



NFR representation

NFR presidium

The presidium of NFR is responsible for organizing the NFR meetings, and keeping an overview of what is happening in the different committees and boards where there are NFR representatives.

The NFR presidium consists of a chair and three vice-chairs.

For undergraduate students (Bachelor's or Master's students), who are student union members, being a chair or vice-chair in NFR will be financially compensated by the student union based on how many NFR meetings they participate in. For more information, please contact the student union (SUS).

For PhD students this work is compensated by prolongation. A PhD student acting as chair of NFR is entitled to 30 days of prolongation, a PhD student acting as a vice-chair of NFR is entitled to 10 days of prolongation.

The responsibilities of the chair and the vice-chairs

Chair: The chair of NFR is responsible for drafting the agenda and calling the meeting. The chair also acts as the cashier of NFR. The chair is the NFR contact person for the student and PhD student councils. The chair of NFR attends the pre-ON meetings.

***Secretary responsibilities:** One vice-chair has secretary responsibilities and takes the minutes at the NFR meeting.*

Stockholm University Student Union



The chair and the secretary are together responsible for keeping the contact with SUS, and for organising the semester meeting with the faculty (the dean and the head of administration).

The two other vice-chairs are responsible for keeping contact with the NFR representatives in ON, GB, CDR and CSR. It is preferable if one of these vice-chairs is a student and the other a PhD student.

For ON: *The vice-chair is responsible for coordinating the work of the Områdesnämnden (ON) representatives. This can consist of organizing pre-meetings for ON, and lifting ON issues at the NFR meetings. The vice-chair does not necessarily have to sit in ON, but it can be useful.*

The vice-chair arranges the “Faculty Board pre-meeting” that we usually have on the same Monday as the NFR meeting. This involves the Head of the Office of Science (Katariina) with the chair of NFR and one of the NFR members in ON. This meeting is 1 hour long and involves going through the agenda for the upcoming Faculty Board meeting.

For GB: *The vice-chair is responsible for coordinating the work of the Grundutbildningsberedningen (GB) representatives. This can consist of organizing pre-meetings for GB, and lifting GB issues at the NFR meetings. The vice-chair does not necessarily have to sit in GB, but it can be useful.*

NFR strives to have two undergraduate students in the presidium and two PhD students in the presidium. It is preferable if there is someone in the presidium who reads fluent Swedish, as one person is to weekly read/skim through the decisions made by one person (usually the Dean) at faculty level (a page or two in Swedish).



NFR representatives in the SUS councils

Members in CDR

The Central PhD Student Council (CDR) is the SUS council for discussing all matters that concerns the PhD students at Stockholm University. CDR serves as an advisory body for SUS when it comes to these questions, but can also act independently of SUS. CDR nominates PhD students for a number of positions across faculty level, university level, and across university level as well. CDR meets around 8 times per year.

*As an **ordinary member** you receive up to 20 days of prolongation, this is a high number of prolongation days, and you are a representative of NFR expected to report back to NFR, meaning that you are expected to participate in the NFR meeting.*

*As a **secondary member** you only receive prolongation if you are participating in a meeting where the ordinary members are not able to participate.*

Members in CSR

The Central Student Council (CSR) is a new council for discussing all matters that concern Bachelor's and Master's students at Stockholm University. CSR consists of representatives from all faculty councils and is directly in contact with the presidium of SUS. At the first meeting in December, student representatives on central university level will be elected for 2021. CSR will meet around 6 times per year. Language can be either Swedish or English depending on the representatives.

*NFR has two ordinary members in CSR. As an **ordinary member** you get to vote in CSR and are expected to report back to NFR what has happened in CSR.*

*As a **secondary member** you are expected to participate if the ordinary members are not able to do so.*

NFR representatives at faculty level

ON - The area board: *There are 3 ordinary student representatives in the Faculty Board (and 3 secondary). The position requires Swedish proficiency.*

The highest governing body of the faculty is Områdesnämnden, the Board of the Area of Science. The Dean chairs the Board, while the Assistant Dean is Vice Chair. The Board of Science is responsible for the faculty's strategic plan, determines the budgets for the departments, decides which employment vacancies are to be announced together with the associated job descriptions, writes public consultative documents, determines the syllabus for research education and for undergraduate education and draws up guidelines for the faculty's departments.

The Faculty Board (ON) meets 6 times a year to vote and discuss on the material that AU has prepared. Since the NFR meetings occur on Monday the same week as ON meetings there might be issues raised during the faculty council meeting that will have to be raised in the Faculty Board, such as monitoring the PhD and undergraduate students' situation during COVID-19 or making sure that the formation of working groups contains student representatives.

ON - (AU) The preparatory working group for the area board

Arbetsutskottet (AU) is the working group for Områdesnämnden, consisting of the dean, the vice-dean, all section deans and the chair of GB.

The duties of this group are to prepare for the decisions that the faculty board makes. AU also makes per capsulam decisions regarding many things that are too minor for the Faculty Board, with some examples being: Granting extended leave for



professors, accepting the applications for Experts in regards to hiring new professors, granting money for strategic purposes (help with the purchase of new equipment, hiring of staff etc).

AU has 6 scheduled meetings a year to prepare for the Faculty Board meetings. However, there is a large amount of work to process and there are extra meetings every now and then. Expect at least 20 meetings per year between 2-4 hours long.

The representatives in ON divide among themselves and to which degree they participate in the ON-AU's meetings.

GB: The preparatory working group for undergraduate education: *There are 3 ordinary student representatives in the Faculty Board (and 3 secondary). The position requires Swedish proficiency.*

Grundutbildningsberedningen (GB) works with all things and questions concerning the Bachelor's and Master's programs at the Faculty of Science. The student representatives (who can be either undergraduate or PhD students) weigh in with an undergraduate student perspective when needed.

GB meets 6 times per year. The workload is a 4 hour meeting roughly every 6th week and maybe 1-2 hours reading of the material for each meeting.

GB prepares all decisions about the Bachelor educations and the Master educations for the area board. Decisions regarding course plans and similar documents are always prepared in advance in a working group called GB-AU. GB can also appoint temporary working groups for specific issues related to e.g. the grading scale or a specific programme.

(GB - AU) The preparatory working group for GB

GB-AU is a small group that meets 6 times a year, usually a few weeks before each GB meeting to prepare all decisions regarding course plans and education plans in order



for GB to focus on other matters. For students, it is important that all plans are correct since they are legally binding. GB-AU has one ordinary student representative and one secondary. The meetings are c. 3 hours long.

Befordringsnämnden: *1 ordinary and 1 secondary member, Documents are in Swedish, discussions are held in English and non-Swedish speaking students are welcome to participate.*

Docentberedningen: *1 ordinary and 1 secondary member. (English)*

Docent Committee. After having completed one's PhD studies and complementing scientific and pedagogical competence researchers have the opportunity to be employed as a docent at the faculty. The Docent Committee treats applications and the faculty board makes decisions based on the recommendations of the docent committee. *Protocols are in Swedish, but otherwise this body is also suitable for English-speaking representatives.*

Infogruppen: *1 ordinary and 1 secondary member, Swedish*

INFO-gruppen (INFO-group) discusses the Faculty's strategies for information and decides which projects to take on regarding research information and student recruitment. In this group representatives from the faculty's four sections convene and many of them do work at their sections related to information dispersal. Work is being done in regard to the career fairs, and other such fairs.

Samverkansberedningen: *1 ordinary and 1 secondary member, Swedish*

Samverkansavdelningen (Advisory Committee for Collaborations) prepares matters regarding collaborations to be decided on by the Board of Science. The committee also develops suggestions for collaborations for the Board of Science, and it is the Area of Science's contact organ for the External Relations and Communications Office.



NFR representatives at Section level

Sektionsberedningarna/ Section committees: 2 ordinaries and 2 secondaires from each section. The position requires Swedish proficiency.

In Sektionsberedningarna (Section Advisory Committees), representatives from each department (within the respective sections) treat overarching departmental questions. Questions that are discussed are for example the basic education, research education, economy and so forth. *Documents are in Swedish.*

Forskarutbildningsberedningen: The research educational preparatory working group: 2 ordinaries and 2 secondaries from each section should be PhD students. *Documents are in Swedish, discussions are held in English and non-Swedish speaking students are welcome to participate.*

Forskarutbildningsberedningen (Research Education Advisory Committee, FB) ensures that the faculty's PhD-student supervisors are offered a course in supervision. The group also initiates surveys of the research education and organises study principal meetings. In the Research Education Committee PhD Students can broach potential problems within the research education that they want the faculty board to pay attention to.

Stipendieberedningen: The stipend committee: 1 ordinary and 1 secondary for each section. *Documents are in Swedish, discussions are held in English and non-Swedish speaking students are welcome to participate.*

The stipend committee is the committee at faculty level that is responsible for recommending to the area board who should receive the faculties stipends.



Läraryörelsen: Academic nomination boards: 2 ordinaries and 2 secondaries for each section. Documents are in Swedish, discussions are held in English and non-Swedish speaking students are welcome to participate.

Läraryörelsen (LFN) are the academic nomination boards. There is one at each section. LFN interview and rank the candidates applying for the senior academic positions.

NFR representatives in centers.

Stockholms matematikcentrum (SMC)

Stockholms matematikcentrum collaborates with the Department of Mathematics at SU and KTH. The center is responsible for the Master's programme shared by the two universities.

One student representative is elected by NFR and one by the students at KTH.

Bolin Center for Climate Research

One ordinary member and one secondary.

Bergianska botaniska trädgården

One ordinary and one secondary PhD student member

One ordinary and one secondary undergraduate student member

Stockholm University Centre for Circular and Sustainable Systems (SUCCeSS)

New centre belonging to MMK with its own board.

One ordinary PhD student representative.



Other

CIVIS hub council for Climate, Environment and Energy

CIVIS is a European university alliance formed between Stockholm University and seven other universities (Brussels, Aix-Marseille, Madrid, Rome, Athens, Bucharest, and Tübingen). One aim is to collaborate on education. The hub council for the CIVIS hub "Environment, Climate, Energy" will go through applications on collaborative projects in this field from all the different universities and propose to the governing body of CIVIS which activities will be approved. The language of the group is English. Normal prolongation rules apply. The group meets (digitally) about 6 times a year.

One ordinary PhD student representative and one ordinary undergraduate student representative are needed.

NFR representatives in quality assurance work

Evaluation committees

Every programme on Bachelor's, Master's and PhD level is evaluated alternately every sixth year according to the university's internal quality assurance system. It means that every semester a number of evaluation committees consisting of professors from different sections at the faculty and a student representative will be appointed and go through a report made by the department responsible for the specific programme, create a final report and propose changes to the faculty board.



Bachelor and master educations - student pool

At the moment no Bachelor's and Master's programmes are being evaluated (because of COVID-19) but undergraduate students who are interested in quality assurance work can nevertheless express interest in participating in a student pool associated with NFR for these sorts of evaluations.

För tillfället efterfrågas inga studentrepresentanter till granskningsgrupper på grund- och avancerad nivå (då granskningarna pausats på grund av pandemin) men studenter på grund- och avancerad nivå som är intresserade av kommande granskningar får gärna anmäla intresse så kan NFR tillsätta en studentpool för utbildnings granskningar.

The language of the evaluation follows the language of the education.

PhD education

For PhD educations NFR nominates when needed.

At the moment one PhD student representative is needed for an evaluation of the PhD program in Environmental Sciences. The candidate should not be from the program that is being evaluated.

All evaluations are done in English

