

# **Working directives for Sveriges förenade studentkårers doktorandkommitté (SFS-DK)**

## **1. The Swedish national union of students doctoral committee working directives/Arbetsordning för 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 advises the presidium and board of SFS in questions regarding research education, research and the general conditions of doctoral students. The board can also delegate decisions to SFS-DK regarding these issues. Aim of SFS-DK is to enable SFS to influence the development of the research education, research and the general conditions of doctoral students. SFS-DK shall also work within SFS to put these issues into light.

### **1.2. The aim of SFS-DK is to**

- is to advise the presidium and board of SFS, regarding research education, research and the general conditions of doctoral students.
  - is to give a doctoral student perspective on questions, such as government referrals that regard the research education, research or the general conditions of doctoral students in specific or the higher education system as a whole.
  - is to pursue issues that regard the research education, research or the general conditions of doctoral students within SFS and in Sweden.
  - is 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.

- is 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 eight to ten (8-10) members, including up to two vice-chairs, and a chair.

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

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

Unless otherwise specified in the nomination of the chair, the chair is expected to use fifty (50) working days on the task.

The ordinary call for nomination for chair, vice-chairs and members of SFS-DK is announced with at least three (3) 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 five to eight (5-8), and SFS-DK wishes for it. If the number of members of SFS-DK is below five (5), a supplementary call for nominations must be made as soon as possible. The call of nomination is to be announced with at least three (3) weeks notice.

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

### **2.1. The time of office for members of SFS-DK**

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

### **2.2. The application**

An application for ordinary members 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 candidate's CV.

3. Information on who is nominating the candidate.
4. What positions the candidate is applying for (being an ordinary member, vice-chair or chair).

Specific guidelines for applications are specified by the nomination committee and SFS-DK.

### 2.3. Nomination committee for the chair of SFS-DK

The nomination 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.

### 2.4. Nomination committee for vice-chair and ordinary members of SFS-DK

The nomination 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 outgoing chair of SFS-DK.

### 2.5. Supplementary nominations

The nomination 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.

### 2.6. 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 has 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.

## 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.

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.

SFS-DK is expected to be represented at SFS general assembly (sv: fullmäktige, SFSFUM).

### 3.1. SFS-DK work

The task of SFS-DK is described in detail in the document called **SFS-DK work**. 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 for 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 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. SFS-DK has four whole day in person meetings during a term.

At meetings, the members of SFS-DK and the presidium of SFS have the right to attend and speak. SFS-DK can adjungate at the 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.

SFS-DK can conduct business if half of its members, including the chairperson or a vice-chair person, are present.

The dates of whole day meetings are decided as early as possible, at the latest such that meetings can be summoned two weeks in advance. Video meetings are to be summoned one week 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 minutes from each meeting shall be written, verified by the adjuster and the chair of SFS-DK. The minutes are approved on the following whole day meeting. Following approval it is uploaded to SFS internal homepage.

SFS-DK can make per capsulam decisions.

### 3.4. Sharing of documents and material

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

### 3.5. Economy

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

## 3. Expectations of SFS-DK

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 SFS board expects SFS-DK to

- report on their work on board meetings.
- work on identifying relevant issues regarding doctoral students, which SFS can work on at a national level.
- questions of importance are brought to the board for discussion and input.
- represented at board meetings of relevance for SFS-DK.
- acts as an advisory committee to the SFS board, SFSFUM and SFS representatives on relevant questions.

- act with an active role to initiate and implement arrangements for policy advocacy related to research and research education issues in accordance with SFS regulatory frameworks.
- 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.
- 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 (4) regular meetings and the necessary distance meetings.
- they are interested in the general aspects of research education, research, and the general conditions of doctoral students in Sweden.
- they follow the guidelines, opinions and policies that SFS have which are relevant for SFS-DK such as decisions made by SFSFUM including: SFS statutes (sv: stadga), SFS operational plan (sv: verksamhetsplan), SFS principal program (sv: principprogram) and SFS positions (sv: ställningstaganden).
- 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 that

- they lead SFS-DK strategic, executive and operational work, including planning, organizing and leading the meetings of SFS-DK.
- they represent 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 SFS-DK's report.
- they are represented at SFS-member meetings, SFSFUM, the introduction day for new members of SFS etc.
- they maintain 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.
- they send out information to representatives of SFS-DK, local doctoral committees and other relevant organisations about the work of SFS-DK at least once per semester.

#### 4.4. SFS-DK can expect of the SFS presidium

- 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 higher education in Sweden.
- they facilitate contact between SFS-DK and the rest of SFS including office (sv: 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.
- 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.
- 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 included they may.

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

- Organize a hand-over meeting with the new chair and vice-chairs 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, **SFS-DK handover**, and that the doctoral student version of the introduction to SFS is updated.

### 5.2. Responsibility of incoming chair

- Participate in a handover meeting with the outgoing chair of SFS-DK.
- Participate in a handover meeting with the presidium of SFS and the outgoing chair.
- Contact the new members of SFS-DK, and plan the next year's meetings well in advance.

### 5.3 Responsibility of incoming vice-chairs

- Participate in a handover meeting with the presidium of SFS and the

incoming chair.

## 5.4 Responsibility of the SFS-presidium

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