

PhD council
(Spring meeting) agenda
August 31, 2020

Opening

1. **Meeting formalities**
 1. Election of secretary and adjuster
 2. Approval of meeting being announced according to procedure
 3. Confirming the agenda
2. **Approval of previous minutes**
 1. Autumn meeting 2019
3. **Information**
4. **Reports**
5. **Elections of department representatives**
 1. Information about representation
 2. Report from the treasury
 3. Elections
6. **Other issues**
 1. New PhD council/council board statutes (Bilaga)
7. **Closing remarks**

Fysikum's PhD Student Council Statutes

August 2020

This document contains the statutes for Fysikum's PhD Student Council. The statutes are partitioned into two sets of rules under which the PhD Student Council (formed by all PhD students at the department) and the PhD Student Council Board (formed by a few representatives chosen by the Council) operate. This version of the statutes was adopted at the council meeting held on **(date to be filled when approved)**.

1 Council Board Rules

1. In order to make decisions, a majority of the board members must be present. The Council Board should strive to make decisions based on consensus among its members. In the case when consensus cannot be reached, an open vote is held, in which each board member has one vote. The chair of the Council Board has the deciding vote in the event of a tie.
2. The Council Board chair is the contact person in communication with other PhD council boards.
3. The Council Board should, if possible, consist of at least one representative from each of the seven divisions (Atom, Chem., CoPS, ELPA, Inst., KOMKO, MSF). Additional PhD students from each division can become members as long as the total number of members does not exceed ten.
4. The Council Board should strive to consist of members who also are main representatives in at least one committee, either at the department or faculty level. In particular, the council board should aim to have at least one main representative in each of the following Fysikum and faculty committees:
 - FS: This occurs automatically since the elected chair and vice-chair of the board are ordinary and secondary representatives, respectively, in this committee.
 - KUF
 - NFR
5. Meetings of the Council Board are announced by the chair. The meetings must be announced to all members of the Council Board at least seven calendar days in advance and an agenda for every meeting must be sent in advance. All members of the Council Board are responsible for attending these meetings. Other attendees can be allowed to attend upon decision by the Council Board. The Council Board must meet a minimum of 4 times each autumn and spring term, excluding the two annual council meetings.
6. An attendance list and minutes have to be taken during all Council Board meetings. The minutes will be made available to all members of the PhD Student Council. A secretary and an adjuster should be elected at every meeting. The minutes must be approved by the adjuster within 14 calendar days.

7. Board members who are not present at a meeting are required to read the meeting minutes.
8. Each board member must act as a representative of their division and is therefore encouraged to keep in contact with the seniors of it.
9. Board members are elected by the Council according to Sec. 2.
10. If a board member resigns before their term ends, or if a position is otherwise vacant, the Board can decide on how to fill the vacancy. A member filling a vacancy can serve until the next Council meeting.

2 Council Rules

1. The full PhD Student Council is assembled twice a year, once in the autumn and once in the spring. The meetings are announced to all PhD students enrolled at the department at least 14 calendar days in advance. The meetings are called for by the Council Board and the announcement should contain a meeting agenda, as well as the previous meeting's minutes.
2. The purpose of the annual meetings is to inform all council members of the present activities of the Council Board, give the Council Board directives and elect and nominate representatives for committees at the department and faculty level, respectively.
3. Additional Council meetings can be called for by the Council Board at any time if deemed necessary. The details for meeting announcements as stated in paragraph 1 still applies.
4. Each member present at a Council meeting has one vote.
5. Non-members can be allowed to attend by decision of the Council Board but have no right to vote.
6. At the start of each meeting a chairperson, a secretary and two adjusters are elected by the Council. In case there are no volunteers, either the chair or vice-chair of the Council Board will act as chairman.
7. The secretary will take an attendance list and write the meeting minutes. The minutes must be approved by the two adjusters within 14 calendar days.
8. The Council has decision-making power if at least 10 members are present at the meeting.
9. Each member can nominate themselves to open positions in the different committees at department or faculty level. In addition, each member present at the spring meeting may nominate candidates for chair, vice-chair and regular members of the Council Board, including themselves. Even if a student is not physically present at the meeting, they can nominate themselves in advance by communicating it to the chair of the Council Board.
10. During the spring meeting, members of the Council Board, the Council Board Presidium, the Council Treasury and other representatives for the Fysikum committees are elected for the next academic year starting after the summer. A candidate has to be approved by a majority vote in order to be accepted in the Council Board.
11. The elected chair and vice-chair of the Council Board constitute the Council Board Presidium and are automatically included as ordinary and secondary representatives, respectively, in FS.
12. A cashier is elected along with two auditors. The cashier maintains the council treasury. The cashier should report the status of the treasury to the Council during the spring and autumn meetings. The auditors control the status of the treasury and report at both the spring and autumn meetings.

13. During the autumn meeting, student representatives are nominated to the faculty committees.
14. The minutes will be made visible to all members of the council.
15. Changes to these statutes must be approved by two consecutive council meetings.

Avdelningar/Divisions

Atom Atomfysik/Atomic Physics

Chem. Kemisk fysik/Chemical Physics

CoPS Kosmologi, astropartikelfysik och strängteori/Cosmology, Particle Astrophysics and Strings

ELPA Elementarpartikelfysik/Elementary Particle Physics

Inst. Instrumenteringsfysik/Instrumentation Physics

KOMKO Kondenserad materia och kvantoptik/Condensed Matter and Quantum Optics

MSF Medicinsk strålningsfysik/Medical Radiation Physics

Department Boards and Committees

FS Fysikums styrelse (Department Board)

Arbetsmiljökommittén Committee for the Working Environment

Budget kommittén Budget Committee

Datorkommittén Computer Committee

GUK Grundutbildningskommittén/Committee for Undergraduate Education

Kommittén för lika villkor Committee for Equal Opportunities

KFS Kommittén för forskningsstrategi/Committee for Research Strategy

KUF Kommittén för utbildning på forskarnivå/Committee for Postgraduate Education

PR-kommittén PR committee

Faculty Boards and Committees

AU Arbetsutskottet

Befordringsnämnden

Docentberedningen

Forskarutbildningsberedningen

Infogruppen

LFN Lärarförslagsnämnden

ON Områdesnämnden

Sektionsberedningen

Stipendieberedningen

University and Faculty Level Councils

CDR Centrala doktorandrådet/The Central PhD Council

NFR Naturvetenskapliga fakultetsrådet/The Science Faculty Council