Activity plan

PhD Student Council of the Faculty of Science and Technology (Teknisk-naturvetenskapliga doktorandrådet)
AS22-SS23

Objective

The Science and Technology Doctoral Student Council (TNDR) shall actively work for the improvement and monitoring of doctoral students' rights both as employees and as students. TNDR shall combat situations where doctoral students are used or mistreated. This should be done regardless of sex, gender identity, gender expression, ethnicity, sexual orientation, nationality, economic status, religion or other beliefs, disability or age, and should be both within the Faculty of Science and Technology and towards the University as a whole.

Meetings

TNDR shall hold at least two council meetings per semester. All PhD students at the Faculty of Science and Technology shall be invited to the council meetings. Based on previous years, TNDR will hold at least four council meetings and one annual/election meeting.

Representation

TNDR shall have members who actively participate in the Faculty Board, Doctoral Education (FUN) and the Doctoral Student Board. In addition, TNDR should have active representatives in the Docentur Board, the Nomination Committee, the Cooperation Committee, the Education Committee, the Research Committee, the Equal Opportunities Committee, the Scholarship Board and others. TNDR shall work to ensure that all representatives receive general information about TNDR's operations in an easily accessible manner. If TNDR is offered to send doctoral student representatives to, for example, work or referral groups at the faculty, TNDR shall elect representatives to this. Since TNDR became a part of UTN as of spring 2022, TNDR should organize the election of representatives to UTN meetings. These representative positions include *UTN council meeting* and *election committee representatives*.

Furthermore, TNDR should:

- Work to increase the number of active doctoral students in TNDR and at the faculty.
- Actively promote the existence of departmental-level representatives from each department within the faculty.
- Strengthen doctoral student representation at section and department level in the faculty and support doctoral students to start PhD student councils at the department level.
- Invite department board representatives to a meeting in the autumn to discuss various questions and to help each other.
- Ensure that PhD students on Campus Gotland are represented and that their interests are taken up with the faculty. Have at least one meeting with doctoral students from Campus Gotland in the autumn, and if possible, the board should visit the doctoral students on Campus Gotland every other or every third year.
- Invite previous and new representatives from the faculty board, graduate education board, and doctoral board to a start-up meeting in the autumn to discuss questions concerning their roles and responsibilities.

Information and homepage

Today, the website is mainly in English (some Swedish terms are available, but always with translation) and should continue to be primarily English. The website and the calendar should be updated continuously by the information officer. Information to be accessed on the website is:

- bylaws and English translation thereof;
- previous meeting minutes;
- upcoming council meetings including their agendas;
- upcoming meetings and social events that can be downloaded to the calendar
- contact information to the board members as well as pictures of them,
- contact information to the election committee,
- an updated list of representatives in councils, committees, and groups and a description of their mandate, as well as an updated list of representatives at the department boards

TNDR has pages on social media such as Facebook and Twitter. These should also be monitored and updated continuously. Information about meetings and social activities should, in addition to email, also be advertised through other appropriate channels, such as on different social media platforms and posters. On important issues, TNDR should try to reach all doctoral students by email. TNDR should also update the information about TNDR on DN's webpage.

Social events

Many PhD students want social activities to get to know other PhD students and see what there is to do in Uppsala. TNDR should, on at least three occasions per semester, arrange some form of social activity, e.g. pub evening, board game evening, potluck or coffee. The doctoral students at the faculty of Science and Technology should thus be allowed to meet and talk about their situation as Doctoral students and get to know doctoral students from their own and other research areas. When planning a social activity, doctoral students with children should also be considered. In addition, TNDR should continue promoting and maintaining the TNDR slack channel for TEKNAT PhD Activities.

TNDR financial support

TNDR shall offer doctoral students financial support to the doctoral students by offering the TNDR grant. All doctoral students at the faculty of Science and Technology should be allowed to apply. The money should be granted to an activity for doctoral students at the faculty of Science and Technology. The financial support shall preferably go to activities that meet several of the following criteria:

- The grant should be used to promote interaction between TEKNAT PhD students. For example, events can target PhD students from your division, the entire department or across different departments. The higher the potential of inclusion and

reaching a wider student body, the higher the chances of being granted the finances for your idea.

TNDR shall also offer financial support to doctoral councils at the department level to support their activities. TNDR Board needs to revise the grant system annually.

Board

TNDR's Board is responsible for the implementation of the activity plan. The Board has the right to delegate the responsibilities appropriately.

The following division of labor applies within the Board of Directors. Tasks can be delegated, but the delegate is always responsible for carrying out the tasks.

Chair

- is responsible for TNDR,
- represents and speaks for TNDR in conflicts and meetings with representatives of the University or the media,
- represents TNDR in introductory courses for new PhD students,
- compiles the annual report and plan.

At meetings, the Chair is responsible for

- compilation of agenda,
- sending the call,
- booking of meeting room
- storage and compilation of minutes and decisions taken at TNDR meetings.

The vice-chair assists the chair in their work and intervenes when the chair cannot attend. If the chair can attend a council meeting, the vice-chair may step in for the secretary if they are not present. In addition, the vice-chair is responsible for

- Ordering food and beverages for the meeting, organizing the doctoral days together with the social organizers.

The secretary is responsible for keeping records of the meetings and to make sure that the minutes are signed. The secretary is also responsible for sending signed original minutes to the chair.

The treasurer is responsible for:

- management of TNDR's finances such as paying bills, submitting tax returns, liaising with the bank and tax authorities, and so on.
- compilation of financial statements and preparation of a budget with the chair and vice-Chair.

The information officer is responsible for:

- updating TNDR-related websites and social media.
- posting adjusted protocols on the website.

- posting posters, flyers and the like.
- Updating TNDR’s page on DN’s web page.

The social organizer is responsible for:

- organizing social activities.
- organizing the PhD days together with the vice-chair.

Other issues that should be continuously monitored

- TNDR shall work to be more visible to all doctoral students at the faculty and in the Doctoral Board.
- TNDR shall annually arrange PhD days and social activities.
- TNDR shall strive to be more visible to vulnerable doctoral students, including “shadow PhD students” [1], and inform them of ways they can seek support.
- TNDR shall acquire knowledge and information about how ongoing changes in the university's organization and student representation affect the situation of doctoral students.
- The TNDR should compile information, orally or in writing, to representatives of boards and committees to clarify their duties and statutory obligations.
- TNDR shall maintain good cooperation with UTN on common issues. For this, the collaboration agreement should be signed by 30th June each year.
- TNDR shall keep good contact with PhD student representatives at the department level.
- TNDR shall continue to develop the website by reviewing what improvements are needed.
- TNDR shall review the grant system yearly, and go through the terms and conditions of the TNDR grant and make sure that they are up-to-date

Current questions AS22-SS23

During 2021/22, TNDR continued working on including more PhD students from Campus Gotland and supporting them in building a local PhD council and integrating them in TNDR. A PhD student from Campus Gotland has agreed to be co-opted to the graduate education board. The work involving PhD students on Campus Gotland is not finalized. The board should continue working on these questions in cooperation with the faculty and RINDI (the student union on Gotland). The new board should meet with the PhD students on campus Gotland at least once per academic year, preferably during the autumn semester.

The board should continue the tradition of inviting department board representatives for a meeting. The best time for the meeting is during the autumn semester. During the spring semester, many board representatives are newly elected and cannot contribute to the discussions on the meeting in a productive way.

The board should invite previous and new representatives from the faculty board, graduate education board, and doctoral board to a start-up meeting in the autumn to discuss questions concerning their roles and responsibilities.

TNDR’s web page still needs some updates. The board has worked on updating the content of the webpage, but in the long run, it might be worth considering moving TNDR’s website to a new hosting server. Currently, people experience difficulties in finding documents or

information on the webpage. The new board should look over the structure of the webpage and consider how to reach PhD students with vital information most effectively.

Especially during the later years of PhD studies, many doctoral students search for ideas about what to do after their studies. The faculty has recently worked on the alumni network. The TNDR board should explore the possibility to get a better connection to alumni and how this could be done. After a PhD degree, many doctoral students continue at the university. While doctoral students have been represented at the department, faculty and university, there is no representation for postdocs. TNDR can contact UUPA to see if there are opportunities for cooperation.

If there is possibility, both in terms of time and money, to do more than the above, the board should look at the following:

- Think about the concept of doctoral students and adapt them to the doctoral students' interests and needs.
- Continuously improve the presentation slides for the PhD introduction course. What do new PhD students need to know?
- Invite and encourage representatives on various boards and committees to update about their work at the council meeting for the sake of transparency.
- Go through the bylaws and make sure that the Swedish and English translations are equivalent to each other.

Budget AS22-SS23

Income:

Union

Operating grant from the Doctoral board AS21: 2000

Operating grant from the Doctoral board SS22: 2000

Operating grant from the faculty for PhD student representation: 96 000

Sum income:
100 000

Expenses:

Board salary	after-tax (-32%)	pre-tax	pre-tax+empl
Chair	4000	5888.35	7647.06
Vice-Chair	2000	2941.18	3823.53
Secretary	2000	2941.18	3823.53
Treasurer	2000	2941.18	3823.53
IT officer	2000	2941.18	3823.53
Two social organizers	2000*2	5882.35	7647.05
SUM board salaries			**30588.23**

Events and others	
Social events	30000
Council meetings	12500
Board meetings	2000
Website	2500
Swish	600
TNDR grant	20000
PhD days	40000
SUM expenses for events and others	**107600**
Sum expenses:	**138188.23**

Results (Income-Expenses): **-38188.23**