

## Beredning för utbildning på forskarnivå, BUF

If you are interested in working with strategical important questions related to the PhD education and is a registered PhD student at a department in the field of humanities, then BUF is the right forum for you!

BUF is the preparatory board for the Area Board (Områdesnämnden ON) regarding all questions related to the PhD education within the field of humanities. Hence the board is highly relevant for PhD students, and the PhD representative's role is to offer a PhD-students perspective on all of the issues discussed in BUF and to report back to CDR.

Read more about BUF: <https://www.su.se/humanvet/om-oss/organisation/områdesnämnden/beredningsorgan/utbildningsberedningar/forskarnivå-buf>

### Available positions

3 ordinary and 1 secondary PhD student representative. For this position you need to be a registered PhD student at a department in the area of human science.

### Number of meetings

Meetings are held 3-4 times a semester and are 2-3 hours long.

### Language

The meetings are held in Swedish.

### Term of office

The term of office is 1 year, however, no commitments are binding.

### Prolongation

Representation in gives prolongation by two days and one day extension per meeting. For particularly time-consuming assignments, where the meeting time can amount to 4 hours or longer, a PhD student can be compensated with a 2-day extension per meeting. The main rule is that the extension must correspond to the work effort that the assignment requires. Days are referring to whole working days, not calendar days.

The PhD student must notify the head of department in advance of which assignments the student has taken on so that the cost can be calculated in the department's budget. The assignments are documented in a document that is attached to the individual study plan. Decisions on extensions are made by the head of department upon application from the PhD student. In the event of a conflict between the department and the PhD student, the dean may, after consulting both parties, decide on the matter. Extension is calculated after attendance at meetings and must be substantiated with minutes or the chairman's attestation.

## PhD student representative at SU

### Requirements

No previous knowledge is required to become a PhD student representative. The chairman of the body is responsible for giving you an introduction. Feel free to prepare questions for this occasion. Otherwise, you can always email the chairman if there is something you do not understand. You can also always contact the representatives at Stockholm University's student union (SUS) if you have questions about your assignment.

Routine before, during and after the meeting.

### Before the meeting

About a week before the meeting, you will receive a summons with an agenda and the meeting documents. If you have questions about the content or if something is unclear, you can contact the chairman by e-mail.

### During the meeting

As a PhD student representative, you have the right to attend and have the right to vote during the meeting. Do not hesitate to comment if something is unclear or problematic from a PhD student perspective. Your experience of being a PhD student is important.

### After the meeting

A written report must be sent to [cdr@sus.su.se](mailto:cdr@sus.su.se) well in advance of the councils' meetings. The report should be written in English and should contain the committee's decisions and any discussions concerning PhD students.

## Responsibilities

As a representative, you are instructed to do the following:

- Read meeting documents.
- Attend meetings.
- Report absence. The ordinary representative must contact the alternate and the chairman if he is unable to attend. When he has been contacted by the ordinary representative, the alternate must contact the chairman himself if he too is unable to attend.
- Represent all PhD students.
- Report back from the meeting to CDR.
- In writing, inform the chairman and SUS if you choose to resign from your assignment.