

Stockholms
universitets
studentkår



Instructions for Student and PhD Student Councils

Adopted by the Student Union Representative Assembly on Nov 25, 2021

Instructions for Student and PhD Student Councils

Sec. 1 Background

The student and PhD student Councils are a part off Stockholm University Student Union (SUS) and shall be formed where education at the undergraduate, graduate and/or post-graduate level is conducted. The councils may decide on more detailed guidelines for their activities within the framework of these instructions.

Sec. 2 Duties

- 2:1 The councils' duties are to protect the interests of students in education-related matters in the respective department, section, research school, program or subject.
- 2.2 The councils elect student representatives to the department level, and in some cases also at the section level, and faculty level.

3 Organization

- 3.1 The councils must be structured democratically and may not discriminate against or harass anyone on grounds of sex, ethnicity, religion or other faith, gender non-confirming identity or expression, sexual orientation, age or disability. The councils must not subject members to sexual harassment. The council shall respect the equal value of all people.
- 3:2 The council shall hold an annual meeting where the following items shall be addressed:
1. Election of the board
 - a. Election of the chair
 - b. Election of the vice-chair
 - c. Election of the secretary
 - d. Election of the treasurer
 - e. Election of other members
 2. Election of student representatives to the preparatory and decision-making bodies within the field of activity.
 3. Review of previous operating year.
- 3:3 All students or PhD students studying in the council's field of activity are entitled to attend, speak and vote at the annual meeting.
- 3:4 In order to obtain the status of a student and PhD student council, the council must register with SUS annually. The registration must include the contact details for the board and contact person.
- 3:5 A council must have a chair or contact person during registration.

Sec. 4 Meetings

- 4:1 All students or PhD students studying in the council's field of activity have the right to attend and speak at council meeting unless otherwise stated in the council's bylaws.
- 4:2 All students or PhD students studying in the council's field of activity have the right to vote unless otherwise stated in the council's bylaws.
- 4:3 Persons from the SUS office or presidium have the right to attend and speak at council meetings.
- 4:4 The councils are entitled to grant outside persons the right to attend and speak at a meeting.
- 4:5 All students or PhD students within the council's field of activity shall be notified in good time of the next council meeting.

Sec. 5 Minutes

- 5:1 The councils shall keep meeting minutes. The meeting minutes shall be reviewed and approved.
- 5:2 The councils are responsible for ensuring that the content of the minutes do not:
- contain incitement against ethnic groups, defamation, insults or other forms of violations;
 - contain the unauthorized personal data of persons including, without limitation, the address, telephone number, e-mail address and pictures, Swedish personal identity number, health and disease data, or other sensitive personal data regulated by the Data Protection Regulation (GDPR),
 - contain material that otherwise is in violation of Swedish law.
- 5:3 The minutes shall be made available to all students or PhD students in the council's field of activity and sent to the SUS office.
- 5:4 In the case where the councils establish other forums for communication, the same provisions apply to their content as set out in 5:2.

Sec. 6 Financial funds

The councils can apply for grants from the SUS budget for operation and projects. The criteria for grants are set out in the supporting documents of each grant.

Sec. 7 Decisions and representation

- 7:1 Decisions to elect student representatives take effect after confirmation by the SUS office, according to established procedures.



7:2 The term of office for student representatives is one year and corresponds to the operating year, from January 1 to the end of December. If circumstances so require, the student representatives may be appointed for shorter terms of office. By-elections can be held at ordinary meetings.

7:3 At the beginning of November, the SUS office sends the councils a list of the representative seats to be filled for the next operating year.

Sec. 8 Interpretation of these instructions

Disputes regarding interpretation of these instructions are decided by the SUS board.

Sec. 9 Modification/revocation of these instructions

These instructions have been adopted by the Student Union Representative Assembly and can only be modified or revoked by a decision of this body.