



The PhD Chapter at KTH

Doctoral Students' Network

Summary of Vacant Positions: Winter Elections 2024

PhD Chapter Board Members

Presidium Unit

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

Finances Unit

- ✳ [Treasurer](#) – open

Studies Liaison Unit

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

Social Unit

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

Communication Unit

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

Functionaries

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

- ☀ ✳ [Master of Ceremonies](#)
open

- ✳ [Nominating Committee](#)
open

- ✳ [Standard Bearers](#)
open

- ☀ [Auditors](#)

All positions have defined tasks, but the board assigns additional responsibilities based on individual interests within the board.

How to Apply

- ◇ Feel free to nominate yourself or someone you know through [this](#).
- ◇ Nominations for the elections will be accepted until **November 24th, 2024**. Nominees will be contacted for an interview with the Nominating Committee.
- ◇ Elections will be held digitally and results announced at the Chapter Meeting on **December 11th, 2024**. For food, register [here](#)! (Food registration closes **December 2nd** but you are welcome to the meeting either way)
- ◇ Any questions? Feel free to get in touch with the current PhD Chapter Board (board@dr.kth.se) or the Nominating Committee (nominations@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: [Ugne Miniotaite](#)

Mandate: July 2024 – June 2025

Approximate workload: 20%-30%

Typical tasks

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

Work Description

Strategic responsibility: Oversees the long-term direction of the Chapter, ensuring that a strategic plan is in place for how upcoming activities will shape and benefit the Chapter over the next year.

Representational tasks: Acts as the primary nominee for the role of PhD representative on the University Board (US) at KTH. Serves as the main contact for the Chapter in all matters not covered by other representational roles.

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.

Student Union tasks: Represents the Chapter in the Ordföranderådet (OR) at THS Student Union.

PHD CHAPTER BOARD OF DIRECTORS

PRESIDIUM UNIT

Vice Chairperson

open for elections

Currently assumed by: [Doga Gürgünoglu](#)

Mandate: January 2025 – December 2025

Approximate workload: 10%-25%

Typical tasks

- Attending 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: Serves as the second-in-command after the chairperson. This position holds significant responsibilities, involving oversight and strategic guidance.

Representational tasks: The Vice Chairperson is the main nominee for the role of PhD representative in the [Faculty Board \(FR\)](#) at KTH. Point of contact with KTH for developing on-boarding of doctoral students.

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.

Student Union tasks: Represents the Chapter in the Vice Ordföranderådet (VR) at THS Student Union.

PHD CHAPTER BOARD OF DIRECTORS

FINANCES UNIT

Treasurer
open for elections

Currently assumed by: [Hemanth Venkatesan](#)

Mandate: January 2025 – December 2025

Approximate workload: 10%-20%

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. Responsible for revising the time compensation guidelines of the PhD Chapter board.

Student 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: [Ellymay Goossens](#)

Mandate: July 2024 – June 2024

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: Oversees educational matters that may impact the work and studies of doctoral students, collaborating closely with the Council Coordinator.

Representational tasks: Represents the Chapter at the KTH Third Cycle Education council and serves as a deputy in the Faculty Council. Also acts as a representative in various work groups related to third-cycle education, such as quality assurance groups.

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. Works closely with the other board members with focus on councils.

PHD CHAPTER BOARD OF DIRECTORS STUDIES LIAISON UNIT

Council Coordinator
open for elections

Currently assumed by: [Zoé Barjot](#)

Mandate: January 2025 – December 2025

Approximate workload: 15%-25%

Typical tasks

- 10-20 School Council meetings
- 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 educational focus

Work Description

Responsibility: Serves as the key liaison for matters affecting doctoral student influence, environment and studies. Maintains active dialogue with PhD Councils at each school to gather insights and ensure department-level education, student influence and work environment concerns are addressed. Collaborates closely with the Education Manager for comprehensive support. Serves as a key communication channel between the different school councils and with the Chapter board.

Representational tasks: Is responsible for appointing doctoral student representatives at future faculty errands, i.e. faculty promotions and appointments.

Board tasks: Responsible for informing the board about, and addressing matters related to doctoral student rights and influence, and educational changes on the council level.

Chapter tasks: Responsible for collecting and addressing issues related to education and student influence on the PhD council level and enabling collaboration among councils on these matters.

PHD CHAPTER BOARD OF DIRECTORS

SOCIAL UNIT

Events Manager

open for elections

Currently assumed by: [Mattias Åstrand](#)

Mandate: January 2025 – December 2025

Approximate workload: 10%-25%

Typical tasks

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

Work Description

The Event Manager is responsible for transforming ideas into well-executed events. They manage planning, scheduling, and logistics. They build relationships with vendors and speakers, establishing a point of reference for future events. Creativity is important and reflected in engaging themes and activities. They maintain active communication with the Business Liaison and Workgroup Manager for the organization of activities that are meaningful for a large crowd, as well as with the Communication Manager to ensure proper advertisement of events throughout KTH.

Event responsibility: Responsible for the coordination of events that take place within the Chapter and responsible for the Chapter hall - helped by the Master of Ceremonies, especially for the organization of pubs. Works closely with the Business Liaison and the Workgroup Manager and announces events together with the Communication Manager.

Representational tasks: Represents the Chapter at some committee (Language Committee, Library Board, ISP working group, Future Faculty...) to be decided by the board members

Board tasks: Coordinator of the events that the board decides to organize.

Chapter tasks: Coordinator of the events that Chapter members would like to organize.

Student Student Union tasks: Liaison with Lokalsvariga & Events-related associations at THS student union.

PHD CHAPTER BOARD OF DIRECTORS SOCIAL UNIT

Business Liaison

Currently assumed by: [Matt Davoudi](#)

Mandate: June 2024 - June 2025

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 some committee (Language Committee, Library Board, ISP working group, Future Faculty...) to be decided by the board members

Board tasks: Communication between the board and the partners.

Chapter tasks: Communication between the Chapter and the partners. Set up partner events together with the Event manager.

PHD CHAPTER BOARD OF DIRECTORS SOCIAL UNIT

Workgroups Manager

Currently assumed by: [Peiling Wu](#)

Mandate: July 2024 – June 2025

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 some committee (Language Committee, Library Board, ISP working group, Future Faculty...) to be decided by the board members

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

Webmaster

Currently [Mehdi Nourazar](#)

Mandate: July 2024 – June 2025

Approximate workload: 8%-12%

Typical tasks

- Website/IT resources management
- 2-4 Chapter meetings
- assigning 20-30 representatives for future faculty errands
- 2-10 Future Faculty meetings (recruitment, promotions, and docent appointments)
- 10-20 PhD Chapter Board meetings
- Cooperation with board member with communication focus

Work Description

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.

Representational tasks: Represents the Chapter at some committee (Language Committee, Library Board, ISP working group, Future Faculty...) to be decided by the board members

Board tasks: Makes sure that the platforms for communication are working as they should and updates them accordingly to fit with new needs and possibilities in technology.

Chapter tasks: Same as board tasks.

PHD CHAPTER BOARD OF DIRECTORS

COMMUNICATION UNIT

Communication Manager
open for elections

Currently assumed by: [Andressa Mazur](#)

Mandate: January 2025 – December 2025

Approximate workload: 15% - 20%

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

Work Description

Communication responsibility: Responsible for the communication of the board through the information channels described in the communication policy. Organizes and produces the Chapter newsletter (4-5 times a year), as well as updates the social media accounts. Works in close collaboration with the Webmaster and Event Manager.

Representational tasks: Represents the Chapter at some committee (Language Committee, Library Board, ISP working group, Future Faculty...) to be decided by the board members. Represents the Chapter in the Communication council in THS.

Board tasks: Responsible for taking the minutes during the board meetings. Also responsible for management of documentation and data within the board and Chapter. Overlooks the board email address and processes funding requests.

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

PHD CHAPTER FUNCTIONARIES

Head of Women's Doctoral Committee (WoP)

open for elections

Currently assumed by: [Andressa Mazur](#)

Mandate: January 2025 – December 2025

Typical Tasks

- Leading the strategic and executive work of the committee.
- Approximate workload: 8%-12%
- Represent the Chapter in the Equality Committee

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 doctoral students 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. Since this is a functionary position the only time compensation for the deposition is on the representation of the Chapter in the Equality Committee (3-5%)

This position's activities are the maintenance of the Network and expansion of it and organizing events (you can request help from the Event Manager to do this). The events can be of social, educational or business nature, envisioning foment protagonists of women and other minorities.

PHD CHAPTER FUNCTIONARIES

Master of Ceremonies (MC)

A.K.A. Doktoranders Integrerade Klubbmästeri (DrInK)

open for elections

Currently assumed by: [Mattias Åstrand](#) (July 2024 - December 2024)
[Susanna Pozzoli](#) (January 2024 - December 2024)

[Sina Sheikholeslami](#) (Steward January - December 2024)

Mandate: January 2025 – December 2025

- Master of ceremonies (2)
- Stewards (3)

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 lead and are responsible for coordinating the PhD Chapter MC group (MC + stewards) and act as the hosts and hostesses at PhD Chapter events where they are involved. These are mainly PhD Chapter pubs, and as such, require active collaboration with the Event Manager.

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. They are encouraged to

obtain licenses to work at student parties (STAD and FEST) and are available as staff at student events coordinated by the MC group.

PHD CHAPTER FUNCTIONARIES

Nominating Committee

open for elections

Currently assumed by: [Andressa Mazur](#)
[Vladilena Gaisina](#)
[Zoé Barjot](#)
[Mohammad Abuasbeh](#)
[Daniel Madeiros](#)

Mandate: January 2025 – December 2025

- 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

open for elections

Currently assumed by: [Monika Rolinska](#) (Standard Bearer)
[Martin Lindström](#) (Vice Standard Bearer)

Mandate: January 2025 – December 2025

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: [Katarina Lindmark](#)
[Susanna Pozzoli](#)

Mandate: July 2024 – June 2025

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.