

## Budget Committee in the Area of Humanities

The Budget Committee is a preparatory group for the Area Committee in the Humanities. It is a newly established group that will primarily work with producing proposals for the area committee on how the committee's money (state grants) should be distributed between the faculties.

The area committee has about 1.5 billion in government grants for education and 800 million for research. Now, although there are principles for how most of the money should be distributed, the budget committee's responsibility is also to try (and possibly reconsider) these principles so that they fulfill their purpose. In addition, the consequences of special investments that the area committee wants to make must be prepared by the budget committee.

### What we are looking for

1 ordinary and 1 secondary PhD student representative.

### Number of meetings

The meetings will probably be around 2 hours and the frequency must be slightly adapted to the situation depending on which matters the Area Board needs to decide on of a financial nature. But when it comes to "ordinary" preparation of budget decisions and distribution of government grants, it will be more intensive during the period Sept-Dec. During that period the group might need to meet up to 3-4 times, during the rest of the year, around 2-3 times.

### 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.

### **Next step**

Does this sound interesting? Then send a written motivation in English to [cdr@sus.su.se](mailto:cdr@sus.su.se). The Central PhD Student Council, CSR, will choose a representative during their next meeting on the 12<sup>th</sup> of April. To be able to apply for this position you have to be a registered PhD student at a department in the field of humanities.

### **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.

