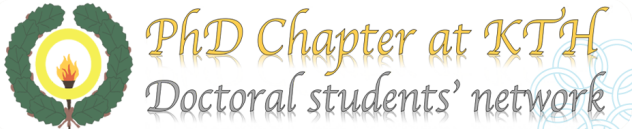


Rules of Supervisor of the Year Award

To: PhD Chapter Board.	 Doktorandsektionen vid Tekniska Högskolans Studentkår
Attention: THS President; THS Board; THS head of educational affairs;	Copy: PhD School Councils;
	PM Type: Draft Regulations PM Provided By: PhD Chapter Board
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Background

Since 1985 THS has given out the award “Teacher of the year” to a teacher at KTH to promote pedagogical development and spread good practice. The winner of the prize receives a trophy in the form of a silver apple (the trophy is passed on between the award winners and engraved with name and year) and a certificate at the city hall during the graduation ceremony in the fall semester. The “Teacher of the year” award celebrates the best teachers at KTH, but has a clear focus on first and second cycle education.

To promote good examples within third cycle education, the PhD Chapter at KTH (Doktorandsektionen vid THS) is curating the “Supervisor of the year” award, to be awarded to a PhD student supervisor. Similar awards have been given at various universities in Sweden, for example at Chalmers University and Luleå University.

§1. Nomination Process

- §1.1. A PhD supervisor can be nominated for the Supervisor of the Year Award by the said supervisor’s current student(s) or alumni(s) or a group of current student(s) and alumni(s).
- §1.1.1. *Alumni participation is restricted to nominate their previous supervisor up to a year after they defended their thesis/ended their PhD studies.*
- §1.2. A nomination shall be submitted according to the form/instructions advertised by the PhD Chapter.

§2. Formation of Jury of the Supervisor of the Year Award

The Jury for the Supervisor of the Year Award will hereon be referred to as *The Jury*.

- §2.1. The Jury shall consist of one representative from each school (with a minimum of three schools represented), and a maximum of three additional members. The jury is composed by:
 - §2.1.1. A Chairperson (1)
 - §2.1.2. School representatives (3-5)
 - §2.1.3. General Members (2)
- §2.2. Appointment of Chairperson of the Jury:
 - §2.2.1. The Chairperson of the Jury shall be the Chairperson of the PhD Chapter or a suitable candidate chosen by the PhD Chapter board.
 - §2.2.2. In case of the ending of the mandate period of the Chairperson of the jury during an award cycle, a new Chairperson may be elected by the PhD Chapter board.
- §2.3. Appointment of a representative from each School Council:
 - §2.3.1. The Chairperson of the jury should initiate an email to the presidiums of the different School PhD Councils inviting the appointment of a representative from each School Council within a reasonable deadline.
 - §2.3.2. Such an invitation shall be sent at least 1 week prior to the deadline.
 - §2.3.3. If the School Council fails to appoint a representative within the given deadline, then the PhD Chapter board may find a suitable representation from the school.
- §2.4. Appointment of General Members
 - §2.4.1. The general members in the Jury shall be PhD Students at KTH or persons with relevant qualifications for the decision process.
 - §2.4.2. The general members shall be appointed by the PhD Chapter Board.
- §2.5. In case a representative in the Jury graduates from the PhD program, terminates their studies or is absent from the PhD Studies due to parental leave, research visit or any other reason, then the Chairperson of the Jury may find another representative from the same school by consulting with the Chairperson of the School PhD Council.

§3. Decision Process

- §3.1. The Jury may decide on the winner of the Supervisor of the year Award considering the nominations. The decision criteria shall be based on the following guidelines, to which different importance may be attributed.
 - §3.1.1. The jury may consider the Supervisor of the Year to be someone that fulfills the following criteria:
 - §3.1.1.1. Enthusiastically shares his/her deep knowledge about the subject with the doctoral students,
 - §3.1.1.2. Acts as a personal coach and pays attention to the needs of the students,
 - §3.1.1.3. Has planning and problem-solving skills,
 - §3.1.1.4. Enables collaborations and academic/industrial networking,
 - §3.1.1.5. Encourages teambuilding and mediates conflict resolutions,
 - §3.1.1.6. Provides guidance regarding career opportunities,
 - §3.1.1.7. Provides additional training for applications or other needs (e.g. grants).
- §3.2. The decision process may involve personal interviews with up to top 5 nominations.



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- §3.3. The decision process must be conducted without conflicts of interest.
- §3.3.1. Conflicts of interest are considered to happen when a member of the Jury:
- §3.3.1.1. is supervised by one of the nominees,
 - §3.3.1.2. is one of the authors of a paper written with one of the nominees,
 - §3.3.1.3. belongs to the same division or personally knows and has an opinion about one of the nominees.
- §3.3.2. In case of conflict of interest:
- §3.3.2.1. A member of the Jury that has a conflict of interest with one of the nominees has to declare it from the beginning of the process.
 - §3.3.2.2. S/he shall not be involved in decisions involving the nominee in question.
 - §3.3.2.3. Alternatively, that member can resign the position in the Jury and find a replacement, to be approved by the PhD Chapter Board.
- §3.3.3. The Chairperson must not have conflicts of interest with any of the nominees.

§4. Trophy and Certificate

- §4.1. The winner of the award will get their name and the current year engraved on the side of the trophy. The winner of the award may keep the trophy for one year, but is obliged to return it to the PhD Chapter in time for the PhD Chapter to do the engraving for the upcoming year's winner.
- §4.2. The winner of the award will also receive a framed Certificate, including a motivation.