

Bylaws



The PhD Chapter at KTH
Doktorandsektionen vid Tekniska Högskolans Studentkår

Antogs av doktorandsektionens möte den 20 mars 2023 och gäller tills vidare.
Adopted by PhD chapter meeting on the 20th of march 2023 and shall henceforth be valid till amended, replaced or repealed.

Dessa reglemente ersätter reglemente som antogs den 10 oktober 2019
These bylaws replace the bylaws established on 10th october 2019

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Document History

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Nomenclature

KTH: Kungliga tekniska högskolan (The Royal Institute of Technology)

THS: Tekniska högskolans studentkår (KTH student union)

Dr/THS: Doktorandsektionen vid Tekniska högskolans studentkår

KS: Kårstyrelsen (The union board)

KF: Kårfullmäktige (The union council or the general assembly)

PAD: Program ansvarig doktorand (PhD student representative for the program)

ABE: School of Architecture and the Built Environment

CBH: School of Engineering Sciences in Chemistry, Biotechnology and Health

EECS: School of Electrical Engineering and Computer Science

ITM: Skolan för Industriell Teknik och Management, School of Industrial Engineering and Management.

SCI: School of Engineering Sciences

Bylaws

General Provisions

§1. General

§1.1. Purpose

The PhD Chapter Bylaws shall be the policy document immediately subordinate to the PhD Chapter Statutes. The PhD Chapter Board can enact further governing documents according to §1.3.

§1.2. Amendments to the Bylaws

Amendments to the Bylaws shall be adopted if they have been approved by a relative majority at an ordinary PhD Chapter Meeting. Decisions on amendments shall be announced on the PhD Chapter website.

§1.3. Further Governing Documents

§1.3.1. The PhD chapter board shall have the right to enact further governing documents that are subordinate to the statutes and bylaws. Such governing documents shall be chiefly communicated through promemorias (PM's) that include: rules, policies, directives, procedures and guidelines.

§1.3.2. PM's shall be created, amended or repealed by the PhD Chapter Board at any official board meeting or by the PhD Chapter Meeting. The PM should include whom it addresses, what the guideline is when the PM was created and by whom as well as when the PM was last updated and by whom. The PM's should be accessible through the official website of the PhD Chapter and whenever a new PM is created or any PM is updated, it should be reported in the following PhD Chapter Meeting.

§1.3.3. Unless a PM is enacted detailing the document archiving, the following applies by default: Formats for diary numbers follow: Dr[YYYY]-[NN]-[SS], whereby: [YYYY] refers to the year of establishing or updating the document, [NN] refers to the body authorising the document, [SS] is a serial number. [NN] is CM for the **Chapter Meeting**, PB for the **PhD Chapter Board** or any of its members, CF is for the **Chapter Functionaries** including auditors, nominating committee, and standard bearers, WG is for **Working Groups** and Committees subject to the chapter, AB/CB/EE/IT/SC are for the School councils at **ABE/CBH/EECS/ITM/SCI** respectively.

PhD Councils

§2. PhD Councils

§2.1. Name

PhD Council shall be named after the official or de facto acronym for the corresponding KTH school that the council operates at. For example: "ITM PhD Council" in Swedish, "ITM:s Doktorandråd".

§2.2. Purpose

The objectives of a PhD Council are to promote more effective and higher quality PhD education and research, to promote a stimulating working environment and to improve the general conditions for the PhD students at the given KTH School. A PhD Council shall work towards a greater unity and fellowship among the PhD students at the given and shall maintain good contacts with the PhD students working centrally at KTH.

§2.3. Scope

There shall be one PhD council per KTH school that covers all active students admitted to educational programs at the given KTH school at third-cycle level.

§2.4. Organisation

A PhD Council is composed of:

- a) The PhD Council Meeting;
- b) The PhD Council Board of Directors (Board);
- c) The PhD Council PADs;
- d) The PhD Council Functionaries.

§2.5. Activities

A PhD Council activities are subject – in order of relevance – to:

- a) Decisions of The PhD Chapter Meeting;
- b) Decisions of The PhD Chapter Board;
- c) Decisions of The PhD Council Meeting;
- c) Decisions of The PhD Council Board;

§2.6. Accounting

PhD Councils with their own administrations shall account for their finances. This can be done, among others, by appointing a treasurer and auditor.

§2.7. Symbol

§2.7.1. Logotype

A PhD Council is authorised to use the PhD Chapter logotype, consisting of a torch of enlightenment surrounded by a golden ring and laurel wreath, together with the PhD Council name under it.

§2.7.2. Colours

A PhD Council uses the PhD Chapter colors, which are black (S 9000-N) and gold (S 0580-Y20R). A PhD Council can also add to those a third color to distinguish itself from the other PhD Councils. In such a case, the color must be approved by the PhD Chapter Board.

§2.8. PhD Council Meeting

§2.8.1. Meeting frequency

A PhD Council shall have at least 1 (one) Election Meeting every year. Frequency of each PhD Council Meetings is decided by the given PhD Council Board and reported to the PhD Chapter Board.

§2.8.2. Election meeting

A PhD Council shall have at least 1 (one) Election Meeting every year, in which the PhD Council Board and PADs are elected or reelected. In order to be considered valid, an Election Meeting shall be announced at least 8 (eight) working days before on the PhD Council KTH Social webpage or relevant mailing lists.

§2.8.3. Election results

Election results shall be reported to the PhD Chapter Board in written form by means of a summary of the elected people and positions, together with an Election Meeting protocol that must be ratified by the PhD Chapter Board. The PhD chapter board shall ratify the decisions latest in the earliest board meeting and latest by thirty working days prior to the submission of election result. Election results shall also be published on the KTH Social webpage of the PhD Council.

§2.8.4. Attendance

Attendance to any PhD Council Meeting is reserved to PhD students at KTH. Exceptions can be approved by the PhD Council Meeting and must be reported in the meeting protocol.

§2.8.5. Voting

Right to vote at any PhD Council Meeting is reserved to PhD students enrolled at the given KTH school. Exceptions can be approved by the PhD Council Meeting and must be reported in the meeting protocol.

§2.9. PhD Council Board of Directors (Board)

§2.9.1. Composition

A PhD Council Board is elected at a PhD Council Meeting and comprises of:

- a) The PhD Council Chairperson;
- b) The PhD Council Vice Chairperson(s), if elected;
- c) Other members of the PhD Council Board, so to have a minimum of 3 (three) members and maximum of 8 (eight) members.

By default, there is one vacancy for the position of PhD Council vice chairperson. However, the school council meeting or school council board or the school council nominating committee shall have the right to decide on the number of vice chairpersons deemed necessary.

If the PhD Council meeting wishes so, members of the board or council can be also PADs or with other specific roles within the board, e.g. PhD Council Treasurer, PhD Council with Social Affairs focus, or PhD Council with Education Manager role.

§2.9.2. Eligibility

A doctoral student is eligible to be an elected member of the PhD Council Board when both conditions below are satisfied:

- 1. The doctoral student has a non-zero registered student activity.
- 2. For the position of the Council Chairperson, the doctoral student cannot simultaneously be the PhD Chapter Board Chairperson, Vice Chairperson or Treasurer.

§2.9.3. Vacancies

Vacancy for the PhD Council Chairperson must be communicated to the PhD Chapter Board and gives the Council Chairperson's responsibility over, in order of relevance:

- a) The Council Vice Chairperson(s);
- b) The Council Board;
- c) The Council PADs;

§2.9.4. Compatibility of roles

A member of the PhD Student Board can be Council Chairperson and Council Treasurer, or Council Vice Chairperson and Council Treasurer at the same time.

§2.9.5. Responsibilities

All the members of the PhD Council Board are equally responsible for the PhD Council. The PhD Council Chairperson is responsible for the communication with the PhD Chapter. The Council Chairperson shall communicate in written form to the PhD Chapter Board the names of any PhD student representatives that need to be appointed to the commissions of trust at the given KTH School. This includes decision on time compensation for doctoral representatives.

The PhD Council Board is responsible for:

- a) Contributing to the development of research and research education at the school through exercising and organising PhD student influence at the school, including appointment of provisional PADs and other PhD council functionaries, if needed;
- b) Promoting greater unity and fellowship among the PhD students;
- c) Communicating to relevant PhD students at the school and PhD Chapter Board on appointment of doctoral representatives at the school and other decisions at the school concerning education or conditions affecting doctoral students.

§2.9.6. Conduct of business

The PhD Council Board may conduct business if both the following conditions are satisfied:

- a) at least half the PhD Council Board Members are present;
 - b) the Council Chairperson or Council Vice Chairperson is present.
- Protocols of the PhD Chapter Board Meetings are to be written and posted on the PhD Council Board website.

§2.9.7. Voting

The PhD Council Chairperson has the casting vote in the event of a tie in the PhD Council Board, except in elections.

§2.9.8. End of Mandate

At the end of mandate, after new board elections are held, the PhD Council Board is considered a Resigning PhD Council Board.

The Resigning Council Board is responsible for reporting the elections results to the PhD Chapter Board when the adjusted protocol for the PhD Council Meeting is approved. A Resigning Council Board is freed from responsibilities by the PhD Council Meeting.

§2.10. PhD Council PADs

§2.10.1. Name

PAD is an acronym for “Programansvarig Doktorand”, in English “PhD student representative of the program”.

The PADs can also have deputy PADs or specialisation/track specific PADs within the program.

§2.10.2. Responsibilities

PhD Council PADs duties are to work together with their PhD Program Director (PA), or PhD program administration or the Director of Third Cycle Education (FA) or FA deputy at the given KTH School, in order to:

- a) Advocate for improved quality of the PhD program;
- b) Advocate for PhD students' rights and their conditions at their PhD program;
- c) Arrange social and educational activities for the PhD students in their PhD program with resources from the given PhD program;
- d) Help the election process by informing, identifying and training possible candidates to become PADs at the end of their mandates.
- e) Communicate with the PhD Council on ongoing activities or issues.

PADs shall have a formal position to represent all the PhD students at the given PhD program and in all the management and decisional meetings for the given PhD program.

PADs shall be able to participate in executive departmental meetings when decisions concerning conditions of PhD studies and PhD students are taken.

PADs shall inform, involve and delegate their role to the PhD Council Board if the matter of discussion is of greater relevance than their PhD program itself.

PADs shall ensure that every new PhD student at their PhD program is reached by the PhD Chapter, PhD Council and PAD information about their rights and opportunities as PhD students.

PADs shall attend and pay an active role in the PhD Chapter Education Council, by ensuring that the opinions of the PADs in the Education Council reflect the opinions of the group of PhD students in their PhD programs.

§2.10.3. Election

PhD Council PADs are elected annually by the PhD Council Election Meeting. For each PhD program at the given KTH school, 1 (one) PAD and 1 (one) Deputy PAD shall be elected by the corresponding PhD Council. Each PAD or Deputy PAD elections must be

approved by the PhD Chapter Board through the PhD Chapter Chairperson or Vice Chairperson signature on the PhD Council Election Meeting protocol. Elections of PhD Council PADs must be announced and reported on the PhD Council KTH Social webpage or other relevant channels.

§2.10.4. Eligibility

A PhD Council PAD must be at least a PhD student at the given KTH School enrolled in the corresponding PhD program that the PAD shall represent.

§2.10.5. Mandate period

A PhD Council PAD and Vice PAD can only be elected for 1 (one) year at the PhD Council Election Meeting. The mandate shall be extended every year by means of reelections.

§2.10.6. Vacancy

In case of vacancy for both a PAD and the correspondent Deputy PAD, the PhD Council Board can directly appoint a Provisional PAD with mandate until the following PhD Council Election Meeting.

§2.10.7. PhD Chapter Education Council

All the PADs at KTH are part of the PhD Chapter Education Council and have the responsibility to attend the PhD Chapter Education Council Meetings called by the PhD Chapter Board.

Social

§3. Social

§3.1. Chapter Uniform

The chapter uniform of the PhD Chapter is the Blazer, which should be encouraged to reflect the personality and experiences of the member who wears it.

- §3.1.1. The chapter logo should be attached to the chest pocket.
- §3.1.2. The left brim (from the wearer's viewpoint) should have a golden lining.
- §3.1.3. The right brim (from the wearer's viewpoint) should have a lining in the color of their school.
- §3.1.4. The name or nickname of the member should be attached to the upper back part of the chapter uniform.

§3.2. PhD chapter funds

It is possible for chapter members to apply for funds for creating an event that would benefit the chapter. The amount that will be spent on funds will be decided by the board and approved by the first chapter meeting of the academic year. To apply for funds, the applicant fills in the application form that will be found on the website and hands it to the board. The board then have the power to decide whether to approve or decline the application fully or in part.

Female Doctoral Committee

§4. Female Doctoral Committee

- §4.1. The committee name shall be 'Female Doctoral Committee' and shall also alias 'Women PhD at KTH' with abbreviation WOP@KTH.
- §4.2. The Female Doctoral Committee is a group for doctoral students who identify as women 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
- §4.3. The committee's work shall be subject to the PhD chapter governing document and shall, in addition, be able to decide on their own operation, finances and working policies.
- §4.4. The head of the committee shall be elected at the PhD Chapter Winter meeting and the mandate is for one year.