

Uppsala University's united student unions' regulations for the Doctoral Board

Adopted in 2022

1. Uppsala University's united student unions' handling of the Doctoral Board

1.1 Administration

Uppsala Student Union assumes the administrative responsibility for the Doctoral Board. This means that Uppsala Student Union handles the payment of fees, payment of honorariums and agreed fees and taxes, accounting and auditing. The Doctoral Board has the right to book and use meeting rooms with all student unions free of charge.

1.2 The Doctoral Board's budget

The Doctoral Board's framework budget must be approved by the board of Uppsala University's united student unions.

1.3 The Doctoral Board's regulations

The Doctoral Board's activities must follow the Doctoral Board's regulations. The regulations shall be approved annually by the board of Uppsala University's united student unions.

1.4 Marketing

When marketing and the like, it must be clear that the Doctoral Board is a body financed and managed jointly by all student unions.

1.5 Costs

The total cost for the Doctoral Board shall be distributed proportionally among the student unions. The cost for each party corresponds to the proportion of doctoral students each student union represented in the previous calendar year.

1.6 Invoicing

At the end of the autumn term, the Uppsala Student Union invoices the other members' respective shares in accordance with § 1.5 with half the annual cost. The annual cost refers to the total budget in § 1.2. At the end of the spring term, the Uppsala Student Union invoices the other members' respective shares in accordance with § 1.5. The amount invoiced on this occasion is calculated according to the Doctoral Board's financial statements, where the invoiced amount for the autumn term is deducted.

1.7 Representation

Each semester, Uppsala University's united student unions select a person who is the contact person for the Doctoral Board. The contact person undertakes to represent Uppsala University's united student unions at the Doctoral Board's meetings.

2. Composition

The Doctoral Board at Uppsala University is, in addition to one chairperson, two vice-chairpersons, a secretary and an event manager, also composed of members representing each faculty doctoral student council:

- 1 representative from TDR - Teologiska doktorandrådet
- 1 representative from JDR - Juridiska doktorandrådet
- 2 representatives from HDR - Humanistiska doktorandrådet (1 from each faculty)
- 1 representative from SDR - Samhällsvetenskapliga doktorandrådet
- 1 representative from UDR - Utbildningsvetenskapliga doktorandrådet
- 2 representatives from MDR - Medicinska doktorandrådet (due to the large number of doctoral students)
- 1 representative from FDR - Farmaceutiska doktorandrådet
- 2 representatives from TNDR - Teknisk-naturvetenskapliga doktorandrådet (due to the large number of doctoral students)

The members and their deputies are appointed in the manner determined by each faculty doctoral council. The Doctoral Board event manager and secretary are elected at the election meeting. The chairperson and vice-chairpersons (2) are nominated by the Doctoral Board during the election meeting but need to be approved by the board of Uppsala University's united student unions.

Every student union at Uppsala University that co-finances the Doctoral Board has the right to send a permanently co-opted representative to the Doctoral Board's meetings.

The chairperson has the right to express an opinion and make proposals, as well as a decisive vote when a decision-making majority does not exist, provided that the chairperson is not biased on the matter.

Vice chairpersons, secretary, event manager as well as members and acting deputies have the right to speak, make proposals and vote.

The student & doctoral student ombudsperson, non-acting deputies, the chairperson of the faculty doctoral councils., the constantly co-opted representatives of the student unions and the doctoral student representatives elected in accordance with Appendix 1 have the right to express an opinion and make proposals.

In addition to this, the Doctoral Board may choose to allow others to have a right of opinion and proposal for a special issue or at individual meetings.

3. Area of activity

The purpose of the Doctoral Board is to be a collaborative body for doctoral students at Uppsala University. The Doctoral Board functions as a preparatory body for Uppsala University's united student unions and its member corps in doctoral education and research issues, but can also express itself in its own name. The Doctoral Board is also delegated, from the student unions, the responsibility to ensure that doctoral student representatives are appointed at relevant preparatory and decision-making bodies within Uppsala University. Representatives at faculty level are appointed at the Faculty of Pharmacy by the Pharmaceutical Doctoral Council on a delegation from the Pharmaceutical Student Union, with the exception of a representative in the Medical and Pharmaceutical Disciplinary Domain Board elected by the Pharmaceutical Student Union. At other faculties, this right is delegated by the Doctoral Board to the faculty doctoral councils.

It is the responsibility of the board

- to follow developments in doctoral education and research at all levels from local to national level.
- to appoint doctoral student representatives to Uppsala University's preparatory and decision-making bodies, as defined in Appendix 1.
- to continuously, on behalf of the student unions, appoint doctoral student representatives to temporary bodies.
- to continuously respond to referrals that concern the Doctoral Board's area of activity and that are sent from the student unions.
- to administer and pay operating grants to the faculty doctoral councils each semester.

4. Presidium

The Doctoral Board's presidium consists of a chairperson, two vice-chairpersons, a secretary and an event manager

It is the responsibility of the Doctoral Board's presidium

- to produce an agenda for the Doctoral Board's meetings.
- to produce proposals for focus issues / areas and activities for the academic year within the given budget.
- to monitor activities conducted by the various faculties' doctoral councils by attending their meetings or by organizing meetings with their members.
- to compile, if necessary, working groups that prepare questions for Uppsala University's united student unions, the Management Council, the University Board or the Doctoral Board.
- to ensure that work within the Doctoral Board proceeds smoothly.
- to actively share incoming ongoing assignments.

4. 1 Chairperson and Vice Chairperson

Every doctoral student at Uppsala University is electable as chairperson and vice-chairperson of the Doctoral Board. The board of Uppsala University's united student unions approves the election after nomination from the Doctoral Board and after no objections to the election are received from the student unions. The chairperson and vice chairpersons of the Doctoral Board should be members of a student union.

It is the responsibility of the Doctoral Board's chairperson

- to lead and coordinate the Doctoral Board's meetings.
- to call for meetings with the Doctoral Board, which includes to send out calls, the agenda and appendices to all members of the Doctoral Board and to other persons entitled to attend at least one week before the meeting.
- to continuously keep the board of Uppsala University's united student unions informed of the Doctoral Board's activities.
- to participate in university management meetings, dean's meetings and Student Cooperation.
- to participate in pre-meetings before the Management Council and the University Board.
- to be constantly co-opted to the board meetings of Uppsala University's united student unions.

It is the responsibility of the Doctoral Board's vice chairpersons

- to assist the chairperson in the preparation and implementation of the Doctoral Board's meetings.
- to act as chairperson in situations where the ordinary chairperson cannot attend.
- to ensure that the Doctoral Board's electronic resources are up to date.

4. 2 Secretary

As a secretary, the Doctoral Board can choose a doctoral student at Uppsala University. If no doctoral student takes the assignment as secretary, it is also possible to appoint a student at Uppsala University as secretary.

It is the responsibility of the secretary

- to prepare the agenda after discussions within the presidium and send it to the chairperson.
- to keep minutes during the Doctoral Board's meetings and ensure that the minutes are adjusted by the chairperson and the adjuster.
- to forward adjusted minutes to the chairperson at least one week before the Doctoral Board's next meeting.
- to upload signed and approved minutes on the Doctoral Board's website.

4.3 Event manager

The Doctoral Board can choose a doctoral student at Uppsala University as the event manager.

It is the responsibility of the event manager

- to offer a social platform for all doctoral students at Uppsala University.
- to arrange social gatherings where doctoral students from all faculties are invited to participate.
- to work actively to disseminate information about social activities for the university's doctoral students via various social media.
- to administer the digital platforms where current information about the Doctoral Board's social activities is available.

5. Election Committee

The Doctoral Board's election committee consists of at least one person who is elected, in the first instance, from the Board's members during an ordinary meeting before each election meeting. The Election Committee may not plan to apply for any of the advertised positions.

It is the responsibility of the election committee

- to announce all positions that the Doctoral Board elects in connection with the annual meeting.
- to prepare candidates for the Presidium as well as the doctoral student representative assignments described in Appendix 1 before each new term of office.
- to advertise vacant positions during the financial year if necessary.

6. Members

It is the responsibility of the members of the Doctoral Board

- to act as a communication channel between the Doctoral Board and the faculty doctoral councils. If a faculty doctoral student council chooses not to appoint a representative to the Doctoral Board, this responsibility falls on the chairperson of the faculty doctoral student council.
- to disseminate doctoral student-wide information and mails that come from the Doctoral Board.
- to engage in the Doctoral Board's work between meetings.

7. Student representation

Each academic year, the board of Uppsala University's United Student Unions shall establish a list of the doctoral student representative positions (Appendix 1) that are delegated to the Doctoral Board. This list must be provided to the Doctoral Board no later than 2 months before the Doctoral Board's election meeting. If regular representatives who are to be appointed in connection with the Doctoral Board's constituent meeting in the autumn term have not been appointed by the 1st of October, the right to appoint them returns to the respective student union. In the event of this, the representative shall inform the Doctoral Board or the relevant faculty doctoral student council of his or her representation. The faculty doctoral student councils are also responsible for appointing doctoral students to representative positions at faculty and underlying levels. This is preferably done in consultation with the respective student union.