

## BY-LAWS OF THE DOCTORAL BOARD

Approved by *Kårsamverkan* on 29/06/2018

### Annex 1: Extension of programme length for doctoral students holding office

Amendments to these Regulations are adopted by the student unions at Uppsala University which have entered into a cooperation agreement, hereinafter referred to as *Kårsamverkan* Agreement.

#### **Composition**

The Doctoral Board at Uppsala University is comprised of a Chair, two Deputy Chairs, a Secretary, an Events Manager, and representatives from the faculty PhD student councils:

- 1 representative from the Theology PhD student council
- 1 representative from the Law PhD student council
- 2 representatives from the Humanities PhD student council (1 from each faculty)
- 1 representative from the Social Sciences PhD student council
- 1 representative from the Education Sciences PhD student council
- 2 representatives from the Medicine PhD student council (due to the large number of doctoral students)
- 1 representative from the Pharmacy PhD student council
- 2 representatives from the Science and Technology PhD student council (due to the large number of doctoral students)

These representatives are appointed members of the Doctoral Board according to the system decided by the faculty PhD student councils and must be members of the students' union for the disciplinary domain covering the members' faculty. Each member has his/her own substitute. The Chair and two Deputy Chairs are nominated by the Doctoral Board and their appointment is ratified by the *Kårsamverkan*. The Chair and Deputy Chairs must be members of a students' union.

Each students' union at Uppsala University that co-finances the Doctoral Board has the right to send a co-opted ex officio representative to the Doctoral Board meetings.

The Chair had the right to take part in discussions and the right to move motions, as well as the casting vote when there is no quorum, provided that the Chair is not disqualified in respect of the case. The Deputy Chair, Secretary, Events Manager and Board members and their serving substitutes have the right to take part in discussions, the right to move motions, and the right to vote. The right take part in discussions and the right to move motions apply to the doctoral student representatives, non-serving substitutes, and the Chair of each of the faculty PhD student councils. The co-opted ex officio representatives of the student unions also have the right to take part in discussions and to move motions. In addition to this, for a specific matter or a particular meeting, the Doctoral Board may choose to give others the right to take part in discussions and to move motions.

#### **Sphere of activity**

The Doctoral Board's mission is to function as a joint committee for doctoral students at Uppsala University . The Doctoral Board acts as drafting body for the boards of the students' unions and their executives in matters related to doctoral education and research, but can also express an opinion under its own name.

In addition, the students' unions have also delegated to the Doctoral Board the responsibility of ensuring that student representatives at doctoral level are appointed to relevant drafting and decision-making bodies within Uppsala University. The Pharmacy Students' union delegates to the Pharmacy PhD student council the authority to appoint representatives a faculty level for the Faculty of Pharmacy, the exception being representatives serving on the Medicine and Pharmacy Disciplinary Domain Boards, who are elected by the Pharmacy Students' union. At the other faculties, the Doctoral Board delegates this authority to each faculty PhD student council.

It is the Doctoral Board's duty to:

- Monitor developments in doctoral education and research at all levels from university department to Sweden's *Riksdag* and ministries.
- Appoint doctoral student representatives to Uppsala University's drafting and decision-making bodies, as defined in the "List of representative positions delegated to the Doctoral Board to appoint" below.
- As required, on behalf of the students' unions, appoint doctoral student representatives to temporary bodies.
- As required, respond to matters circulated for comment that relate to the Doctoral Board's sphere of activity and sent from the students' unions.
- Approve activity grants and award the Doctoral Board prize.

### **The executive**

The Doctoral Board executive consists of the Chair and two Deputy Chairs.

It is the Doctoral Board executive's duty to:

- Produce the agenda for the next meeting of the Doctoral Board
- Produce draft business plans and suggest activities for the academic year within the given budget
- Monitor the activities of the faculty PhD student councils by attending their meetings or by organising meetings with their members
- Where necessary, put together working groups to enquire into matters to be put before the *Kårsamverkan*, the Vice-Chancellor's Management Council, the University Council, or the Doctoral Board.
- Ensure that work within the Doctoral Board runs smoothly
- Actively share tasks received by the Doctoral Board.

### **Chair and Deputy Chairs**

Any doctoral student at Uppsala University may be appointed to the positions of Chair and Deputy Chair of the Doctoral Board. The Uppsala Students' union Board affirms the appointment after nomination by the Doctoral Board and provided that no objections are raised by the Uppsala Pharmaceutical Student Union, Gotland's Student Union Rindi, the Uppsala Union of Engineering and Science Students, the Uppsala Law Students Association, or the Uppsala Business & Economics Students Association. The Chair and Deputy Chairs of the Doctoral Board must be members of a students' union.

It is the Doctoral Board Chair's duty to:

- Chair and coordinate the Doctoral Board's meetings
- Convene meetings of the Doctoral Board (send out the notice to attend with attachments to all members of the Doctoral Board and to others eligible to attend the meeting at least one week prior to the meeting)
- Keep the students' union boards informed about the activities of the Doctoral Board
- Participate in University management meetings, meetings of the deans and Student engagement
- Participate in preparatory meetings for the Vice-Chancellor's Management Council and the University Council
- Be a co-opted ex officio member to the *Kårsamverkan*'s meetings.

It is the Doctoral Board Deputy Chair's duty to:

- Assist the Chair in preparing for and conducting the Doctoral Board meetings
- Act as Chair in situations where the Chair cannot attend
- Ensure that the Doctoral Board's website is updated with meeting times, documentation and minutes of meetings.

### **Secretary**

The Doctoral Board may choose a doctoral student at Uppsala University as Secretary. If no doctoral student accepts the post of Secretary, a student of Uppsala University may be appointed as Secretary.

The duties of the Secretary are to:

- Prepare the agenda and send it to the Chair
- Record the minutes of Doctoral Board meetings and ensure that the minutes are reviewed by the Chair and one other designated person
- Send the reviewed minutes to the Chair at least one week before the Doctoral Board's next meeting
- Upload the signed and approved minutes to the Doctoral Board's website.

### **Events Manager**

The Doctoral Board may choose a doctoral student at Uppsala University as Events Manager.

The duties of the Events Manager are to:

- Offer a social platform for all doctoral students at Uppsala University
- Organise social gatherings to which doctoral students from all faculties are invited to attend
- Work actively to spread information about social activities for the University's doctoral students through social media
- Build and update a digital platform on which up-to-date information about the Doctoral Board's social activities is made available.

## **Nominating Committee**

The nominating committee is appointed by the Doctoral Board, and consists if possible of a representative from each of the three disciplinary domains, one being the Chair and two being other members. These are appointed in connection with the annual general meeting and may not be part of the Doctoral Board executive.

The nominating committee's duty is to:

- Advertise all positions that the Doctoral Board nominate or choose in connection with the annual general meeting
- Provide candidates for the executive and candidates for the permanent representative councils before each new financial year
- If necessary, advertise vacant positions during the financial year.

## **Student and doctoral student representatives**

The duties of the student and doctoral student representatives are to:

- Attend meetings of the Doctoral Board and keep the Committee and the *Kårsamverkan* up-to-date with information on trends concerning doctoral student matters.
- Visit the PhD student councils on request

## **PhD student councils and their chairs**

The duties of the PhD student councils and their chairs are to:

- Maintain contact with and respond to requests from the Doctoral Board
- Disseminate information and mailings from the Doctoral Board that concern doctoral students in general.

## **List of representative positions delegated to the Doctoral Board to appoint**

This list contains the representative positions within Uppsala University drafting and decision-making bodies that are always appointed by the Doctoral Board, or, as permanently delegated by the Doctoral Board, by each of the PhD student councils. If the regular members who are to be appointed in connection with the Doctoral Board's constituent meeting in the autumn term have not been appointed by 1 October at the latest, the right to appoint these members reverts to each of the students' unions. In the event of this, the member is to inform the Doctoral Board or the relevant PhD student council of his/her position. The PhD student councils are also responsible for appointing doctoral students to representative positions at faculty level and underlying levels.

The list should be seen as the preferred minimum level of doctoral student representation, which means that the number of representatives in individual bodies may exceed, but not be less than, the number stipulated in the list.

### **1. Appointments made by the Doctoral Board**

- University Council 1 regular member
- Vice-Chancellor's Management Council 1 regular member
- Quality Council 1 regular member + 1 substitute
- Academic Senate 3 regular members, 1 of which becomes a member of the Academic Senate's executive and is the convenor of the student representatives

- Equal Opportunities Council 1 regular member + 1 substitute
- Internationalisation Council 1 regular member
- Library Board 1 regular member
- Centre for Disability Research board 1 regular member
- Centre for Research Ethics & Bioethics board 1 regular member
- Centre for Multidisciplinary Studies on Racism (CEMFOR) 1 regular member
- Scholarship Board 1 regular member + 1 substitute
- Joint Committee on Work Environment Issues 1 regular member
- Assessment Panel for Educational Development Projects (PUMA) 1 regular member
- Board for Investigation of Misconduct in Research 1 regular member + 1 substitute
- Advisory Board for Research Infrastructure 1 regular member

## 2. Appointments delegated by the Doctoral Board to each PhD student council to make

### 2.1. Theology PhD student council

- Theological Faculty Board 2 regular members + 1 substitute
- Faculty Board Drafting Committee 1 regular member
- Working Group for Doctoral Education 1 regular member
- Faculty Scholarship Board 1 regular member
- Faculty Equal Opportunity Committee 1 regular member + 1 substitute
- Faculty Recruitment Team 1 regular member + 1 substitute
- Faculty Nominating Committee 1 regular member
- Work Environment Group 1 regular member
- Uppsala Religion and Society Research Centre (CRS) 1 regular member
- University Scholarship Board 1 regular member
- Forum for Jewish Studies 1 regular member

### 2.2. Law PhD student council

- Faculty Research Committee 1 regular member + 1 substitute
- Faculty Board 2 regular members + 1 substitute
- Working Group for Equal Opportunity 1 regular member + 1 substitute
- Faculty Recruitment Group 1 regular member + 1 substitute
- University Scholarship Board 1 substitute
- Faculty Education Committee 1 regular member + 1 substitute
- Faculty Recruitment Team 1 regular member + 1 substitute
- Faculty nominating committee 1 regular member + 1 substitute
- Faculty Assessment Committee 1 regular member
- Uppsala Forum 1 regular member + 1 substitute

### 2.3 Humanities PhD student council

- Arts Faculty Board 2 regular member + 1 substitute
- Arts Faculty Recruitment Group 1 regular member + 1 substitute
- Arts Faculty Scholarship Board 1 regular member + 1 substitute
- Arts Faculty Gender Equality Group 1 regular member

- Arts Faculty Quality Committee for Research and Doctoral Education 2 regular members
- Languages Faculty Board 2 regular members + 1 substitute
- Languages Faculty Recruitment Group 1 regular member + 1 substitute
- Languages Faculty Scholarship Board 1 regular member + 1 substitute
- Languages Faculty Gender Equality Group 1 regular member
- Languages Faculty Committee for Research and Doctoral Education 2 regular members
- Languages Faculty Education Committee 1 regular member
- Languages Faculty Committee for Communication and Collaboration 1 regular member
- Doctoral Board 2 regular members + 2 substitutes
- HSDU (humanities and social sciences doctoral student committee) 2 regular members + 2 substitutes
- Uppsala Forum 2 regular members
- University Scholarship Board 1 substitute from each faculty

#### 2.4. Social Sciences PhD student council

- Social Sciences Faculty Board 1 regular member + 1 substitute
- Faculty Education Committee 1 regular member + 1 substitute
- Faculty Equal Opportunity Committee 1 regular member
- Recruitment Group for Professors and Postdoctoral Research Fellows 1 regular member + 1 substitute
- Recruitment Group for Senior Lecturers 1 regular member + 1 substitute
- University Scholarship Board 1 regular member
- Uppsala Center for Labor Studies (UCLS) 1 regular member

#### 2.5. Educational Sciences PhD student council

- Board of the Faculty of Educational Sciences 2 regular members + 1 substitute
- Faculty Working Committee 1 regular member + 1 substitute
- Department Board 1 regular member + substitute
- Recruitment Group 1 regular member + 1 substitute
- Research Committee 1 regular member
- Faculty Quality Committee 1 Annual
- SWEDESD Board 1 regular member
- University Scholarship Board 1 regular member
- Humanities and Social Sciences Doctoral Student Committee 1 regular member

#### 2.6. Medicine doctoral student council

- Medicine and Pharmacy Disciplinary Domain Board 1 regular member (every other year, also a substitute, shared with Pharmacy PhD student council through the Uppsala Pharmaceutical Student Union)
- Disciplinary Domain Board Working Committee 1 regular member (every other year, shared with Pharmacy PhD student council through the Uppsala Pharmaceutical Student Union)
- Doctoral Education Committee 1 regular member + 1 substitute
- Equal Opportunity Committee 1 regular member



- Readership Committee 1 regular member + 1 substitute
- Recruitment group for Faculty of Medicine 1 regular member + 1 substitute

- Medicine Committee – 1 regular member
- ALF Board and ALF Committee 1 regular member
- University Scholarship Board 1 substitute
- Library Board MedPharm 1 regular member
- Collaborations Committee 1 regular member (every other year, shared with the Medicine chapter of the Uppsala Students Union)
- Infrastructure Committee 1 regular member (every other year, shared with the Pharmacy PhD student council)
- Pedagogic Council of the Medicine and Pharmacy Disciplinary Domain 1 regular member (every other year, shared with the Pharmacy PhD student council)

### 2.7. Science and Technology PhD student council

- Faculty Board 2 regular members + 1 substitute
- Graduate Education Board 2 regular members
- Faculty Scholarship Board 1 regular member
- Advisory Committee for Education 1 regular member
- Advisory Committee for Collaboration 1 regular member
- Advisory Committee for Research 2 regular members
- Board for Appointment of Associate Professors (docent) 1 regular member + 1 substitute
- Appointment Committee 1 regular 20% of full-time + 1 substitute (alternatively two regular members 10% of full-time each + 1 substitute)
- Library Board SciTech 1 regular member
- Advisory Committee for Gender Equality 1 regular member
- University Scholarship Board 1 substitute
- Board for Appointment of Excellent Teachers 1 regular member
- International Science Programme 1 regular member
- UPMARC's Board 1 regular member + 1 substitute
- Centre for Discipline Based Education Research (MINT) 1 regular member
- Centre for Interdisciplinary Mathematics (CIM) 1 regular member
- Upptech (Uppsala University School of Technology) 1 regular member

### 3. Appointments made by other bodies

#### 3.1. Humanities and Social Sciences Doctoral Student Committee (to which all PhD student councils in the Humanities disciplinary domain appoint members, one per faculty)

- Humanities and Social Sciences Disciplinary Domain Board 1 regular member + 1 substitute
- Library Board HumSoc 1 regular member
- Forum for Chinese Studies 1 regular member
- Forum for South Asian Studies 1 regular member
- Forum for Turkish Studies 1 regular member
- Forum for African Studies 1 regular member
- Hugo Valentin Centre 1 regular member
- Forum for German Studies 1 regular member
- Centre for Integrated research on Culture and Society (CIRCUS) 1 regular member

- Centre for Gender Studies Board 1 regular

32. Pharmacy PhD student council (the Uppsala Pharmaceutical Student Union has delegated the authority to appoint members to the Pharmacy PhD student council).

- Medicine and Pharmacy Disciplinary Domain Board 1 regular member (every other year also a substitute, shared with Medicine PhD student council, appointed by the Uppsala Pharmaceutical Student Union)
- Disciplinary Domain Board Working Committee 1 regular member (every other year a substitute, shared with the Medicine PhD student council appointed by the Uppsala Pharmaceutical Student Union)
- Doctoral Education Committee 1 regular member + 1 substitute
- Recruitment group for Faculty of Pharmacy 1 regular member + 1 substitute
- Pharmacy Committee 1 regular member
- Faculty of Pharmacy Committee for First and Second Cycle Programmes 1 co-opted ex officio member
- Collaborations Committee 1 regular member (every other year, shared with the Uppsala Pharmaceutical Student Union)
- Infrastructure Committee 1 regular (every other year, shared with Medicine PhD student council)
- Pedagogic Council of the Medicine and Pharmacy Disciplinary Domain 1 regular member (every other year, shared with Medicine PhD student council)