

Date: Oct 13th 2021

Statutes of the Doctoral Student Council

Department of Space, Earth and Environment

1 The Doctoral Student Council at SEE

The idea of this document is to regulate the purpose, responsibilities and organisation of the Doctoral Student Council. It should serve as a description of the scope of the Council. It has intentionally been left vague in certain areas to ensure it is flexible to changes in the organisation of SEE and doctoral studies at Chalmers.

2 Purpose and responsibilities

2.1 Purpose

The Doctoral Student Council represents the interests of doctoral students at SEE in relation to the department. The Council works towards high quality doctoral studies within all research schools at SEE and an improved well-being among the doctoral students. The Council also works to build a stronger community among the doctoral students and to facilitate communication between doctoral students and the broader SEE organisation.

2.2 Responsibilities of the Council

- Represent, through appointed members, doctoral students at SEE towards different bodies at the department and its divisions in which/when issues related to doctoral students are discussed. In some bodies we are standing members, in others we can attend when matters of import to our purposes are discussed. Examples of these bodies are:
 - Advisory Group (Institutionsrådet)
 - Recruitment boards
 - Equality Group
- Support the departmental work on doctoral studies
 - Close collaboration and regular meetings with the Vice Head of Department for Doctoral Studies
 - Collecting opinions and distributing information among doctoral students
 - Representation in the SEE Doctoral Studies Board (FUG)
- Support the Chalmers Doctoral Student Guild (DS) and local Councils of other departments at Chalmers
 - Support DS in finding nominations for the SEE representative(s) to DS
 - Close collaboration and communication with DS over the representative(s)
 - Communication with other local Councils via DS channels
- Act as support for doctoral students to address issues related to work environment.
- Maintain a website about the Council, its members, meeting minutes, and other relevant information.

3 Organisation of the Council

3.1 Composition

- Number of Council members: Each division at the department has the right to be represented by at least one and maximum two elected members.
- The SEE representative(s) to DS are encouraged to be present at all Council meetings.
- There will be two co-chairs positions.
- Compensation for being a member of the Doctoral Student Council is regulated in a separate document. Multiple forms of compensation are possible, GTS credits, departmental hours, monetary compensation are some examples. Co-chairs receive some additional compensation.
- The aim is to have a composition with the largest gender identity share not being larger than 60% of members on the Council.

3.2 Election of members of the Council

- The members of the Council are elected from and by the students of the division they represent.
- Each member sits on a mandate for at most one year at a time. They can be re-elected or volunteer anew at the end of their term or a new member takes their place.
- Appointments are handled by each division autonomously, preferably during the last quarter of each year, or when needed to fill vacancies. Appointments are performed by public election or nomination of volunteers. When a position opens up, all doctoral students in the division should be informed and be invited to nominate themselves. When a new doctoral student is appointed to the Council, all PhD students in their division should be informed.
- If permitted by the number of doctoral students in the division, students may not be Council members for more than two years in total.

3.3 Responsibilities of the members the Council

- These are personal responsibilities in addition to the Responsibilities of the Council (2.2)
- The members are elected on a personal mandate but should also maintain contact with other doctoral students at their respective divisions to collect and present their opinions.
- The Council chairs are responsible for managing the Council email and Box folder, scheduling and facilitating Council meetings, orienting new Council members, and delegating tasks to other Council members.

3.4 Meetings of the Council

- The Council holds at least 3 meetings each semester.
- Meeting notes are to be published on the Council website after every meeting.

4 Remuneration to the Council members

The members of the Doctoral Student Council shall be retributed for their efforts. The exact retribution form (GTS credits, departmental service hours) and extent must be specified in a document agreed by the Doctoral Student Council and the Head of Department.