



Sveriges förenade studentkårer

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Working directives

1. The Swedish national union of students doctoral committee/ Sveriges förenade studentkårers doktorandkommitté (SFS-DK)

The aim of these working directives is to clarify the aim and purpose of the doctoral committee in SFS, from here on referred to as SFS-DK.

1.1. Background for SFS-DK

SFS-DK is a committee in SFS which works as an advisory board for the presidium and board of SFS in questions regarding research education, research and the general conditions of doctoral students. The aim of SFS-DK is to enable SFS to influence the development of the research education, research and the general conditions of doctoral students in Sweden. SFS-DK shall also work within SFS to put these issues into light.

1.2. The aim of SFS-DK

- To act as the advisory board of the presidium and board of SFS, regarding research education, research and the general conditions of doctoral students in Sweden.
 - To give a doctoral student input on questions, such as government referrals, that regards the research education, research or the general conditions of doctoral students in specific or the higher education system as a whole.
 - To drive issues that regards the research education, research or the general conditions of doctoral students within SFS and in Sweden.
 - To work actively towards securing a high level of representation of doctoral students in Sweden at both national and international level, as well as within SFS and its members.
- To represent, together with the presidium of SFS, the doctoral students in Sweden at a regional, national and international level in matters relating to research education education, research, and the general conditions of doctoral students.

2. Composition of SFS-DK and Nomination procedures for SFS-DK

The doctoral committee SFS-DK consists of 8-10 members, including up to two vice-chairs, and a chair.

The ordinary call for nomination for chair, vice-chairs and members of SFS-DK is announced with at least three weeks notice. The announcement is done at SFS homepage and through other relevant channels.

A supplementary call for nomination can be announced, if the number of members of SFS-DK is between 5-8, and SFS-DK wishes for it. If the number of members of SFS-DK is below 5, a supplementary call for nominations must be made as soon as possible. The call of nomination is to be announced with at least two weeks notice.

A candidate have to be nominated by a member union of SFS, a group of at least 10 members from a member union, a member in the board of SFS, or a member In SFS-DK .

2.1. The period of mandate for members of SFS-DK

The time of office for members of SFS-DK runs from August 1st to July 31st

2.2. Timeline for nominations

The call for nomination for ordinary members, and vice-chairs are announced in the spring semester. Nominations are send to SFS.

The call for nomination for chair is also announced in the spring semester. The call for nomination for the chair position of SFS-DK is held such that the selected candidate can participate in the nomination of ordinary members and vice-chairs. Nominations are send to SFS.

The call for nomination is at minimum announced at SFS homepage, and other SFS-channels. SFS-DK should share this call through its own internal channels as well.

2.3. The application

An application for either ordinary member of SFS-DK, vice-chairs of SFS-DK and chair of SFS-DK must contain:

1. A motivational letter written by the candidate which is 1-2 pages long.
2. The candidates CV.
3. Information on who is nominating the candidate.

The application should contain information on:

- What positions the candidate is applying for (being ordinary member, vice-chair or chair).
- Whether the candidate is a doctoral student.
 - If the candidate is a doctoral student then the application need to specify at which university the candidate is enrolled, what their field of studies is, and when they are expected to graduate.

- If the candidate is not a doctoral student, then the application need to specify what affiliation the candidate has with higher educations and the doctoral education in specific.
- What previous experience the candidate has with representational work,specifically mentioning if the candidate has been undergraduate student representative, doctoral student representative, and/or have held other representational task.
- If the candidate speaks and reads Swedish or not.
- If they have any restrictions when it comes to participating in the work of SFS-DK.
- For applications for the chair and vice-chair positions the application must furthermore contain information on:
 - If the candidate has previous leadership experiences.
 - Which tasks described in the document **SFS-DK work** they can and will carry out.
- In the case that the candidate does not plan to use 50 (30) work days on the task for chair (vice-chairs) information on.
 - How much time the candidate plans to use.
 - The reasons behind this.
 - How they see this affecting their role as chair or vice-chairs of SFS-DK.
- If they have any restrictions when it comes to participating in the work as chair and vice- chairs of SFS-DK.

2.4. Nomination procedures for the chair of SFS-DK

The preparational election committee for the position as chair of SFS-DK consists of a member from the presidium, a member of the board of SFS, and up to two members of the outgoing SFS-DK. Unless otherwise specified in the nomination of the chair, the chair is expected to use 50 working days on the task.

2.5. Nomination for vice-chair and ordinary members of SFS-DK

The preparational election committee for the ordinary members and the up to two vice-chairs of SFS- DK consists of a member from the presidium, a member of the board of SFS, up to two members of the outgoing SFS-DK, and the incoming chair of SFS-DK.

Unless otherwise specified in the nomination of the members of SFS-DK, the members are expected to use 10 working days on the task.

Unless otherwise specified in the nomination of the vice chairs, the vice-chairs are expected to use 30 working days on the task.

2.6. Supplementary nominations

The preparational election committee for the position for supplementary SFS-DK consists of a member from the presidium, a member of the board of SFS, and up to two members of SFS-DK.

2.7. Constellation of SFS-DK

In the constellation of SFS-DK consideration should first and foremost be given to the qualifications of the candidates, i.e. that the candidates have previous experience with student and doctoral student representational work and that they have a close connection to the doctoral student education in Sweden.

Thoughts should also be given to that SFS-DK should be representative of the doctoral student body. Meaning that SFS-DK should preferably have a balanced constitution when it comes to gender, research field, university affiliation, internationalization.

For the nomination of chair of SFS-DK, it is recommendable that the nominated candidate has the necessary skills and experience to solve the core-tasks of SFS-DK alone.

When nominating vice-chairs of SFS-DK it should be taken into considerations that they must supplement the qualifications of each other and the chair of SFS-DK. This means that considerations should be given to a balanced constitution when it comes to gender, research field, university affiliation, internationalization as for SFS-DK in general.

It is highly recommendable that at least one of the chair and vice-chairs speaks and reads Swedish, this to ensure that SFS-DK can solve the task of representing doctoral student at a national level in Sweden, which entails giving input on government hearings and participating in meetings held in Swedish.

In case of otherwise equally qualified candidates, preference is given to candidates from/nominated by member unions.

3. The work of SFS-DK

The members of SFS-DK conduct their work primarily through meetings of the committee which are described below.

In between the meetings the chair and vice-chairs of SFS-DK are the ones who carry out the business of SFS-DK.

SFS-DK is expected to be represented at SFS-FUM.

The primary language of SFS-DK, and documents that SFS-DK produce will be written in English. The documents will only be translated to Swedish if necessary. To as large extent as possible, it should be possible to participate in the work of SFS-DK without extensive knowledge of Swedish.

SFS-DK chiefly communicates through the SFS-DK email list, which contains the members of SFS-DK.

SFS communicates with SFS-DK via the chair of SFS-DK unless otherwise agreed upon.

3.1. SFS-DK work

The task of SFS-DK is described in detail in the document called **SFS-DK work**. Here the tasks are divided into two groups, the core task of SFS-DK and tasks.

The core task of SFS-DK are the task that SFS-DK must carry out in order to keep SFS-DK functioning for a limited time in such a way, that the representation of doctoral

students in Sweden does not suffer. The other tasks are the task that SFS-DK should carry out good representation of doctoral students in Sweden.

The document SFS-DK work describes what tasks are carried out by members of SFS-DK, and the vice- chairs and chair of SFS-DK.

In particular it must describe:

- How SFS-DK's size affects the amount of work it carries out.
- What work it is expected of ordinary members, vice-chairs and the chair to carry out in order to get the recommended prolongation.

3.2. SFS-DK Quality assurance

One of the core tasks of SFS-DK is to ensure a good representation of doctoral students at national level. This includes nominating candidates via the presidium of SFS doctoral student representatives in UKÄ.

In order of SFS-DK to be able to carry out this work in a transparent way, the procedure for call for nomination, application process and ranking of candidates must be transparent, and not conflicting with the principles SFS in general uses. SFS-DK describes must describe this process in the document **SFS-DK Quality assurance**.

3.3. Meetings

SFS-DK has two types of meetings, video meetings and in person meetings. The in person meetings are from here on simply referred to as meetings. SFS-DK has four meetings which shall be held spread out through the year.

At the meetings of SFS-DK, the members of SFS-DK and the presidium of SFS have the right to attend and speak. SFS-DK decides others are to be adjungated at the meetings. The same rules apply to the video meetings.

SFS-DK can form workgroups if needed, a workgroup of SFS-DK needs to have at least one member that is also a member of SFS-DK. Working groups of SFS-DK shall follow these working directives.

The committee can conduct business if half the members, including the chairperson or a vice chairperson, are present.

The dates of meetings are decided as early as possible, at the latest such that meetings can be summoned two weeks in advance.

The agenda and other relevant documents for the meetings are sent out one week before the meeting. The exception to this deadline, are documents from the SFS board or the SFS presidium that become available with a shorter notice.

The protocol from each meeting shall be written, adjusted by the adjuster and the chair of SFS-DK, and uploaded to SFS data management at the latest four weeks after the meeting. The protocol is approved on either the following meeting.

SFS-DK can make per capsulam decisions.

3.4. Agenda of SFS-DK meetings

The agenda for the ordinary meetings should include:

1. Election of chairperson, secretary and adjuster.
2. Approval of protocol from the previous meetings.
3. Adjungation if necessary.
4. Reports from SFS-DK representatives.
5. Reports from members of SFS-DK.
6. Discussion points (if there are none, the).
7. Decision points.
8. Information from/of the presidium of SFS.
9. Follow up on previous meetings.
10. Others.

The agenda for the distance meetings should include:

1. Election of chairperson, secretary and adjuster.
2. Adjungation if necessary.
3. Discussion points related to the topic of the meeting.
4. Decision points related to the topic of the meeting.
5. Information from/of the presidium of SFS.
6. Others.

Furthermore at latest at the first meeting of SFS-DK:

- The working directives are revised.
- The document **SFS-DK Quality assurance** is revised.
- The document **SFS-DK work** is revised.
- A plan of operation for the year is decided upon.

Furthermore at the last meeting of SFS-DK:

- The working directives are revised.
- Revisions of the document **SFS-DK Quality assurance** is put forward.
- Revisions of the document **SFS-DK work** is put forward.
- The document **SFS-DK hand over** is revised.
- A plan of operation for the next year is put forward.

3.5. Sharing of documents and material

All forms of documents can be found in SFS-DK folder in SFS data management platform, which shall be accessible by members of SFS-DK and SFS board.

3.6. Economy

SFS-DK has a separate budget approved by SFS-FUM. This is to be used for accommodation, travel expenses and food on DK meetings as well as the EURODOC subscription. Travel expenses are to follow the SFS travel policy and accommodation should not be excessive. .

4. Expectations and purpose

The expectations of ordinary members of SFS-DK, vice-chairs of SFS-DK, and the chair of SFS-DK is specified in detail in the document **SFS-DK work**.

4.1. The board of SFS expects of SFS-DK:

- That they report on their work on board meetings.
- That they work on identifying relevant issues regarding doctoral students which SFS can work on at a national level.
- That questions of importance are brought to the board for discussion and input.
- That they are represented at board meetings of relevance for SFS-DK.
- That they act as advisory committee to SFS board, SFS general assembly (fullmäktige, SFS-FUM) and SFS representatives on relevant questions.
- To act with an active role to initiate and implement arrangements for policy advocacy related to research and research education issues in accordance to SFS regulatory frameworks.
- To represent SFS externally in national and international context in matters concerning research education, research and the general conditions of doctoral students, except when there exist strategic or practical reasons.
- To interpret SFS opinions, views, principal program in relation to research education, research and the general condition of doctoral students.

4.2. The board of SFS expects of the members of SFS-DK

- That they participate actively at the meetings of SFS-DK, both in the four regular meetings and the necessary distance meetings.
- That they are interested in the general aspects of research education, research, and the general conditions of doctoral students in Sweden.
- That they follow the guidelines, opinions and policies that SFS have which are relevant for SFS-DK such as decisions made by SFS general assembly (SFS-FUM) including: SFS statutes (stadga), SFS operational plan (verksamhetsplan), SFS principal program (principprogram) and SFS positions (Ställningstaganden).
- That they follow the organisational policies of SFS, on e.g. personal data management, representation, communication, referrals and travel policies.

4.3. The board of SFS-DK expects of the chair and vice-chair of SFS-DK

- Leading SFS-DK strategic, executive and operational work, including planning, organizing and leading the meetings of SFS-DK.
- Representing SFS-DK to other parties internally in SFS as well as to other actors outside of the organisation, including informing the board of SFS of the committee's activities through DK's report.
- That they are represented at SFS- Member meetings, SFS-FUM, the introduction day for new members of SFS etc.

- Maintaining contacts and representation (together with other members of SFS-DK) with regional, national and international organisations that are concerned with research education, research and the general conditions of doctoral students. This includes, among others, SULF, TCO/ST, SSCO, EuroDoc.
- Send out information to representatives of SFS-DK, local doctoral committees and other relevant about the work of SFS-DK at least once per semester.

4.4. SFS-DK expects of the SFS presidium

- That they ensure that SFS-DK is included when SFS is working with issues that concerns research education, research and the general conditions of doctoral students or the higher education in Sweden.
- That they facilitate contact between SFS-DK and the rest of SFS including office (kansli) and board in practical as well as political matters.
- In case of difficulties in organising SFS-DK, the contact person in SFS presidium shall be able to summon SFS-DK to address the difficulties.
- That they, when relevant, provide an overview of vacant positions on the national and international level, as well as upcoming events that might be of general interest for doctoral students.
- That they participate in the handover of SFS-DK as mentioned below.

5. Handover of SFS-DK

As the members of SFS-DK are appointed for one year only, it is important to secure a good handover. This is at minimum handled by the incoming and outgoing chairs, but if other members of the incoming and outgoing SFS-DK wish to be include they may.

5.1. Responsibility of outgoing chair and vice-chairs of SFS-DK

- Organize a hand-over meeting with the new chair of SFS-DK. Informing about SFS-DK role within SFS, its previous work, pending issues and proposed plan of operation.
- That SFS-DK prepares an annual report.
- Update the handover document of SFS-DK, and that the doctoral student version of the introduction to SFS is updated.
- Initiate a hand-over meeting with the new chair of SFS-DK. Informing about SFS-DK role within SFS, its previous work, pending issues and proposed plan of operation.
- Organize a video meeting with both incoming and outgoing members of SFS-DK.
- Participate in a handover meeting with the presidium of SFS and the incoming chair.

5.1. Responsibility of incoming chair

- Participate in a handover meeting with the leaving chair of SFS-DK.
- Participate in a handover meeting with the presidium of SFS and the incoming chair.
- Contact the new members of SFS-DK, and plan the next years meetings well in advance.

- Revise SFS-DK plan of operation for the year.
- Draft revisions of SFS-DK working directives, if necessary.
- If possible participate in the preparational nomination committee f or SFS-DK.

5.3 Responsibility of incoming vice-chairs.

- Participate in a handover meeting with the presidium of SFS and the incoming chair.
- Contact the new members of SFS-DK, and plan the next years meetings well in advance.
- Revise SFS-DK plan of operation for the year.
- Draft revisions of SFS-DK working directives, if necessary.

5.3 Responsibility of the SFS-presidium

- Participate in a handover meeting with the incoming chair and vice-chairs of SFS-DK.