}^1}{8.66}^2$$

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.

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<sup>1</sup> 'Miscellaneous' corresponds to 24 hours a semester for handling liaison work, in particular applicable to board members with regards to their respective management of groups as per specified in the statutes.

<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.



§26.7.4. The workload multipliers can be described as follows:

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

\*: depending on whether the participant made extra efforts such as raising issues, preparing the agenda, etc.

\*: chair and vice chair get upper bounds due to preparation and follow-up

§26.7.5. Work process should be as follows:

§26.7.5.1. 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.

§26.7.5.2. 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".

§26.7.5.3. 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.

§26.7.5.4. 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. At this point, once applicable, the 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.

- §26.7.6. 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.

## Miscellaneous

### §27. Interpretation and Conflict

If a conflict between an interpretation of this document with THS statutes (stadgar) or other decisions by the general assembly (THS union council) occurs; THS stadgar or decisions at the general assembly (THS union council) shall take precedence. Interpretation of this document by THS union council or THS board takes precedence over Dr organs' interpretation.

### §28. Overruling

THS statutes (stadgar), bylaws (reglemente), decisions by the general assembly (THS union council), Dr statutes and Dr bylaws and Dr chapter meeting decisions overrule the provisions and clauses of this document.

### §29. Amendment, Replacement and Repeal

This document can be amended, replaced or repealed if a PhD council, Dr board, Dr chapter meeting or THS union council deems it necessary. The request shall be then processed and approved in a regular Dr board meeting and in accordance to applicable regulatory frameworks.