

Utbildnings- och studentutskottet, US-utskottet to RALV

If you want to influence the study environment at the university then the US-utskottet is the right forum for you!

The Council for the Working Environment and Equal Opportunities - RALV - is Stockholm University's safety committee. RALV is an advisory body to the principal and a forum for collaboration. It is ultimately the employer who makes the decision, but the employer must first obtain views and discuss the issues with the employees' / students' representatives. Within the framework of RALV, employer, employee and student representatives collaborate on university-wide issues concerning the work environment at the university and on equal terms issues.

Stockholm University has obligations and responsibilities from two perspectives: as an employer towards employees and as an education provider towards students. To ensure that both perspectives have sufficient space, RALV has two committees: the employer / employee committee (AM committee) and the education organizer / student committee (US committee). The entire RALV meets once a year with a focus on following up the work environment and equal conditions work at the university and discussing whether there is a need for measures at an overall level in the coming years. During the year, the ongoing collaboration work on work environment and equal conditions issues takes place in the two committees.

Available positions

1 ordinary and 1 secondary PhD student representative.

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 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.