

Stockholms
universitets
studentkår



Instructions for the Central PhD Student Council

Adopted by the Student Union Representative Assembly on Nov 25, 2021

Instructions for the Central PhD Student Council

Sec. 1 Background

The Central PhD Student Council (CDR) is Stockholm University Student Union's (SUS) central council for PhD students and consists of representatives from all faculty councils including the PhD student council at the faculty of law. CDR may decide on more detailed guidelines for its activities within the framework of these instructions.

Sec. 2 Duties

- 2:1 CDR is SUS' preparatory and advisory body in matters relating to PhD students and postgraduate education.
- 2:2 CDR is a forum for discussion and information, where PhD students from different faculties can exchange experiences and develop common plans of action to address overall university issues that affect PhD students and postgraduate studies.
- 2:3 CDR elects student representatives to the central governing bodies of the university and to the university administration, and to the governing bodies in the area of humanities.
- 2:4 CDR may provide the CDR chair with a mandate to select PhD students for vacant representative seats.

3 Organization

- 3:1 CDR is made up of PhD student representatives from the faculty councils of the humanities, social sciences and natural sciences, as well as the PhD student council at the faculty of law. They appoint two members and one alternate each. It is the responsibility of the members of each faculty to represent the views of their council.
- 3:2 CDR must be democratically structured. The council shall not discriminate against or harass anyone on grounds of sex, ethnicity, religion or other faith, gender non-confirming identity or expression, sexual orientation, age or disability. The council must not subject members to sexual harassment. The council shall respect the equal value of all people.
- 3:3 The chair is responsible for the activities of CDR. It is the responsibility of the chair to remain informed on matters relating to PhD education. The vice-chair shall act as the acting chair when the chair is not present.
- 3:4 The annual meeting shall be held between December 1 and December 20. The following items shall be dealt with at the meeting:
1. Election of the board
 - a. Election of the chair
 - b. Election of the vice-chair

- c. Election of the secretary
 2. Election of student representatives to the drafting and decision-making bodies at the university for the next operating year.
 3. The CDR's report on the activities of the previous year.

3:5 After the annual meeting the CDR must register the council and the council's new board on the SUS website.

3:6 CDR can appoint working groups.

Sec. 4 Meetings

4:1 Meetings shall be held at least six times a year, three each term.

4:2 Each ordinary member of the CDR has the right to attend, speak and vote at the meeting. Tie-votes in elections shall be determined by lots. For other issues, the chair's vote is the decisive vote. In the CDR, each alternate has the right to attend and speak at the meeting.

4:3 Persons from the SUS office and presidium have the right to attend and speak at meetings.

4:4 CDR has the right to summon and add persons to their meetings.

4:5 CDR is entitled to make decisions if at least three ordinary members, or their alternates, are present at a meeting.

4:6 All elected representatives must be informed of the time and place of the meeting at least 14 days prior to the meeting. If an association has not yet elected a representative, the information is sent to the association's contact person.

Sec. 5 Minutes

5:1 The CDR shall keep meeting minutes. The meeting minutes shall be reviewed and approved.

5:2 CDR is responsible for ensuring that the content of the minutes do not:

- contain incitement against ethnic groups, defamation, insults or other forms of violations,
- contain the unauthorized personal data of persons including, without limitation, the address, telephone number, e-mail address and pictures, Swedish personal identity number, health and disease data, or other sensitive personal data regulated by the Data Protection Regulation (GDPR),
- contain material that otherwise is in violation of Swedish law.

5:3 Minutes shall be sent to the active members of the council and to the SUS office. If an association has not yet elected a representative, the minutes shall be sent to the association's contact person.

5:4 The minutes shall be made easily accessible to university PhD students by publishing them on the SUS website at a minimum.

5:4 In the case where the councils establish other forums for communication, the same provisions apply to their content as set out in 5:2.

Sec. 6 Financial funds

CDR can apply for grants from the SUS budget for operation and projects. The criteria for grants are set out in the supporting documents of each grant.

Sec. 7 Decisions and representation

7:1 Decisions to elect student representatives take effect after confirmation by the SUS office, according to established procedures.

7:2 The term of office for student representatives is one year and corresponds to the operating year, from January 1 to the end of December. If circumstances so require, the student representatives may be appointed for shorter terms of office. By-elections can be held at regular meetings.

7:3 Each November, the SUS office sends the CDR a list of the representative seats to be filled for the next operating year.

Sec. 8 Interpretation of these instructions

Disputes regarding interpretation of these instructions are decided by the SUS board.

Sec. 9 Modification/revocation of these instructions

These instructions have been adopted by the Student Union Representative Assembly and can only be modified or revoked by a decision of this body.