

The Swedish National Union of Students Doctoral Committee Rules of Procedure / Arbetsordning för Sveriges förenade studentkårers doktorandkommitté, SFS-DK

1.1. Background for SFS-DK

SFS-DK is a committee within SFS that 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. 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. SFS-DK shall also work within SFS to increase awareness of these matters.

1.1. The aim of SFS-DK is to

- Advise the presidium and board of SFS, regarding research education, research, and the general conditions of doctoral students.
 - Give a doctoral student perspective on questions, such as government referrals that regard research education, research, or the general conditions of doctoral students in specific or the higher education system.
 - Pursue issues that regard the research education, research, or the general conditions of doctoral students in Sweden through and with SFS.
 - Work actively towards securing a high level of representation of doctoral students in Sweden at both national and international levels, as well as within SFS and its member unions.
- Represent, together with the presidium of SFS, the doctoral students in Sweden 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 seven 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 shared through the website of SFS and other relevant channels to ensure that member unions including doctoral student organisations are reached by the information.



The board of SFS and SFS-DK can decide to conduct a supplementary call for nomination. If the number of members of SFS-DK is below five (5) or if no chair or vice-chair remains, a supplementary call for nominations must be made as soon as possible. The call for nomination is to be announced with at least three (3) weeks' notice.

2.1. The term of office and commitment for members of SFS-DK

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

Unless otherwise specified in the nomination of SFS-DK members, 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 nomination committee consists of up to two members of the board of SFS (including a member from the presidium of SFS, if the board of SFS so decides), and up to two members of the outgoing SFS-DK.

2.2. Application and nomination for SFS-DK

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

- A motivational letter written by the candidate, which is 1-2 pages long.
- The candidate's CV, including any relevant representative positions.
- Any possible references.
- Which positions the candidate is applying for (ordinary member, vice-chair, or chair).

The nomination committee and SFS-DK can specify additional guidelines for applications.

When evaluating SFS-DK candidates, primary consideration should be given to their qualifications, i.e. that the candidate has previous experience with student and doctoral student representational work and that they have a close connection to the doctoral education in Sweden. However, it is also to be considered that SFS-DK should be representative of the doctoral student body. The nomination committee can make further amendments to evaluation criteria.

2.2.1 Dismissal

In cases where a member wants to be dismissed from their position, this is to be confirmed by the board of SFS at the next board meeting. The committee should be asked about the need for a fill in election, which is ultimately decided on by the board of SFS.

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 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 is English. To as large an extent as possible, it should be possible to participate in the work of SFS-DK without extensive knowledge of Swedish. Documents produced by SFS-DK can, if necessary, be translated to Swedish.

SFS-DK mainly 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 can further specify its work in other documents.

3.1. Meetings

SFS-DK has two to four full-day meetings during a term. SFS can have meetings as either digital meetings or in-person meetings. In addition, SFS-DK can have shorter meetings, or meet more frequently.

The dates for in-person meetings are decided as early as possible, and participants are summoned at the latest two weeks in advance. Digital meetings are to be summoned one week in advance.

At meetings, the members of SFS-DK have the right to attend, speak, and vote, and the presidium of SFS have the right to attend and speak. SFS-DK can co-opt additional participants.

SFS-DK can form working groups with external organisations or individuals if needed. SFS-DK can make decisions if half of its members, including the chair or a vice-chair, are present.

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. In addition, SFS-DK can decide to include other shorter documents, that become available with a short notice, for its meetings.

The minutes from each meeting shall be written, verified by the elected adjuster and the chair of SFS-DK. The minutes are approved at the following meeting. Following approval, the minutes are uploaded to SFS internal homepage.

SFS-DK can make per capsulam (by e-mail) decisions between meetings.

3.2. Sharing of documents and material

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

3.3. Economy

SFS-DK has a separate budget approved by SFSFUM. This is to be used for accommodation, travel, and food expenses during SFS-DK meetings, the Eurodoc subscription, and other possible costs decided by SFS-DK. SFS-DK is expected to decide upon a concretized budget based on the budget framework approved by SFSFUM. The concretized budget is to be sent to the board of SFS at the beginning of the term, and any updates or amendments should be communicated as soon as adopted. Travel, food, and accommodation expenses are to follow the SFS travel and accommodation policy. The chair of SFS-DK has the right to approve costs and invoices from the SFS-DK budget without separate approval by SFS-DK.

4. Expectations of SFS-DK

The expectations of ordinary members of SFS-DK, vice-chairs of SFS-DK, and the chair of SFS-DK can be specified in greater detail by SFS-DK. These expectations may be used as a guideline for the amount and type of work expected from members, vice-chairs, and the chair of SFS-DK, so that they may receive the full number of suggested prolongation days for their position.

4.1. The SFS board expects SFS-DK to:

- Submit a written report ahead of SFS's board meetings.
- Work on identifying relevant issues regarding doctoral students, which SFS can work on at a national level.
- Bring questions of importance to the board for discussion and input.
- Represent at board meetings of relevance for SFS-DK.
- Act as an advisory committee to the SFS board, SFSFUM and SFS representatives on relevant questions.
- Take an active role in initiating and implementing arrangements for policy advocacy related to research and research education issues in accordance with SFS's regulatory frameworks.
- When suitable, represent SFS externally in national and international contexts in matters concerning research education, research, and the general conditions of doctoral students.
- Pursue SFS's opinions, views, SFS Opinion Programme (sv: åsiktsprogram) in relation to research education, research, and the general condition of doctoral students.

4.2. The board of SFS expects members of SFS-DK to:

- Participate actively at the meetings of SFS-DK, both in the two to four regular meetings and other meetings.
- Stay updated and interested in the general aspects of research education, research, and the general conditions of doctoral students in Sweden.
- Follow the guidelines, opinions and policies that SFS has which are relevant for SFS-DK, such as decisions made by SFSFUM including: the SFS' statutes (sv: stadga), operational plan (sv: verksamhetsplan), Opinion Programme (sv: åsiktsprogram)
- Follow the organisational policies of SFS, e.g. on personal data management, representation, communication, referrals, and travel policies.

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

- Lead SFS-DK's strategic, executive, and operational work, including planning, organising and leading the meetings of SFS-DK.
- Represent SFS-DK in respect to other parties internally within SFS as well as toward other actors outside of the organisation, including by informing the board of SFS of the committee's activities through SFS-DK's report.
- Attend SFS's member meetings, SFSFUM, the introduction day for new members of SFS or other similar events.
- Maintain contact and representation (together with other members of SFS-DK) with all relevant organisations that are concerned with research education, research and the general conditions of doctoral students. This includes, among others, trade unions and Eurodoc.
- Send out information to representatives of SFS-DK, local doctoral student organizations and other relevant organisations about the work of SFS-DK.

4.4. SFS-DK can expect the board of SFS to:

- Ensure that SFS-DK is included when SFS works with issues that concern research education, research, and the general conditions of doctoral students or higher education in Sweden.
- Facilitate contact between SFS-DK and the rest of SFS, including its office (sv: kansli) and board, in practical and political matters.
- Summon SFS-DK to address potentially arising difficulties.
- 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 to doctoral students.
- Participate in the handover of SFS-DK as mentioned below.

5. Handover of SFS-DK

As SFS-DK members are appointed for one year only, it is important to secure a good handover. This is, at a 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. Responsibilities of the outgoing chair and vice-chairs of SFS-DK:

- Organise a handover meeting with the new chair and vice-chairs of SFS-DK.
- Inform about SFS-DK's role within SFS, its previous work, pending issues, and proposed plan of operation.
- Prepare an annual report and participate in the writing of SFS's *verksamhetsberättelse*, which is to be sent to SFSFUM.
- Ensure that the handover document of SFS-DK and the doctoral student version of the introduction to SFS are up to date.

5.2. Responsibility of the 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.