

# Handbook for student representatives



# Medicinska Föreningen

## Medicinska Föreningen i Stockholm

*This document is a translation of the original document in Swedish "Handbok för studentrepresentanter". The Swedish version has been approved by the Board which is not the case for this translation. If the information in English is different from the Swedish version, it is the Swedish version that applies.*

Established by the Board: 2009

Revised: 2017-08-23, 2020-12-18

Translated: 2020-12-29

## Preface

Being a student representative and being able to influence your education is the most important thing you can do for yourself and fellow students during your studies. It is also ***a statutory right*** that students at Swedish universities have. It is not possible to emphasize enough how important student influence is.

Teachers, professors, and even the President may have years of experience in these matters, but it is students who experience the education and know what it is like to be a student at a university today. It is not just the education itself that we students have the right to influence. We also have the right to influence the work environment, equal treatment, legal security, recruitment - even who should be the President!

This handbook is a tool that you can use to know how to become a student representative, what is expected of a student representative and rights and obligations. In addition, there is a short description of Medicinska Föreningen (MF) and Karolinska Institutet (KI). In the handbook you will also find a dictionary that is good to have with you.

Even if you as a student do not want to be a student representative, you can still be involved and influence your education by filling in course evaluations or telling what you think about your course and education to those who are student representatives.

We are happy to have **you** as a student representative, be prepared for an educational and informative commitment!

## Contents

<b>Introduktion</b> .....	4
<b>Studentinflytande</b> .....	5
Var finns studentrepresentanterna? .....	5
Hur tillsätts studentrepresentanter?.....	5
Hur går jag tillväga för att bli studentrepresentant? .....	<b>Error! Bookmark not defined.</b>
Hur återkopplas jag och KI om att jag blivit vald? .....	<b>Error! Bookmark not defined.</b>
Ordinarie studentrepresentant vs suppleant .....	6
<b>Att vara studentrepresentant</b> .....	7
Uppdraget (Vad förväntas av mig?) .....	7
Åsiktssamlingen .....	<b>Error! Bookmark not defined.</b>
Specifika utbildningsfrågor .....	7
Frågor utan allmän studentåsikt .....	<b>Error! Bookmark not defined.</b>
Vill du ha mer stöd? .....	7
Inför möten .....	<b>Error! Bookmark not defined.</b>
Ordförandebeslut .....	<b>Error! Bookmark not defined.</b>
Rättigheter och skyldigheter.....	<b>Error! Bookmark not defined.</b>
Beslut .....	<b>Error! Bookmark not defined.</b>
Sekreteress .....	9
Åtterrapporering .....	<b>Error! Bookmark not defined.</b>
Kontaktorgan .....	10
<b>Medicinska Föreningen</b> .....	11
Fullmäktige.....	<b>Error! Bookmark not defined.</b>
Valnämnd .....	<b>Error! Bookmark not defined.</b>
Valberedning .....	<b>Error! Bookmark not defined.</b>
Styrelsen .....	<b>Error! Bookmark not defined.</b>
Presidiet.....	<b>Error! Bookmark not defined.</b>
Inspektör .....	13
Utbildningsrådets Ordförande .....	13
Sektioner .....	<b>Error! Bookmark not defined.</b>
Utskott .....	<b>Error! Bookmark not defined.</b>
Nämnder.....	<b>Error! Bookmark not defined.</b>
Kårföreningar .....	<b>Error! Bookmark not defined.</b>
<b>Karolinska Institutets organisation</b> .....	16
Generell struktur .....	16
Institutioner .....	<b>Error! Bookmark not defined.</b>
Råd och utskott .....	17
Universitetsbiblioteket.....	<b>Error! Bookmark not defined.</b>
Pedagogisk enhet för undervisning och lärande.....	18
Hur ser utbildningsansvaret ut?.....	18
<b>Ordlista</b> .....	<b>Error! Bookmark not defined.</b>
<b>Namn och vanliga förkortningar</b> .....	23

## Introduction

A prerequisite for Karolinska Institutet (KI) to be able to conduct high-quality activities is that the students' opinions are considered. 1 ch. Section 4 a § of the Higher Education Act (1992: 1434) states that students have the right to exercise influence over the education at the higher education institutions and that these shall work to ensure that the students take an active part in the work of further developing the education. The Higher Education Ordinance further describes that students at the higher education institution have the right to be represented in all decision-making and preparatory bodies within the higher education institution whose activities are important for the education and the students' situation. In cases where a decision or a preparation is carried out by a single person, a student representative must be informed of this.

Student influence is based on students, either in their spare time for no alternative or small compensation or by being full-time committed within the student union stand up to influence students' situation. This work is very important and benefits all students who study at KI. Being a student representative is not always an easy task. In addition to studies and other leisure activities, you must be well-read before each meeting and at the same time dare to stand up for the students' opinions. This requires a lot of time and energy. This handbook, together with Medicinska Föreningens (MF) åsiktssamling (opinion collection), has been created to make it easier for student representatives in their work; above all to make it easier, more fun, and more educational to get involved in study monitoring.

As a new student at KI, it can seem difficult to familiarise yourself with the organisations MF and KI, and to understand how they are connected to one's role as a student representative. In this handbook, it will be clarified how the student representatives are organised and what the role as a student representative entails, after which MF's and KI's organisations will be accounted for. At the end of the handbook there is a meeting technical dictionary, as well as a list of names and common abbreviations. Bringing the handbook with you during your first meetings can be very helpful, as many concepts and nomenclature that may be completely unknown to us students are often used extensively during the meetings.

## Student influence

### Where are the student representatives?

The Higher Education Ordinance describes that students at the higher education institution have the right to be represented in all decision-making and preparatory bodies within the higher education institution whose activities are important for the education and the students' situation. This has resulted in students being represented at many different levels within KI.

- For a more detailed explanation of KI's activities, you can look "*Besluts- och delegationsordning för Karolinska Institutet*".
- For more detailed information from KI regarding student representation, see "*Anvisningar för studentinflytande vid Karolinska Institutet*" (translated version available).

### How are the student representatives appointed?

Section 7 of the Student Union Ordinance (2009: 769) states that a student union at a university may appoint and dismiss student representatives when they, according to ch. Section 7 of the Higher Education Act (1992: 1434), has the right to be represented. This means that all student representatives at KI must be elected by MF or Odontologiska Föreningen (OF) to be allowed to voice the students' opinions. **In accordance with MF's bylaws, student representatives must be members of the student union.**

It is KI that contacts MF regarding which student representatives need to be appointed. Which body within MF elects a student representative depends on which body at KI the representative is elected to. Student representatives to KI's central bodies such as the University Board (Konsistoriet) and the Faculty Board (Fakultetsnämnden) and its committees are elected through the Union Council (FuM), while the sections, and in some cases MF's board, appoint student representatives to programme close (programnära) bodies. FuM may choose to delegate the appointment of student representatives at central level to the Board. Working groups and evaluation groups are also appointed by the Board.

### How do I go about becoming a student representative?

If you are interested in becoming a student representative, there are three ways you can proceed depending on where you are interested in representing:

1. If you are interested in one of the KI bodies at central level, you should contact the Nominating Commission (if there is no active Nominating Commission, please contact the Chair of the Education Council, URO, and ultimately the Presidium)
2. If you want to be a student representative in other groupings at KI central level or at department level, look at MF's website for which positions are vacant and search through the application form on MF's website ([www.medicinskaforeningen.se](http://www.medicinskaforeningen.se))

3. If you are interested in something that is close to the program, you should contact the **section** you belong to

If you are interested in knowing more about how student representatives to external bodies are elected, read MF's instruction "*Instruktion för hur ledamöter i organ där Medicinska Föreningen är representerad ska utses*".

Student representatives are usually elected on a semester / year basis, but there may also be shorter periods, for example, for special working groups such as a working group for the appointment of a new Vice President (KI).

## **How do I and KI get feedback that I have been elected?**

After the election has taken place, the chairperson (or other responsible person) of the body within MF that carried out the election must notify you that you have been elected. They also have to notify the Chair of the Education Council (URO) via **studrep@medicinskaforeningen.se**. Information to be sent is the name, email address and body the representative has been appointed to. URO is the one who coordinates the information about all our student representatives and notifies KI (**studentrepresentation@ki.se**).

## **Ordinary student representative vs substitute**

In addition to an ordinary student representative, some bodies at KI also need a substitute. A substitute is appointed on the same terms as the ordinary student representative; the difference is that the substitute is only obliged to represent when the ordinary representative lapses, for example when they are unable to attend a meeting.

When a substitute attends a meeting instead of the ordinary representative, it is important to know that the substitute has the same rights as the ordinary. It is also important that the ordinary and substitute representatives have good communication so that the substitute is equally familiar with the work of the body concerned.

## Being student representative

### The assignment (What is expected of me?)

As a student representative in a body at KI, you do not only represent yourself or your programme (unless it is a programme-specific body). You have a mandate to put forward all students' opinions (within MF's admission area) and work for decisions in accordance with these. You will sooner or later be asked *What do the students think?* whereupon you should be able to quickly explain what the students at KI think.

This answer is not entirely obvious, because what do the students think?

### Opinion collection

If you are unsure, you can always turn to MF's åsiktssamling, i.e., opinion collection that you received in connection with this handbook. The opinion collection is also available on MF's website. The opinion collection describes MF's basic views on various matters and has been developed by a working group under the Board and then decided upon in FuM.

### Specific educational matters

If the question concerns a specific educational program, it may be a good idea to address it with the section concerned by the question. Different union bodies, for example the sections, decide on different matters depending on the area in question and how "big" the matter is.

### Questions without a general student opinion

In many matters that come up in the body you sit in, there will be no decided student opinion. It is then up to you to use your common sense. If the question is of minor importance, you can formulate and present a student opinion on your own, which you probably have support for in the student collective. In that case, it is important that you state that you, as a student, are of that opinion and that you cannot otherwise be responsible for what the rest of the students think. If the question is of greater importance, it is probably best to explain that you do not know what the students think and take the question with you to return with the answer at a later time.

### Do you want more support?

If it is a question that you feel you need more support in, or a general question that is not addressed in the opinion collection, you can always turn to your contact body within MF. You can also turn to URO and the Presidium as they have contact with many students and a good understanding of students' general opinions and have a close dialogue with KI's leadership. They can also refer you to the appropriate place.

## **Before meetings**

No later than one week before the meeting, you should receive a convocation for the meeting and documents sent to you. This means that you are notified of the time and place of the meeting, as well as to whom you are to report absence. It is important that you read through the meeting documents before each meeting as you get a pretty good idea of what the meeting will be about. In this way, you will be able to participate in the discussions that take place - in addition, you will have a huge lead over those who have not prepared. When you have read it, you have the opportunity to find out the students' opinions on the matter that will be addressed in advance. Some matters may not concern you or your degree programme at all, but may be extremely important to other students you represent. Just like the remaining members of the body you are appointed to, you as a student representative can contact the chairperson or the administrator if you want a specific matter to be raised at the meeting.

## **Chairperson decision**

There are usually many matters to be discussed at the meetings. Sometimes certain matters may not be fully prepared, or a minor matter may be delegated to the chairperson of the body for decision. It may also be the case that a certain person is to be appointed somewhere and that it is not necessary to take time from the regular meeting to it. These decisions that are taken outside the meeting are called a chairperson decision, ie a decision by the chairperson. When these decisions are made, it must be done in consultation with the student representative. Proposals for chairperson's decisions are often sent by email to the student representative in the body for approval.

## **Rights and obligations**

As a student representative, you have the same rights and obligations as the other members of the body you represent in. There are both general and specific requirements to comply with. According to the Higher Education Act (1992: 1434), a high quality within activities must be achieved, and quality work is a matter for both the university's staff and the students. Furthermore, each body has specific tasks that you must also, from a student perspective, work for. Instructions within KI for what applies to your particular body are available, and you should take note of these. You should also find out if there are any special provisions in the law or regulation that apply to your body or the information it processes.

KI is both a university and a government agency. This means that KI is subject to the same rules as other authorities and that the work in the various bodies is the exercise of authority. KI is thus governed by the Parliament and the Government through the Higher Education Act, the Higher Education Ordinance, special laws and ordinances that affect certain areas and regulatory letters.

As a student representative, you have a duty to attend just like other members of the body you represent in. This means that you as a student representative will have the opportunity to retake course elements that you miss as you go to the meetings. You as a student thus need to report absence from compulsory parts to the examiner before the course part has begun in order to agree together on how you will be able to make up for the missed part; and if it is based on practical and economic aspects. This is described in



*i Anvisningar för studentinflytande vid KI (translation available).*

## Decision

In the event of a decision, you may or may not agree with most of the members. Regardless of the outcome, everyone is behind the decision that is made. You cannot say in retrospect, *but I did not vote in favour of that decision*. If you are strongly opposed to the decision, you can make a **reservation** in the matter. As a representative, you become responsible for the decision since you are personally responsible, regardless of whether someone told you to *vote this* or *say this*.

## Reservation

If a decision has been made that you do not agree with, you can make a reservation (note a dissenting opinion). This is especially important if the decision is formally wrong. You then state directly in connection with the decision that you reserve yourself, and you will then be asked to write down a short sentence about why you reserved yourself.

A reservation is a powerful mark and means that you do not want to stand behind or be responsible for the decision. In the case of decisions that do not benefit students, it may be worth marking with a reservation.

## Conflict of interest

Conflict of interest may arise if any of the members or anyone close to the member are personally affected by a matter, making the member assessed to be not sufficiently objective. If this is the case, the member may leave the room under the relevant matter. Questions about conflict of interest often become relevant in KI's bodies.

If you consider yourself in a position of conflict of interest:

- you may not participate in the processing of the matter
- you must voluntarily notify the other members and then leave the meeting room before the matter has been dealt with
- the body you sit in can also decide whether there is a conflict or not, but usually such a decision does not have to be made

## Secrecy

Good to know is that there are statutory requirements that must be met as KI is a government agency. The Public Access to Information and Secrecy Act (2009: 400) and the EU Data Protection Regulation are good to keep in mind when sensitive information is at risk of being shared. It is always a good idea to ask those responsible within the body you represent to make sure that you do not share sensitive information with other parties.

## **Feedback**

As important as it is to represent in any body at KI, it is also important to report back to the student union. In addition to attending regular meetings with your contact body, it is advantageous to report what is happening to the Education Council (UR).

## **Contact bodies**

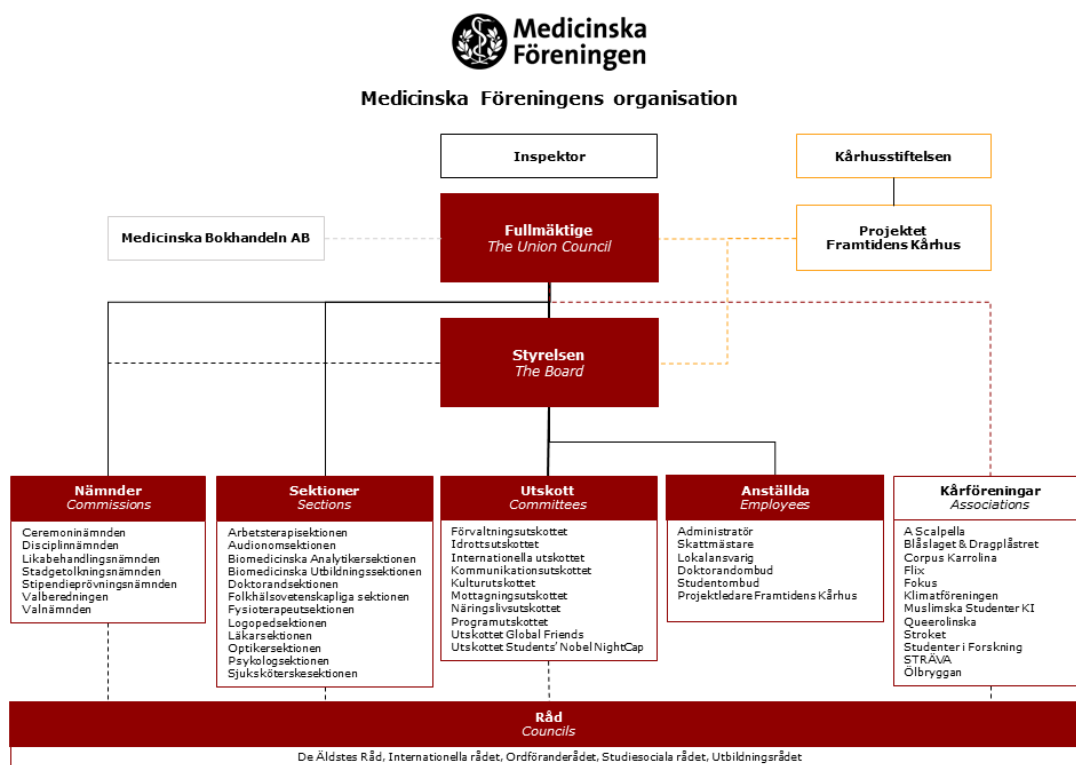
Each student representative on a representation assignment in an external body reports back to, and receives instructions from a body within the union (so-called contact body). Which body is the contact body for which body is based on area of operations. The various areas of operations and student union bodies to be reported to are written in "*Instruktion för representanter i externa organ*" which is an internal instruction within MF.

Of course, you should immediately raise matters that are major, important or otherwise significant with the contact body, and if necessary with URO and the Presidium. If there are big questions that you know will go to one of the committees under the Faculty Board or the KI President, it is important that the students in the contact bodies find out how the discussions around the matter went and where the students stand on the matter. Before you finish your period as student representative, it is important that you submit a written report to the body within MF that you report to (the contact body). This is good for MF to know which matters are to be dealt with in each body, and for your successor who gets the chance to read through which matters have been dealt with previously.

## Medicinska Föreningen

Medicinska Föreningen (MF) is the student union to which you belong, and whose students you represent. MF has existed since 1877 and represents both Swedish and international students from various educational programmes at undergraduate, graduate, and doctoral level, as well as students who study independent courses. Most of the union's activities are run from the union building at KI Campus Solna, but the union is also located in Kårridoren at KI Campus Flemingsberg. In addition to this, MF also owns the sports cabin Solvik on Värmdö in the Stockholm archipelago.

According to ch. 4 Section 9 of the Higher Education Act, a student union must have as main purpose to monitor and participate in the development of education and the conditions of the same at the higher education institution. This means that one of our most important activities is to organise and pursue student influence. MF's other areas of activity are student help and student life (study social activities). It is important that you feel that you can always turn to MF for support in your work as a student representative. You who are a student representative are elected on the student union's mandate and it is our task to help you. MF is a line organisation; the Union Council (FuM) as the highest decision-making body and the Board as its executive body. The Board is headed by a Presidium consisting of MF's President and Vice President. Under the Board, there are committees with different areas of responsibility and sections that represent the students in the various programs at KI. In addition, there are commissions elected by FuM, councils and several union associations that are independent but supported by MF.



2 021-01-01

The entire organisation is described in the *Stadgar för Medicinska Föreningen i Stockholm* i.e., the bylaws of MF. All parts of MF also have their own regulations, instructions or other governing document that describe the body's activities. You can find these on the website.

## **Union Council**

The Union Council (Fullmäktige – FuM) is MF's highest decision-making body, where decisions and discussions revolve around overall matters concerning the union's activities such as elections, budget, discharge from liability and other major decisions. In FuM, both section representatives and members sit as members. Elections to FuM take place in October every year, where members with the right to vote have the chance to apply and vote.

All members are welcome at FuM's meetings. Members of FuM, as well as substitutes who have taken the member's place have the right to speak, plead and vote. The right to speak and plead at FuM applies to FuM's substitutes, members of the Board, the Speaker, the Vice Speaker, MF's auditors and the Inspector. The right to speak at FuM belongs to the members of the committees, commissions and councils, the secretary, the student union's employees, the members of the section boards and members co-opted to the meeting.

All members have the right to submit motions to FuM. Motions are sent to and prepared by the Board before they are processed by FuM. The Board then notifies the motion to FuM, if the Board supports the motion it is instead sent as a proposition.

### **Speaker**

The Speaker chairs FuM's meetings with the help of vice Speaker and MF's secretary, who together constitute FuM's Presidium.

## **Election Commission**

The Election Commission is only responsible for conducting the union election to FuM. This includes, among other things, collecting candidacies, organising election week, posting and counting votes. The Election Commission is appointed by FuM.

## **Nominating Commission**

The Nominating Commission exists to actively look for students to nominate for positions of trust within MF, which are then elected by FuM. Among the most important positions are MF's President, Vice President and Board.

## **The Board**

The Board consists of MF's President, a minimum of one and a maximum of three Vice Presidents, the secretary and other members. The Board is MF's highest executive body and thus executes decisions made by FuM. The Board also prepares matters to be dealt with by FuM. The Board is responsible for the student union's finances, administration, writing the account of operations (verksamhetsberättelse) and annual report, hires employees and decides on various minor matters.

## **The Presidium**

The Presidium consists of MF's President and Vice President (s). The work includes leading the Board's work, being the student union's face to the outside world, overseeing the sections 'and committees' work, acting as support for student representatives and other members active within the operations, staying up to date on Stockholm's local and national student politics, conducting continuous improvement work and running various projects. Some of these tasks may be delegated by the Presidium to other Board members.

## **Inspector**

MF is under the supervision of the Inspector. Inspectors are elected on a 3-year mandate by FuM among professors and university lecturers at KI. The Inspector may request that the Board or FuM meet to address a specific matter. The Inspector represents in the Bylaw Interpretation Commission, the MF Disciplinary Board and the board of Kårhusstiftelsen (KHS). The Inspector's primary task is to promote MF's operational goals and ensure that MF's bylaws are complied with. The Inspector also has ceremonial tasks on the Amphiox gasque and the Lucia ball.

## **The Chair of the Education Council**

The Chair of the Education Council (URO) leads the strategic work within study monitoring that MF conducts towards KI, coordinates and develops education for student representatives. In addition, URO works with the preparation of student representative elections and assist the Nominating Commission with election of student representatives. URO also leads the Education Council (UR), where sections and central student representatives meet to discuss cross-programme (programöverskridande) education matters.

## **Sections**

All members of the student union who are registered for an education at KI are members of the section that represents the programme, if such a section exists. The sections work mainly with educational, study social and internationalisation matters that concern the section members' education. The section is led by the section chairperson and the section board and is open to all members. The section appoints 1-2 ordinary and 1-2 substitute members to FuM, depending on the size of the section (number of members).

At present there are the following sections:

- Audiology Section (AS)
- Biomedical Educational Section (BUS)
- Biomedical Laboratory Science Section (BAS)
- Doctoral Students' Association (DSA)
- Medical Students' Section (LS)
- Nursing Section (SSEK)
- Occupational Therapy Section (Artemis)
- Optometry Section (Kaustika)
- Physical Therapy Section (Fysio)
- Psychology Section (PsyKI)
- Public Health Section (PHS)
- Speech and Language Pathology Section (LoS)

## **Committees**

The committees at MF are directly subordinate to the Board and are elected by the same. These account for a large part of the student union's activities. Under the committees there are also various subgroups with their own areas of responsibility.

- Administration Committee (FU)
- Sports Committee (IdrU)
- International Committee (IntU)
- Communication Committee (KomU)
- Culture Committee (KU)
- Reception Committee (MU)
- Business Committee (NU)
- Programme Committee (PrU)
- Committee Global Friends (GF)
- Committee Students' Nobel NightCap (USNNC) – only active the year MF arranges SNNC

## **Commissions**

The commissions are elected by FuM and work more independently in comparison with the committees.

The commissions that exist in the student union at present are:

- Ceremony Commission (CN)
- Bylaw Interpretation Commission
- Disciplinary Commission
- Election Commission
- Equal Treatment Commission (LBN)

- Nominating Commission
- Scholarship Reviewing Commission

## **Union associations**

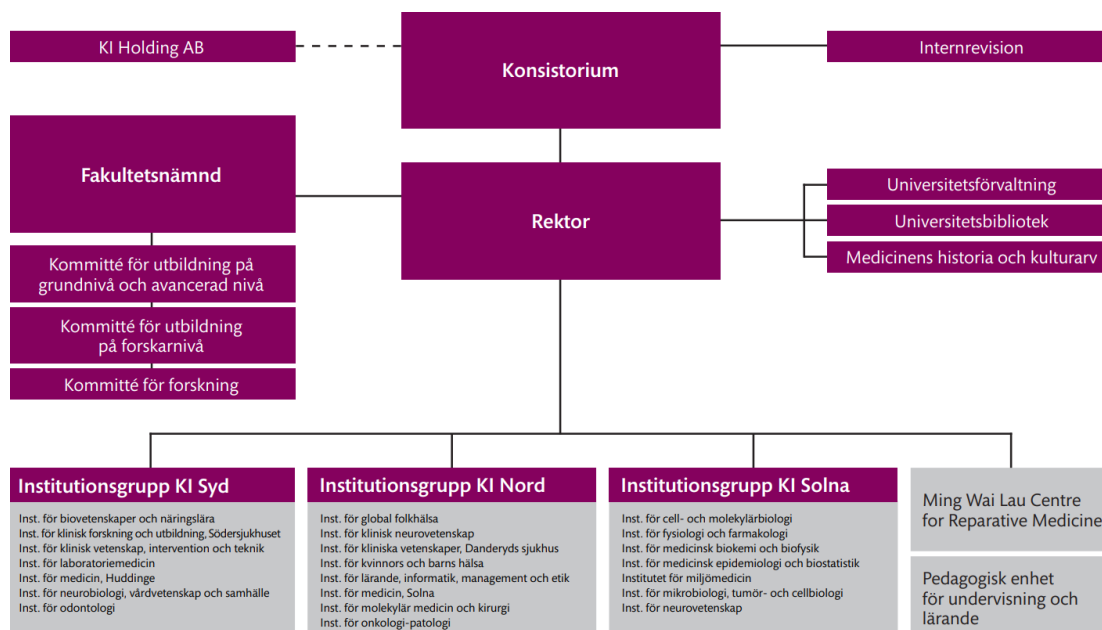
A union association is a non-profit association affiliated with MF. This means that the associations may receive certain benefits such as financial support and access to the union's premises. A prerequisite for this is that all union association members are also members of MF. Many of the union associations perform at the union's parties.

At present, there are the following union associations:

- A Scalpella
- Blåslaget
- Corpus Karrolina
- Flix
- Fokus
- Klimatföreningen (KF)
- Muslimska studenter KI (MSKI)
- Queerolinska
- Strokot
- Studenter för en rättvis vård och akademi (STRÄVA)
- Studenter i Forskning (SiF)
- Ölbryggan

## Karolinska Institutet's organisation

Karolinska Institutet (KI) is one of the world's leading medical universities and has a wide range of education in medicine, healthcare and research. The operations underwent a major change following a decision in the University Board in 2018 to change KI's organisation, which came into force in 2019. More about KI's operations can be read in *Besluts- och delegationsordning för Karolinska Institutet*.



## General structure

The **University Board** (Konsistoriet) is the highest decision-making body at KI. The **university management** is led by the **President**, who makes decisions on matters that are not dealt with in the University Board or that have not been delegated to the Faculty Board, committee, dean, head of department (Prefect) or other executive. The decisions made by the President are made in the presence of the University Director. When the President cannot attend, the **Vice President** can make decisions in the President's place. The **University Director** is employed by the President, and is the head of the **central administration**, which together with the departments' administrations constitutes the university administration. KI's core activities, i.e., research, doctoral education and education are run and organised by the Faculty Board's three committees and three departmental groups (South, North, Solna) with a total of 22 departments. The **Faculty Board** has the overall strategic responsibility for education, research and collaboration, where the main responsibility lies in resource allocation, recruitment of staff, infrastructure, quality systems and internationalisation. Under the Faculty Board are the three committees; the Committee for Higher Education (KU), the Committee for Doctoral Education (KFU) and the Committee for Research (KF). The **Academic Vice President** leads the work within each committee.

KI has 22 departments which are divided into three groups; South, North and Solna where the President decides on belonging to an department group, a grouping based on campus. The **Dean** is the head of an



department group, and is also a member of the Faculty Board. The **Prefects** report to the dean and are responsible for the operations at each department.

## Departments

KI's departments are listed below. In addition to the departments, KI also has Comparative Medicine, the University Library and the University Administration, as well as a phalanx in Hong Kong since 2016. At each department, there is an Education Committee that either has a programme and / or course responsibility.

### Department group KI Nord (North)

- Department of Clinical Neuroscience
- Department of Clinical Sciences, Danderyd Hospital
- Department of Global Public Health
- Department of Learning, Informatics, Management and Ethics
- Department of Medicine, Solna
- Department of Molecular Medicine and Surgery
- Department of Oncology-Pathology
- Department of Women's and Children's Health

### Department group KI Solna

- Department of Cell and Molecular Biology
- Department of Medical Biochemistry and Biophysics
- Department of Medical Epidemiology and Biostatistics
- Department of Microbiology, Tumor and Cell Biology
- Department of Neuroscience
- Department of Physiology and Pharmacology
- Institute of Environmental Medicine

### Department group KI Syd (South)

- Department of Biosciences and Nutrition
- Department of Clinical Science and Education, Södersjukhuset
- Department of Clinical Science, Intervention and Technology
- Department of Dental Medicine
- Department of Laboratory Medicine
- Department of Medicine, Huddinge
- Department of Neurobiology, Care Sciences and Society

## Councils and committees

- **Recruitment Committee:**  
recruitment and employment of teaching and research staff
- **Docent Committee:**  
decides on matters concerning associate professor applications and prepare proposals for rules for the admission of associate professors who are decided on in the Faculty Board
- **Faculty Council:**  
advises the President on matters concerning KI's activities, relevant to the long-term strategic work
- **Ethics Council:**  
works to ensure that ethical matters are handled in good accordance with the values of the outside world, and to promote discussion in research and medical ethics

## University Library

The University Library (KIB) is a function under the President and is responsible for communication and information provision. It also works as a place to study and meet. KIB is led by a Library Director who is employed by the President, but who reports to the Vice President.

## Unit for Teaching and Learning

The unit for Teaching and Learning (UoL) provides pedagogical support at KI and conducts pedagogical course activities. The unit is led by an Operations Manager who is employed by the President but who reports to the Vice President. UoL has a steering group that prepares the Faculty Board's decisions and decides on a plan of operations within the framework of the budget decided in the Faculty Board.

## What does the educational responsibility look like?

It is no news that KI as a university has an educational responsibility. How the responsibility for the different programmes looks like is different depending on which programme you belong to. The medical program has a Programme Committee that has the overall responsibility for the education. The bachelor's and master's programmes in Biomedicine also have a Programme Committee, which also includes the master's programme in Molecular Techniques in Life Sciences.

For the remaining programmes at KI, the programme responsibility lies with various departments, where the Education Committees have the overall responsibility for the implementation and coordination of the education responsibility. The Education Committees look different depending on which department it is, as some departments have both course responsibility and programme responsibility, some only programme responsibility and others only course responsibility.

If you are interested in more information about the Education Committees, you can visit this page:

<https://staff.ki.se/education-committee>

## Glossary

Below are common words used during meetings. MF also has a glossary with explanations and English translations.

### *Acclamation - Acklamation*

The decision is taken without a formalised vote by ballot. Members answer yes either to the question of whether they are in favour or to the question of whether they are opposed to accepting the proposed decision.

### *Co-optation - Adjungering*

To allow an outsider, i.e., a person who is not a member of the body, to attend a meeting. Most often, the person is co-opted with the right to attend, speak and plead, but only rarely with the right to vote.

### *Adjournment - Ajournering*

The meeting is postponed to continue later, using the same minutes. Compare with deferring / tabling.

### *Rejection - Avslag*

Decision not to approve the submitted proposal.

### *Preparation - Beredning*

Preparation of factual material in a matter which will then be discussed by the members.

### *Decision - Beslut*

Statement / standpoint of the university that has some form of feedback or guidance for various actors in the system. It can be an individual student or an employee or the entire university.

### *Having quorum / Quorate - Beslutsmässig*

A body has quorum / is quorate when it meets the requirements of the bylaws for how many of the members must be present to be able to make decisions. For a decision to be made, at least one student must be present at the decision.

### *Approval - Bifall*

Decision to accept the submitted proposal.

### *Tabling / Deferring - Bordläggning*

The decision is postponed until the next meeting. For example, you can postpone an election where there is no candidate for the position.

### *Agenda - Dagordning*

List of matters to be dealt with at the meeting, called agenda. Must contain which committee / board is to meet, place and time, as well as a list of the matters to be addressed at the meeting.

### *Delegation - Delegation*

Transferring of the decision-making right to another body or to one or more persons. Delegation decisions should be limited in time or limited in scope.

*Dismiss - Entlediga*

If you wish to resign from your position in the middle of a term of office, you submit a request for dismissal.

*By-election - Fyllnadsval*

If a member resigns during the current term of office and there is no substitute, the position is filled through by-election.

*Rapporteur - Föredragande*

The person who has prepared a matter and presents it for the board or commission.

*Agenda - Föredragningslista*

See agenda - dagordning.

*Interpellation - Interpellation*

A written question from a member to the chairperson of a commission. The answer must also be in writing and taken up at a later meeting.

*Adjustment - Justering*

Minutes must always be adjusted. One or more of the members is appointed to adjust, i.e., certify that the minutes correspond to what happened during the meeting by signing the minutes. This is thus a final approval of how the minutes are to be formulated. Decisions take effect only when the minutes have been adjusted.

*Adjuster - Justeringsperson*

The person together with the chairperson and the secretary / administrator who adjusts the minutes.

*Conflict of interest - Jäv*

May arise if one of the members or a person close to the member is personally affected by a matter and the member is thus not judged to be sufficiently objective. If this is the case, the member may leave the room when the matter is processed.

*Convocation - Kallelse*

Usually sent to a commission member about a week before the meeting. The convocation mentions where and when the meeting takes place. Usually, an agenda is sent which tells which matters are to be dealt with together with the convocation.

*Immediate adjustment - Omedelbar justering*

When the board or the commission does not consider itself able to wait for the minutes to be adjusted in accordance with the above, a decision can be made that a matter on the agenda is immediately adjusted and thus valid immediately.

*Point of order - Ordningsfråga*

A point of order breaks the list of speakers, but only if the point of order is directly related to the current discussion.

*Proposition - Proposition*

A suggestion for a decision.

*Order of proposals - Propositionsordning*

The way in which the chairperson presents the proposals for decision. If there are more than two proposals for decisions in a case, it can be of great importance in which order the proposals are set against each other. The proposals must be designed so that they can be answered with yes or no.

*Minutes - Protokoll*

Written report usually divided into paragraphs (§), on who participated, what occurred and was decided at the meeting.

*Note in the minutes - Protokollsanteckning*

If there is something a member wants to make public, they can request that this is written down in the minutes, for example a standpoint in a decision.

*Report for comment - Remiss*

Dispatch of proposals for assessment and opinion from, for example, the Swedish Higher Education Authority (UKÄ), the student union, the President. This gives the body (the board / group) a chance to comment on the matter.

*Reply - Replik*

Breaks the current list of speakers, requesting that you briefly can respond to someone else's discussion.

*Reservation - Reservation*

When a member reports that they are strongly opposed to the decision made by the body. Reservations must always be included in the minutes.

*Factual interjection - Sakupplysning*

Information about a certain fact often as a supplement to someone else's discussion.

*Ballot - Slutet voting*

Often used in elections for positions and means that voting takes place e.g. by the members writing on a piece of paper who they are voting for and then the votes are counted by the adjusters or specially appointed vote counters.

*Close the debate - Streck i debatten*

Means that it is proposed that the discussion on a specific matter should be concluded. Those present at the meeting can sign up for the list of speakers and when the list is empty, no further discussions may be held on the matter.

*List of speakers - Talarlista*

Used in meetings to arrange the order in which people may speak. Can be broken by point of order or reply.

*Nominating commission*

Specially appointed group with the task of selecting candidates for various positions and assignments, such as ordinary board members, substitutes, auditors and more.

*Vote - Votering*

Vote (with vote count). If a person requests a vote, the votes shall be counted and included in the minutes.

*Plea - Yrkande*

A plea / to plead means that a member wants a change in the main proposal. A plea is thus a proposal for a decision. Formal pleas can be requests for adjournment, tabling and more. Substantive pleas concern a position on substantive issues, such as approval or rejection.

*Return for reconsideration- Återremiss*

When the board sends back the matter for new preparation. The matter must then be re-investigated before it is taken up in the body again.

*To apply (for) - Åska*

Requesting, applying for. The word is most often used in the sense of "requesting or applying for money" (for example for financing projects or the like).

*Appeal - Överklagande*

A decision that has been made can in certain cases when it is a matter of exercising authority against an individual be appealed to a higher instance by the person who has been subjected to the decision. The Higher Education Ordinance contains a list of cases where an appeal may be justified.

## Names and common abbreviations

In the world of higher education, a number of names and abbreviations are used. Here is a list of the most common names and abbreviations for KI followed by a list of names and abbreviations within MF.

ALF	<i>Avtalet om läkarutbildning och forskning i hälso- och sjukvården</i>
AMN	Work Environment Committee - <i>Arbetsmiljönämnden (KIs-skyddskommitté)</i>
BioNut	Department of Biosciences and Nutrition
CLINTEC	Department of Clinical Science, Intervention and Technology - CLINTEC
CMB	Department of Cell and Molecular Biology
CNS	Department of Clinical Neuroscience
CSN	<i>Centrala Studiestödsnämnden</i>
Dentmed	Department of Dental Medicine
Doktorand	Doctoral student
DS	Danderyd Hospital
FyFa	Department of Physiology and Pharmacology
GPH	Department of Global Public Health
GUA	Departmental Directors of Education
HAN	Higher Education Expulsions Board
HF	Higher Education Ordinance
HL	Higher Education Act
HS	Huddinge Hospital
HÅP	<i>Helårspresentation</i>
HÅS	<i>Helårsstudent</i>
INDI	<i>Kalkyl- och redovisningsmodell för indirekta kostnader</i>
IMM	Institute for Environmental Medicine
IPE	Interprofessional education
KBH	Department of Women's and Children's Health
KF	Committé for Research

KFU	Committee for Doctoral Education
KI	Karolinska Institutet
KIB	Karolinska Institutet's University Library
KI DS	Department of Clinical Sciences, Danderyd Hospital
KI SÖS	Department of Clinical Science and Education, Södersjukhuset
KU	Committee for Higher Education
KS	Karolinska University Hospital
LabMed	Department of Laboratory Medicine
LADOK	<i>Lokalt ADB-baserat studieDOKumentationssystem</i>
LIME	Department of Learning, Informatics, Management and Ethics
MBB	Department of Medical Biochemistry and Biophysics
MCC	Medical Case Centre
MD	Medical Doctor
MEB	Department of Medical Epidemiology and Biostatistics
MedH	Department of Medicine, Huddinge
MedS	Department of Medicine, Solna
MMK	Department of Molecular Medicine and Surgery
MTC	Department of Microbiology, Tumor and Cell Biology
Neuro	Department of Neuroscience
NKS	<i>Nya Karolinska Solna</i>
NVS	Department of Neurobiology, Care Sciences and Society
OnkPat	Department of Oncology-Pathology
PBL	Problem Based Learning
PD	Programme Director
PhD	Philosophiae Doctor/ person who has received a doctoral degree
PhD-student	PhD-student
PIL	<i>Prov- och intervjubaserat urval till läkarprogrammet</i>



PN	Programme Committee
PNO	Programme Committee Chair
RU	Recruitment Committee
Sös	<i>Södersjukhuset</i>
TAPIL	<i>Prov- och intervjubaserat urval till tandläkarprogrammet</i>
UFS	<i>Utbildning- och forskarutbildningsstöd</i>
UKÄ	Swedish Higher Education Authority
UHR	Swedish Council for Higher Education
UN	Education Committee
VFU	On-site Education / Practicum / Placement
VIL	Practice Integrated Learning