

## Statute of the PhD-forum organization at OsloMet – Oslo Metropolitan University

### 1. Generalities

The PhD-forum at OsloMet is an interest organization comprising all doctoral students enrolled in a PhD program at Oslo Metropolitan University;

Private individuals can notify the PhD-forum that they do not want to be represented by the organization.

The organization was founded in the fall of 2013 and this statute was approved in the summer of 2017. A reviewed statute was approved in the spring of 2018 after the transition from “Oslo and Akershus University College of Applied Sciences” to “OsloMet - Oslo Metropolitan University”.

### 2. Scope

The purpose of the PhD-forum is to secure the interests of PhD candidates at OsloMet. The organization handles issues of common interest to doctoral candidates as a group.

The PhD-forum primarily focuses on:

- Study conditions and professional interests
- Economic and social issues
- Rights and duties at the University
- Social events and initiatives for doctoral students

The PhD-forum comprises the elective top-down and bottom-up connection between OsloMet’s central R&D and supporting functional departments and the PhD candidates, taken collectively or by their respective membership program.

Meetings take place on a regular monthly basis, or no longer than 6 weeks apart from each other, excluding collective vacations and festivities.

### 3. Structure

The PhD-forum is composed of 12 representative members: specifically two (2) representatives are recruited from each of the six (6) PhD programs available at the time of writing:

- One (1) main representative
- One (1) deputy representative

PhD-forum representatives are elected for a yearly mandate, renewable up to two consecutive years, and oversee the day-to-day operations of the organization.

Special roles within the PhD-forum include:

- Leader: responsible for overseeing the activities and coordinating the members of the PhD-forum and acting as the local link to national and international associations.

- Deputy Leader: replacing the leader when she/he is absent and guaranteeing continuity and deliverables within the PhD-forum's agenda;
- Treasurer: responsible for the management of the yearly budget, bookkeeping all expenses and fees, and placing orders and vendor requests;
- Secretary: responsible for verbalizing the contents and decisions during each meeting, retaining and sharing minutes in the common repository;
- Communication manager: responsible for the maintenance of the dedicated email address, keeping updated emailing lists and serving as the main contact with the central administration for event planning and organization.

#### 4. Changes to the Statute

Changes in the statute must be approved in a meeting comprising of at least 2/3 of the PhD-forum representatives.

Approval requires that the simple majority of the attending candidates at the meeting support the change.

**Prepared by the PhD-forum at OsloMet**

DATE: 20.04.2018

SIGNATURE: Annette V. Hanger (leader)

**Approved by the PhD-forum at OsloMet**

DATE: 20.04.2018

SIGNATURE: Annette V. Hanger (leader)

**Accepted by the central R&D department at OsloMet**

DATE: 29/4/2018

SIGNATURE: K. Svalnes