

Regulations of
Doktorandsektionen inom TLTH
(the Doctoral Student Guild within TLTH)



2020-05-07

Changes to the regulations

040202	§ 1.3, § 2.1 elimination of § 3.1-§ 3.8, § 4, § 5.2
110224	Comprehensive changes of the regulations.
161212	Rephrasing of chapter 4 and addition of a new chapter 5
191209	Comprehensive changes of the regulations
200507	§ 9.5, should/must

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Chapter 1, Guidelines

§ 1.1 Purpose

Guidelines describe how every-day activities at the Guild should be carried out.

§ 1.2 Changes

Guidelines are introduced, changed, and removed by the Guild Board.

§ 1.3 Interpretation

The interpretation of the guidelines made by the President applies until a contradicting decision is made by the Guild Board.

Chapter 2, Guild Assembly

The Guild Assembly is responsible for electing volunteers of the Guild and for establishing goals and general strategies of the Guild. This is done mainly via by-laws, regulations, Plan of Operations, and budget. Through these documents, the Guild Assembly guides the volunteers on what to do and prioritise during the next operational year.

§ 2.1 Commitments

The Guild Assembly must

- fulfil its commitments as defined in the by-laws,
- elect volunteers as defined in § 2.3,
- suggest changes in the Opinions on Research and PhD Studies document to the TLTH (Teknologkåren vid Lunds Tekniska Högskola) Council, and
- address any other issues defined in § 2.2 or in the by-laws.

§ 2.2 Meetings

The Guild Assembly must hold meetings as defined in the by-laws.

The following matters must be addressed at the Autumn Meeting:

- the Accounts of Operations for the preceding operational year
- the Financial Accounts for the preceding operational year
- the Audit Report for the preceding operational year
- the question of granting discharge for the Guild Board of the preceding operational year
- a summary of important matters related to research education that has been addressed in central bodies of LTH

The following matters must be addressed at the Spring Meeting:

- the Plan of Operations for the coming operational year
- the budget for the coming operational year
- election and ratification of Guild volunteers, as defined in § 2.3
- suggestions of changes in the Opinions on Research and PhD Studies document to the TLTH Council
- a summary of important matters related to research education that has been addressed in central bodies of LTH

§ 2.3 Elections and ratifications

The Guild Assembly must hold the following ratifications, of volunteers for the upcoming operational year, at the Spring Meeting:

- student representatives in LTH central bodies that are ordinary members of the Guild, must be ratified as members of the Student Council.

The Guild Assembly must hold the following elections of volunteers for the upcoming operational year at the Spring Meeting:

- President (1)

- Treasurer (1)
- Secretary (1)
- Student Representative Coordinator (1)
- Project Coordinator (1)
- Auditors (2)
- additional members of the Student Council (unlimited)
- Head of the Election Committee (1)
- members of the Election Committee (2-4)
- member of the TLTH Council Election Board (1)

The Guild Assembly must hold the following elections, of volunteers for the upcoming two (2) operational years, at Spring Meeting that are taking place during even years:

- Inspector (1)

§ 2.4 Chair of meeting

The chair of the meeting is elected by the Guild Assembly and is responsible for leading the meeting. When a matter where the chair holds a personal interest is addressed, a temporary chair must be elected by the Guild Assembly and lead the meeting until the matter has been completed.

§ 2.5 Meeting secretary

The meeting secretary is elected by the Guild Assembly and is responsible for keeping minutes during the meeting, according to what is stated in the by-law, and for keeping the voting list updated.

Chapter 3, Guild Board

The Board is responsible for all ongoing activities at the Guild, except for the activities of the Auditors and the Election Committee. The Board is responsible for specifying and implementing decisions made by the Guild Assembly, in particular the budget and the Plan of Operations.

§ 3.1 Commitments

It is the responsibility of the Guild Board

- to fulfil its commitments as defined in the by-laws,
- to specify the budget set by the Guild Assembly,
- to specify and implement the Plan of Operation,
- to prepare and report nominations for student representative positions elected by the TLTH Council or the TLTH Board, as stated in the regulatory documents of TLTH,
- to propose a Plan of Operations for the upcoming operational year to the Guild Assembly,
- to decide about relevant changes in the guidelines,
- to prepare matters that will be addressed by the Guild Assembly,
- to provide the Auditors with the Accounts of Operations, the Financial Accounts, and any other documents requested by the Auditors no later than October 1st, after the Board has finished its term of office,
- to handle any letter of referral that is sent to the Guild and that addresses organisational matters, and
- to elect and ratify volunteers as defined in § 3.3.

§ 3.2 Board members

The Board is constituted as defined in the by-laws. The Board members must represent at least three (3) different departments and be ordinary members of the Guild.

Members of the Board must

- fulfil the tasks that the member has been assigned to do by the Board or by the Guild Assembly,
- actively participate in the Board meetings, and
- participate in the Guild Assembly meetings.

§ 3.2.1 President

The President is responsible for leading the activities at the Guild and in the Board, Student Council and Anchoring Council, and for the education policy objectives of the Guild.

The President must

- ensure that the regulatory documents of the Guild are followed,
- call to Guild Assembly meetings, Board meeting, Student Council Meetings, and Anchoring Council Meetings, as defined by the by-laws, and
- in communication with TLTH, collaborate with other doctoral student organisations.

§ 3.2.2 Treasurer

The Treasurer is responsible for the financial matters of the Guild, and is the Deputy President of the Guild.

The Treasurer must

- assist the President and replace the President in case of absence,
- continuously keep the Financial Accounts of the Guild up-to-date, and ensure that these are finalized before October 1st, after finishing the term of office, and
- continuously inform the Board about the current financial situation in relation to the budget.

§ 3.2.3 Secretary

The Secretary is responsible for keeping minutes during the meetings of the Guild, and for communication with the members of the Guild and with doctoral students at LTH.

The Secretary must

- keep minutes during meetings of all bodies at the Guild, except for meetings of the Election Committee,
- inform ordinary members of the Guild about activities at the Guild,
- anchor matters at the Guild with the doctoral students at LTH, and
- inform doctoral students at LTH about issues related to doctoral studies.

§ 3.2.4 Student Representative Coordinator

The Student Representative Coordinator is responsible for supporting the doctoral student representatives at LTH, and for nominating new doctoral student representatives to TLTH.

The Student Representative Coordinator must

- support doctoral student representatives at LTH,
- inform doctoral student representatives at LTH about current research education matters,
- coordinate the nomination of doctoral student representative in department boards and in LTH central bodies, for which the Guild has the right to nominate, as stated in the regulatory documents of TLTH, and
- support TLTH in their education of volunteers monitoring research education matters.

§ 3.2.5 Project Coordinator

The Project Coordinator is responsible for coordinating projects at the Guild and facilitate for individuals that want to start or get involved in activities at the Guild, outside of the regular volunteer positions.

The Project Coordinator must

- coordinate projects within all bodies of the Guild, except for the Election Committee,
- coordinate projects outside the body structure of the Guild, as defined in chapter 7,
- coordinate mentorship programs, and

- facilitate for members of the Guild that want to start or get involved in activities at the Guild, outside of the regular volunteer positions.

§ 3.3 Elections and ratifications

The Board must hold the following ratifications:

- student representatives in LTH central bodies that are ordinary members of the Guild must be ratified as members of the Student Council (when this can not be handled by the Guild Assembly)
- student representative in LTH department boards that are ordinary members of the Guild must be ratified as members of the Anchoring Council

The Board must hold the following elections of volunteers:

- additional members of the Student Council (unlimited, when this can not be handled by the Guild Assembly)
- members of Project Committees as defined in § 7.2 (unlimited)

§ 3.4 TLTH Colleges

Members of the Board must participate in the TLTH Colleges to the extent that they, in communication with TLTH, find sufficient.

Chapter 4, Student Council

The Student Council is responsible for activities at the Guild related to research education policies.

§ 4.1 Commitments

The Student Council must

- fulfil its commitments as defined in the by-laws, and
- to revise the “Opinions on Research and PhD studies” of TLTH on a yearly basis to ensure that its content corresponds to the opinions of the doctoral students at LTH,
- to suggest changes in the Opinions on Research and PhD Studies document to the Guild Assembly Spring Meeting,
- handle any letter of referral that is sent to the Guild and that addresses research education matters, and
- identify and proactively address a few selected focus research education matters.

§ 4.2 Student Council members

The Student Council is constituted as defined in the by-laws. The members of the Student Council must represent at least five (5) different departments.

Members of the Student Council must

- fulfil the tasks that the member has been assigned to do by the Student Council, the Guild Board or the Guild Assembly,
- actively participate in the Student Council meetings, and
- present the most important matters related to research education that has been addressed in central bodies of LTH, where being a member, at Guild Assembly meetings.

Chapter 5, Anchoring Council

The Anchoring Council is responsible for collecting opinions from doctoral students at LTH about current research education matters.

§ 5.1 Commitments

The Anchoring Council must

- fulfil its commitments as defined in the by-laws.

§ 5.2 Anchoring Council members

The Anchoring Council is constituted as defined in the by-laws.

Members of the Anchoring Council that are a student representative in a department board at LTH must

- collect opinions from doctoral students at their respective department.

Chapter 6, Election Committee

The Election Committee is responsible for collecting and nominating candidates for volunteer positions at the Guild. The Election Committee answers directly to the Guild Assembly.

§ 6.1 Commitments

The Election Committee must

- inform ordinary members of the Guild about upcoming elections,
- collect and evaluate candidacies to the volunteer positions stated in § 6.5, and
- declare nominations for the volunteer positions stated in § 6.5 to the Guild Assembly at least ten (10) days before the Guild Assembly Spring Meeting.

§ 6.2 Election Committee members

The Election Committee is constituted of the following positions:

- Head of the Election Committee (1)
- member of the Election Committee (2-4)

§ 6.2.1 Head of the Election Committee

The Head of the Election Committee is responsible for leading the activities of the Election Committee.

The Head of the Election Committee must

- call to and chair meetings of the Election Committee, and
- report the nominations for volunteer positions to the Guild Assembly.

§ 6.2.2 Members of the Election Committee

The members of the Election Committee are responsible for supporting the Head of the Election Committee in the activities of the Election Committee.

The members of the Election Committee must

- actively participate in the Election Committee meetings and activities.

§ 6.3 Accountability

The Election committee is accountable to the Guild Assembly for its activities.

§ 6.4 Term of office

The term of office of the Election Committee is one (1) operational year.

§ 6.5 Nominations

The Election Committee must nominate candidates to the following positions:

- President (1)
- Treasurer (1)
- Secretary (1)

- Student Representative Coordinator (1)
- Project Coordinator (1)
- additional members of the Student Council (unlimited)
- Auditors (2)
- Inspector (1, even years)
- Head of the Election Committee (1)
- Members of the Election Committee (2-4)
- the TLTH Council Election Board (1)

Chapter 7, Project Committees

Project Committees are responsible for the tasks that they have been assigned by the Board or by the Guild Assembly upon establishment.

§ 7.1 Establishment

A Project Committee can be established by the Guild Assembly or by the Guild Board.

§ 7.2 Project Committee members

Members of Project Committees are elected by the Guild Assembly or by the Guild Board and are considered as volunteers of the Guild.

§ 7.3 Accountability

A Project Committee is accountable to the Guild Board for its activities, unless otherwise is decided upon establishment.

§ 7.4 Term of office

The term of office is decided upon establishment.

Chapter 8, Finances

§ 8.1 Budget

The budget of the Guild is set yearly by the Guild Assembly and is further specified by the Guild Board.

§ 8.2 Exceedings of the budget

Exceedings of the budget can be approved by the Guild Assembly, by the Guild Board, or by the President and the Treasurer jointly. The Guild Board has the right to approve exceeds of no more than 50% of the total budget result but no more than 5000 SEK for each profit centre of the budget set by the Guild Assembly. The President and the Treasurer jointly has the right to approve exceeds of no more than 50% of the result of each budget item but no more than 1500 SEK of each budget item of the budget specified by the Guild Board. Any other exceedings must be approved by the Guild Assembly.

Chapter 9, Guild Symbols

§ 9.1 Colour

The colour of the Guild is silver.

§ 9.2 Mascot

The mascot of the Guild is Dr. And.

§ 9.3 Symbol

The symbol of the Guild is



§ 9.4 Couleur

The couleur of the Guild is in silver, with a narrow red field, symbolizing the only “red thread” within research education. The proportions of the couleur are as follows:

[Description of proportions, no such information has however been found yet.]

§ 9.5 Standard

The standard of the Guild has the following appearance:

The Guild standard has a silver coloured background, edges and traversing lines are in red and the symbol is in the colour black. At the bottom of the standard hangs seven tassels of the kind used on engineering caps in Lund. Each of the tassels represents one of the first engineering student Guilds (FEMVAKD) in the order from left to right. On each tassel, five woggles in the colour of that Guild are placed, followed by a padlock and a woggle in the colour of the Dokt Guild.