

Guidance for PhD candidates' elected representatives

INN University's PhD programmes are covered by the institution's quality system, and in line with this, must have two elected representatives (ordinary + substitute) who represent the entire PHD candidate population at INN University. All elected representatives should normally be undertaking PhD education and be fluent in Norwegian, Swedish or Danish.

Desired personal qualities and duties of a PhD candidate elected representative:

- You are engaged and wish to contribute to the quality assurance of INN University's PhD programmes
- You represent the interests of the PhD candidates.
- You are a communication channel between the PhD candidates and the PhD management.
- You are a member of the PhD committee at the faculty
- You follow up the quality work in the PhD programmes. Part of this work is to help improve the study programme and the academic quality, as well as the learning environment.
- The role of elected representative only applies to student matters in the PhD programmes. Questions about working conditions or working environment are referred to the nearest superior, trade union representative or safety representative.
- The elected representative may be made aware of the personal circumstances of others, and therefore has a duty of confidentiality in accordance with the rules that apply in § 13 of the Public Administration Act.
- Elected representatives in the PhD programmes are also candidates for the role of PhD student representatives in INN University's central R&D committee.

Election of representative and substitute:

The elected representatives are not appointed by INN University, but are elected by the group the candidate is set to represent. The representatives are normally elected for one year at a time. The election of representatives must be completed before the end of the semester in the spring semester, and the election is valid for the period August - June.

Election of representatives takes place in a designated election meeting. The head of the PhD programme is responsible for the PhD candidates on the programme being called to an election meeting at least 4 weeks before it is held, while it is the responsibility of the PhD candidates to carry out the election. The result is stated only in the form of who has been elected as a representative and substitute. Information is posted on inn.no and eng.inn.no.

INN University's quality system is the governing document for the role of elected representative and the election of representatives. Each PhD programme is regarded as the equivalent of an ordinary study programme and the head of the PhD programme corresponds to a study programme director. See INN University's quality system – web page concerning Student participation in the quality work.

The role of PhD elected representatives in the PhD committee

The PhD candidates' elected representatives are members of the PhD committee in line with the other four members and have the right to vote. The PhD Committee is responsible for ensuring that the taught/training component of the PhD programmes together with the thesis constitute an education at a high academic level and complies with international standards. The committee functions similarly to ordinary study programme committees when addressing quality issues, for example, when the committee processes the PhD candidates' course evaluation surveys and the head of the PhD programme's annual quality report. The elected representative acts as the PhD candidate's voice in the ongoing quality work. The elected representative shall communicate the views of the candidate group, and represent them in matters that are discussed at the meetings. Representatives may also raise major matters of principle in the PhD committee.

INN University endeavours to resolve cases at the lowest possible level, for example by having the elected representative directly contact the parties involved and seek information from the head of the PhD programme and/or the PhD coordinator. When a single PhD candidate presents a problem, challenge or point of view, it is important to examine whether this is representative of the PhD group as a whole or not, in order to determine further proceedings. Issues to be raised in the PhD committee should be documented in the best possible way. Documentation can, for example, be in the form of minutes from important conversations, or records of emails from those involved in the case.

The number of meetings in the PhD committees varies, but about three to four meetings must be conducted during each semester. If the elected representative is prevented from attending meetings, this must be notified as soon as possible to the PhD coordinator. At the same time, the

elected representative must ask her/his substitute to be present at the meeting. It is also possible for elected representatives and her/his substitute to distribute the duty of PhD committee meetings between themselves.

For a one-year term, the elected representative and her/his substitute are given 50 hours to allocate between the two. Upon completion of the term of office, these hours are added as an extension to the period of employment. This only applies if the elected representatives are employed in a research fellowship position at INN University.

The PhD candidates' representative in INN University's R&D committee

The Research and Development Committee (R&D Committee) includes two types of student representatives, one for the PhD candidates and one student representative, chosen by STINN. It is INN University's PhD candidates who elect their two representatives (ordinary + substitute) for the R&D committee. Normally, the PhD programmes' elected representatives are candidates to be elected as the PhD candidates' representative and substitute. The secretary of the R&D Committee is responsible for summoning the PhD programmes' elected representatives for an election meeting and assisting with a technical solution for the election. It is the responsibility of the elected representatives to ensure that the election is carried out, and to provide the result to the R&D committee.

The PhD candidates' representative is a member of the R&D committee in line with the other members and has the right to vote. The representative acts as the PhD candidate's voice in the ongoing quality work and represents the PhD candidates' interests in matters that are addressed at the R&D committee meetings. The representative can consult the other elected representatives on other PhD programmes or the PhD candidate group in her/his own programme. The elected representatives can also raise major issues in the PhD committee and can convey the views of the candidate group.

The R&D committee normally holds two meetings during each semester, a total of four during one year. If the representative is prevented from attending a meeting, this shall be notified as soon as possible to the secretary of the committee. At the same time, the representative must ask her/his substitute to be present at the meeting. It is also possible for the representative and the substitute to distribute the duty to attend the R&D committee meetings between themselves.

For a one-year term, the representative in the R&D committee and her/his substitute will be given 30 hours to distribute between themselves. Upon completion of the term of office, these

hours are added as an extension to the period of employment. This only applies if the representatives are employed in a research fellowship position at INN University.

Certificate to elected representatives and R&D committee representatives

All elected representatives are required to obtain a certificate when the term of office ends. It is a prerequisite that termination of the office term is deemed satisfactory.