

## **NanoGUNE's PhD committee founding document**

### **Mission Statement**

The mission of nanoGUNE's PhD committee is to support and assist nanoGUNE's PhD students during their career at nanoGUNE.

Specifically, the committee aims to:

- Be involved in the decisions that may affect the working environment of the PhD students and get access to information concerning these decisions.
- Transfer any problem (personal and/or collective) or request to the Direction in order to find a proper solution.

### **Duties**

The PhD committee activities are oriented to:

- Ease the communication between the Direction and the PhD students.
- Manage internal requests regarding administrative tasks. Specially, create and update an instruction guide to succeed in the inscription to the PhD at the University, in the annual update, and in the submission of the PhD thesis. The documents will be accessible to the PhD community in a shared platform.
- Organize and coordinate actions that involve the welfare of the PhD students: seminars, workshops, international exchanges, etc.

### **Membership and structure**

- a. Membership is open to all PhD students that are employees of nanoGUNE.
- b. The committee must have at least 51% of participation of nanoGUNE's PhD students.
- c. The committee relies on 2 representatives who are elected once a year. The actual representatives are: Maiara Iriarte Alonso and Mathias Charconnet

### **Committee meetings**

- Calls for the committee meetings will be announced by any of the representatives.
- All members of the PhD community are encouraged to attend the meetings.
- The committee will meet as many times as needed and will have at least biannual meetings with the Direction.