



# The PhD Chapter at KTH

Doctoral Students' Network

## Summary of Positions in preparation for Spring Elections 2021

### PhD Chapter Board Members

#### Presidium Unit

- ☀ [Chairperson](#)
- ✳ [Vice Chairperson](#)

#### Finances Unit

- ✳ [Treasurer](#)

#### Studies Liaison Unit

- ☀ [Education Manager](#)
- ✳ [Council Coordinator](#)

#### Social Unit

- ☀ [Events Manager](#)
- ✳ [Business Liaison](#)
- ☀ [Workgroups Manager](#)

#### Communication Unit

- ☀ [Webmaster](#) – by-election
- ✳ [Communication Manager](#) – by-election

### Functionaries

- ✳ [Head of Women's Doctoral Committee](#)  
*open*

- ☀ ✳ [Master of Ceremonies](#)  
*open*

- ✳ [Nominating Committee](#)  
*open (1 to 3 vacant positions)*

- ✳ [Standard Bearers](#)

- ☀ [Auditors](#)

### How to Apply

- ◇ Feel free to nominate yourself or someone you know at <https://www.dr.kth.se/vacancies/>
- ◇ Elections will be held during the Spring PhD Chapter Meeting on **8 March 2021**, starting from **17:17**.
- ◇ Any questions? Feel free to get in touch with the current PhD Chapter Board ([board@dr.kth.se](mailto:board@dr.kth.se)).

☀ = position opens for Summer Elections (mandate July – June)

✳ = position opens for Winter Elections (mandate January – December)



# PHD CHAPTER BOARD OF DIRECTORS PRESIDIUM UNIT

## Chairperson

Currently assumed by: [Gloria Samosir](#)

Mandate: July 2020 – June 2021

Approximate workload: 30%-50%

## Typical tasks

- 2-4 Chapter Meetings
- 10 University Board meetings
- 10-20 PhD Chapter Board meetings
- 4 Chairperson Council meetings
- Occasional strategic discussions with KTH PhD Student Councils and Stockholm's doctoral associations.

## Work Description

**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.

**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.



# PHD CHAPTER BOARD OF DIRECTORS

## PRESIDIUM UNIT

### Vice Chairperson

Currently assumed by: [Federico Izzo](#)

Mandate: January 2021 – December 2021

Approximate workload: 20%-40%

### Typical tasks

- 2-4 Chapter meetings
- 10 Faculty Council meetings,
- 2-10 Future Faculty meetings (recruitment, promotions, and docent appointments)
- 10-20 PhD Chapter Board meetings
- 4 Vice Chairperson Council meetings
- Occasional strategic discussions with KTH PhD Student Councils and Stockholm's doctoral associations.

### Work Description

**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 (VR) at THS Student Union.



# PHD CHAPTER BOARD OF DIRECTORS

## FINANCES UNIT

### Treasurer

Currently assumed by: [Federico Izzo](#)

Mandate: January 2021 – December 2021

Approximate workload: 10%-15%

### Typical tasks

- Annual budgeting
- 2-4 Chapter Meetings
- 4 Treasurer Council meetings
- 5 Resource Allocation Committee meetings
- 10-20 PhD Chapter Board meetings

### Work Description

**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.



# PHD CHAPTER BOARD OF DIRECTORS STUDIES LIAISON UNIT

## Education Manager

Currently assumed by: [Jasmin Höglund Hellgren](#)

Mandate: July 2020 – June 2021

Approximate workload: 15%-25%

### Typical tasks

- 2-4 Chapter meetings
- 8-10 Education Board meetings
- 8-10 Third Cycle Education Committee meetings
- 10-20 PhD Chapter Board meetings
- Cooperation with board member with councils focus

### Work Description

**Educational responsibility:** Responsible for the educational issues that might affect the work and studies of the PhD Students. Works in close collaboration with the Council 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. Work closely with the board member with focus on councils.



# PHD CHAPTER BOARD OF DIRECTORS STUDIES LIAISON UNIT

## Council Coordinator

Currently assumed by: [Saiman Ding](#)

Mandate: January 2021 – December 2021

Approximate workload: 15%-25%

### Typical tasks

- 2-4 Chapter meetings
- 2-10 Future Faculty meetings (recruitment, promotions, and docent appointments)
- 10-20 School Council meetings
- 10-20 PhD Chapter Board meetings
- Cooperation with board member with educational focus

### Work Description

**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 department 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.



# PHD CHAPTER BOARD OF DIRECTORS SOCIAL UNIT

## Events Manager

Currently assumed by: [Deniz Yildiz](#)

Mandate: July 2020 – June 2021

Approximate workload: 10%-20%

### Typical tasks

- 2-4 Chapter meetings
- 2-10 Future Faculty meetings (recruitment, promotions, and docent appointments)
- 10-20 PhD Chapter Board meetings
- 2-8 events
- Cooperation with board member with focus on business and workgroups

### Work Description

**Educational responsibility:** Responsible for the educational issues that might affect the work and studies of the PhD Students. 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.



# PHD CHAPTER BOARD OF DIRECTORS

## SOCIAL UNIT

### Business Liaison

Currently assumed by: [Inês Lourenço](#)

Mandate: January 2021 – December 2021

Approximate workload: 10%-20%

### Typical tasks

- 2-4 Chapter meetings
- 2-10 Future Faculty meetings (recruitment, promotions, and docent appointments)
- 10-20 PhD Chapter Board meetings
- Cooperation with board member with focus on events and workgroups

### Work Description

**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.





# PHD CHAPTER BOARD OF DIRECTORS

## SOCIAL UNIT

### Workgroups Manager

Currently assumed by: [Sofia Broomé](#)

Mandate: July 2020 – June 2021

Approximate workload: 10%-20%

### Typical tasks

- 2-4 Chapter meetings
- 2-10 Future Faculty meetings (recruitment, promotions, and docent appointments)
- 10-20 PhD Chapter Board meetings
- Establishing contact with master of ceremonies group (DrInK) for pubs, and provisional representational workgroups appointed by KTH or THS
- Cooperation with board member with focus on business and events

### Work Description

**Working group responsibility:** Responsible for the coordination and communication of the working groups that might arise within the chapter. 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.





# PHD CHAPTER BOARD OF DIRECTORS COMMUNICATION UNIT

## Communication Manager

*open for by-elections*

Currently	<b>vacant</b>
Mandate:	January 2021 – December 2021
Approximate workload:	8%-12%

### Typical tasks

- Secretary for 2-4 Chapter meetings
- General communication and newsletter responsibility
- 2-10 Future Faculty meetings (recruitment, promotions, and docent appointments)
- 10-20 PhD Chapter Board meetings
- Cooperation with board member with IT/webmaster focus

### Work Description

**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 management of documentation and data within the board and chapter.

**Chapter tasks:** Responsible for taking the minutes during the chapter meetings.



# PHD CHAPTER FUNCTIONARIES

## Head of Women's Doctoral Committee (WoP)

*open for by-elections*

Currently **vacant**

Mandate: January 2020 – December 2020

### Typical Tasks

- Leading the strategic and executive work of the committee.
- Approximate workload: 8%-12%

### Work Description

The Women's Doctoral Committee is a group for doctoral students who identify as women at KTH. The network was established in 2016 after a workshop for women PhD candidates arranged by initiative of the PhD Chapter and the Union of the Civil Servants (ST) at KTH. The primary objective of the network is to create a space at KTH where women doctoral students at KTH can meet, have events, and participate in and suggest changes in KTH's work with gender equality and diversity, and to help create a more inclusive environment at KTH.

The head of the committee is to be elected at the PhD Chapter Winter meeting and the mandate is for one year.



# PHD CHAPTER FUNCTIONARIES

## Master of Ceremonies (DrInK)

*open for by-elections*

Currently **vacant**

Mandate period: January 2021 – December 2021  
July 2020 – June 2021

- Master of ceremonies (2)
- Stewards (open)

*As per the statutes, the following apply:*

The PhD Chapter MC Group is responsible for the PhD Chapter parties, pubs and recreational activities.

The PhD Chapter MC Group consists of:

- a) The PhD Chapter Masters of Ceremonies
- b) An appropriate number of PhD Chapter Stewards

## PhD Chapter Masters of Ceremonies

The PhD Chapter Masters of Ceremonies leads and are responsible for the PhD Chapter MC group operations and functions as hosts/hostesses at PhD Chapter MC Group events.

## PhD Chapter Steward

The PhD Chapter Steward task is to assist the PhD Chapter Masters of Ceremonies in their work in the best possible way.



# PHD CHAPTER FUNCTIONARIES

## Nominating Committee

*open for by-elections*

Currently assumed by: [Tage Mohammadat](#)  
[Sina Sheikholeslami](#)

Mandate: January 2021 – December 2021

- 3 to 5 members of the committee

*As per the statutes, the following apply:*

The PhD Chapter Nominating Committee consists of 3 (three) to 5 (five) people, with a maximum of 1 (one) person who is not a member of the PhD Chapter, and with current or former PhD Chapter Board forming a simple majority.

The duties of the PhD Chapter Nominating Committee are to:

- a) Promote and administer election for PhD Chapter Board vacancies
- b) Interview candidates for the PhD Chapter Board and if required consult third parties for relevant information
- c) Propose nominations to the PhD Chapter Meeting. Nominations are established through single majority of the committee
- d) Represent the PhD Chapter in THS Nomination committee



# PHD CHAPTER FUNCTIONARIES

## Standard Bearers

Currently assumed by: [Gloria Samosir](#) (Standard Bearer)  
[Deniz Yildiz](#) (Vice Standard Bearer)

Mandate: January 2021 – December 2021

*As per the statutes, the following apply:*

The PhD Chapter Standard Bearers Group consists of:

- a) The PhD Chapter Standard Bearer
- b) The PhD Chapter Vice Standard Bearer

## Responsibilities

The PhD Chapter Standard Bearers Group is responsible for bearing the PhD Chapter Standard on the occasions where it is required. This includes the academic ceremonies of KTH and SSCO.

For the ceremonies where only one standard bearer is allowed to participate, the PhD Chapter Standard Bearer has the formal responsibility to bear the PhD Chapter Standard, given that attendance at the majority of the ceremonies has been fulfilled, unless agreed otherwise within Chapter Standard Bearer Group and confirmed by the PhD Chapter Chairperson.

## Vacancy or Unavailability

If both the PhD Chapter Standard Bearer and the PhD Chapter Vice Standard Bearer are vacant or unable to represent the PhD Chapter at an event, the PhD Chapter Chairperson assigns a stand-in standard bearer to the event.



# PHD CHAPTER FUNCTIONARIES

## Auditors

Currently assumed by: [Mirco Martino](#)  
[Lovisa Olsson](#)

Mandate: January 2021 – December 2021

*As per the statutes, the following apply:*

The PhD Chapter Auditors consist of two Auditors chosen by the PhD Chapter Meeting. Both Auditors must sign the audit report.

## Entitlements

The auditors are entitled to:

- a) Have access to all accounting records, protocols and other documents at any time they so desire
- b) Request and receive information regarding the PhD Chapter operations and management
- c) Attend all the PhD Chapter Meetings and PhD Chapter Board Meetings with the rights to speak and put forth proposals
- d) Convene any of the PhD Chapter Meetings and PhD Chapter Board Meetings
- e) Call an Extra PhD Chapter Meeting

## Responsibilities

The auditors are obliged to submit the audit report to the PhD Chapter Board at least 6 (six) working days before a meeting treating freedom from responsibility.