

## RULES OF PROCEDURE FOR UPPSALA STUDENT UNIONS' DOCTORAL BOARD

The activities of the Doctoral Board (Doktorandnämnden, DN) are governed by the Statute for Uppsala Student Unions' PhD Board, which after consultation with the Uppsala Union of Engineering and Science Students and the Pharmaceutical Student Union, is adopted by the Uppsala Student Union's council. The following rules of procedure are based on the Statute.

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### THE PHD BOARD'S ACTIVITIES

§ 1 The Board's primary task is to serve as a collaborative body for the PhD students at Uppsala University.

§ 2 The Board is charged with monitoring developments in PhD education at all levels, from departments to ministries and parliament.

§ 3 The Board may

- a) serve as a preparatory and advisory body for the student unions on issues concerning PhD education,
  - b) make statements in its own name.
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### THE PHD BOARD'S COMPOSITION

§ 4 All PhD students at Uppsala University are eligible to be elected to the Board.

§ 5 The Board consists of, apart from the chairperson and vice chairpersons, one regular and one deputy representative from each faculty-level PhD student council. The councils from the faculties of engineering & science and medicine have two regular and two deputy representatives each, due to the large number of PhD candidates at those faculties. The PhD council for humanities also has two regular and two deputy representatives because the council represents two faculties. The faculty councils' representatives are elected by the councils according to their own procedures (usually at their annual meetings).

§ 6 Representatives from the student unions can be co-opted by the Board.

§ 7 The terms of office are decided by the faculty councils. Elections shall be held every academic year.

§ 8 The PhD Ombudsman at the Uppsala Student Union is the PhD Board's secretary and functionary. The PhD Ombudsman has the right to make proposals and to speak but not to vote.

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## CHAIRPERSON, VICE CHAIRPERSONS

§ 9 All PhD students at Uppsala University are eligible to serve as chairperson.

§ 10 The Uppsala Student Union's council finalizes the appointment of the chairperson after nomination from the PhD Board.

§ 11 In the interest of continuity, the term of office of the chairperson is not delimited. The Chairperson shall be elected by the Board each academic year.

§ 12 The Board shall elect two vice chairpersons.

§ 13 At least two of the three chairpersons should come from different scientific areas

§ 14 The chairperson and vice chairpersons have their own mandates in the Board. If a regular representative is elected to the post of chairperson or vice chairperson, by-elections should be held in the faculty council /s/he comes from.

The chairperson and vice chairpersons comprise the Board's presidium.

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## POSITIONS OF TRUST ELECTED BY THE BOARD

§ 15 The Board elects representatives for the PhD students to different bodies, either directly or by delegation to the faculty councils.

§ 16 Those elected for such positions are called to the Board's or the faculty council's meetings, and should regularly report to the Board or to the council that has elected them. In cases where issues of importance to the PhD students arise, these should be discussed in the Board or in the concerned faculty council.

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## ELECTIONS AND ELECTION COMMITTEE

§ 17 The Board shall appoint an election committee which prepares the election of chairperson, vice chairperson, and those positions of trust directly elected by the board.

§ 18 The members of the election committee should come from the faculty councils.

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## MEETINGS, CALL PROCEDURE, PROTOCLS ETC.

§ 19 The chairpersons of the faculty councils have the right to attend the Board's meetings. They have the right to make proposals and to speak but not to vote.

§ 20 Persons co-opted by the Board have the right to attend the Board's meetings. They have the right to make proposals and to speak but not to vote.

§ 21 The Board shall meet as often as is necessary to fulfill its purpose, at least four times per semester.

§ 22 The chairperson leads the Board's work and is responsible for distributing meeting notifications, sending the proposed agenda to the Board's members and the student union's presidium and posting a notification on the Board's webpage at least one week before a meeting is held.

§ 23 The Board's meetings are led by the chairperson. If the chairperson is unable to attend, the Board appoints a person to lead the meeting.

§ 24 Approved minutes should be sent to the Board's members and the student union's presidium and posted on the Board's webpage at the latest three weeks after a meeting is held.

§ 25 The documents of the Board are public to all members of the student unions.

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#### THE EXECUTIVE COMMITTEE

§ 26 The Board has an executive committee consisting of the presidium (the chairperson and the vice chairpersons). The PhD Ombudsman is the executive committee's functionary.

§ 27 The executive committee shall prepare the Board's business and implement its decisions. The executive committee cannot on its own independently make appointments (elections) or make decisions in the Board's name.

§ 28 If the executive committee makes statements on specific issues, it shall do so in accordance with the views of the Board.

§ 29 The executive committee shall continuously inform the Board of its work.

§ 30 The executive committee is responsible for maintaining contact between the Board and the student unions' presidia.

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#### ADOPTION OF THE RULES OF PROCEDURE

§ 31 The Board's rules of procedure are adopted and amended by the board. To change the rules of procedure, decision at two consecutive meetings is required.

The rules of procedure were last amended 2014-11-13 and 2014-12-18.