



Employee Handbook 2023

School of Architecture and the Built Environment



Welcome from the Head of school

I would like to welcome you to the School of Architecture and the Built Environment. We are one of five schools at KTH. With activities in science, technology, social sciences and the humanities, we have a unique breadth of subjects.

We educate and research about the society of the future. How cities, buildings and infrastructure should be designed and built. How to create good living environments for people and at the same time take into account the environment, energy, economy and social factors.

We are proud of the good contacts we have with industry and other actors in the outside world. Collaboration in the form of adjunct professors, strategic partnerships and associations contributes to raising the quality of our education and research.

We employ 700 people and have 3,000 students.

I hope you will enjoy being part of the School of Architecture and the Built Environment.



Björn Berggren

Head of school

The guide to your workplace

In the Employee Handbook, you will find information that will support your work at the school.

At a government agency like KTH, you work in the service of citizens. The Swedish parliament and the government decides on the authorities' assignments and the activities are financed through taxes and fees. There are therefore special requirements for the authorities' activities, which affects your work.

You will find more and in-depth information at

KTH's intranet: <https://intra.kth.se/en>

The internal pages of the ABE School: <https://intra.kth.se/en/abe/arkitektur-och-samhallsbyggnad-abe-1.749058>

This is the School of Architecture and the Built Environment

Departments

- Architecture
- Civil and Architectural Engineering
- Philosophy and History
- Real Estate and Construction Management
- Sustainable Development, Environmental Science and Engineering (SEED)
- Urban Planning and Environment

Research centers

- Centre for Construction Efficiency (CBE)
- Centre for Future Seafood, Blue Food
- Centre for Traffic Research (CTR)
- Centre for Transport Studies (CTS)
- KTH Environmental Humanities Laboratory (EHL)
- Road2Science
- Sustainable Finance Lab
- WaterCentre@KTH

First cycle education (Bachelor level)

- Degree Progr. in Architecture
- Degree Progr. in Civil Engineering and Urban Management
- Degree Progr. in Constructional Engineering and Design
- Degree Progr. in Construction Management
- Bachelor's Progr. in Property Development and Agency
- Bachelor's Progr. in Real Estate and Finance

Second cycle education (Master's level)

- Architecture
- Architectural Lighting Design
- Civil and Architectural Engineering
- Environmental Engineering and Sustainable Infrastructure
- Real Estate and Construction Management
- Sustainable Urban Planning and Design
- Sustainable Technology
- Transport and Geoinformation Technology
- Transport, Mobility and Innovation (EIT Urban Mobility)

Doctoral Programmes

- Architecture
- Civil and Architectural Engineering
- Geodesy and Geoinformatics
- Studies in the Humanities and Social Sciences of Technology, Science, and the Environment
- Land and Water Resources Engineering
- Planning and Decision Analysis
- The Built Environment and Society: Management, Economics and Law
- Transport Science

The school's organisation and activities

Management

The Head of School Björn Berggren, First Deputy Head of School Karin Edvardsson Björnberg and Second Deputy Head of School David Nilsson lead the school. Each school is responsible for quality development and quality follow-up within its area of activity. The Head of School leads the school's work and is responsible to the President for the school's activities.

School Management Advisory Board <https://intra.kth.se/en/abe/organisation/ledningsrad-1.7125>

To support the Head of School's work, there is the School Management Advisory Board. The School Management Advisory Board deals with operational and strategic issues and meetings usually take place once a month during term time. Dates can be found in the school's internal calendar on the intranet: <https://intra.kth.se/en/abe/kalender>

School Management Advisory Board

- Head of School
- 1st Deputy Head of School
- 2nd Deputy Head of School
- Heads of Departments
- Director and Deputy Director of First and Second Cycle Education (GA and Deputy GA)
- Director of Third Cycle Education (FA)
- Head of Administration
- Human Resources manager
- Finance manager
- Student representatives

Strategic Council <https://intra.kth.se/en/abe/organisation/strategiska-radet-abe-1.296940>

The school's strategic council constitutes an advisory body to the Head of school in matters concerning the school's strategic development, overall issues concerning education and other matters of great importance to the school. The Strategic Council includes teacher representatives and external representatives from industry.

Departments

The School is divided into six departments. These conduct education, research and collaboration. The Head of Department lead the department. Most departments are divided into divisions lead by Heads of Divisions.

Research centres

Within the school, there are a number of centre formations that conduct research in a leading area with the support of externally funds. Each centre is led by a Centre manager.

Academic organisation

Within the school, there are academic functions that are responsible for, among other things, faculty renewal issues and educational issues:

Director for Faculty Renewal (FFA) – Karin Edvardsson Björnberg

Responsible for faculty renewal issues and gender equality issues within the faculty.

Impact Leader (IA) – David Nilsson

A support to the activities concerning collaboration and activities linked to collaboration / impact.

Director of Gender equality, Diversity and Equal opportunities (JMLA) – Björn Berggren

Responsible for overall organisation, planning and follow-up of the school's work with gender equality, diversity and equal conditions. The responsibility includes ensuring that active work and implementation takes place on the basis of KTH's governing documents, such as ethical policy, action plan against discrimination (active measures) and plan for gender integration.

Director of Third Cycle Education (FA) – Anders Karlström

Deputy Director of Third Cycle Education (Deputy FA) – Stefan Larsson

Responsible for quality issues within the doctoral education / doctoral programmes. Responsible for the school's programmes and courses being developed in line with KTH's overall goals and strategy and in agreement with KTH's other schools.

FA is chairman and convener of the school Quality Council for Third Cycle Education where the school's Programme managers for the doctoral programmes are included.

Director of First and Second Cycle Education (GA) - Eva Liedholm Johnson

Deputy Director of First and Second Cycle Education (Deputy GA) - Malin Wennerholm

Responsible for quality issues within the undergraduate and graduate education / programmes. Responsible for the school's programmes and courses being developed in line with KTH's overall goals and strategy and in agreement with KTH's other schools.

For all educational programmes, there is a designated Programme Director, see:

<https://www.kth.se/en/abe/om-skolan/organisation/utbildningskansli-abe-1.7119>

Director of First and Second Cycle Education is chair and convener of the school's Quality Council for First and Second Cycle Education, which includes the school's Programme Directors.

Administrative support and service

Administrative support and service is available at both school and department level.

At school level, there is a School's office that is responsible for the school-wide administration. School's Office is located at Teknikringen 74D.

Within the departments, there is the local administration where you can get help with fees, travel invoices, purchases, course administration and other internal services.

Within the School's Office there are the following functions:

Head of Administration: Johanna Stellan

Responsible for the school-wide administrative organisation and highest reporting official. Responsible for overall administrative coordination and development as well as for ensuring quality and efficiency in the administrative work.

Finance

Finance manager: Ulf Arvidsson

The school's finance function coordinates the school's finances and works in close collaboration with the school management, Heads of departments, Centre managers, Heads of Divisions and project managers in planning and financial management issues.

Finance Officers work with:

- Budget och planning
- Accounting
- Financial statements
- Follow-up
- EU-accounting

The finance function reports to the central joint operational support (GVS), Head of School, Heads of Departments, Heads of Divisions, and project managers.

Human Resources

Human Resources manager: Catherine Pimenta

The school has a coordinated HR function that provides support for the school's employees in HR-related issues. The HR function is responsible for, among other things:

- Interpretation and application of laws and agreements
- Recruitment and employment contracts
- Teacher appointments and promotion matters
- Associate professor applications
- Work environment / JML

Local staff administrators at the departments work with fees, expenses, travel reviews, insurance issues and more.

Infrastructure

Infrastructure manager: Anders Blomqvist

Responsible for overall coordination and information about premises, security, fire protection, etc.

Communication

Communications manager: David Nilsson

Responsible for internal and external communication.

- External web
- Intranet
- Research communication

Purchase

Purchasing manager: Anders Blomqvist

Purchasing administrator: Suzanna Hedlund

According to the legislation, KTH is a contracting authority. All purchases and procurements must follow the state, KTH's and the school's rules and agreements.

Purchases are made through KTH's E-ordering system, through suborders or through direct procurement. The school's purchasing manager is an advisory function on purchasing issues and is the school's certified purchaser for direct procurements with a value of more than SEK 100,000.

All purchases at departmental level are made with the support of the department's purchasers and orderers (see list on the intranet)

KTH's procurement department carries out all simplified procurements.

Educational administration

Educational administrative manager (UA): Cecilia Månson Blom

First and Second Cycle Education

First and Second Cycle Education administration at the school is divided into programme level and course level.

The school has a School's Office of Student Affairs that handles the programme administration for all the school's educational programme at the undergraduate and graduate level.

Within the School's Office of Student Affairs ABE, there is study guidance, program administration, coordination of admission to the master's programmes, management of doctoral studies and internationalisation, specifically outgoing and incoming students.

Within each department, the course administration takes place, e.g. registration of students on courses and reporting of results.

Third Cycle Education

Doctoral Officers: Per Olsson and Tobias Jensen

Issues related to admission to Third Cycle Education, licentiate and doctoral degrees are dealt with at school level.

Within the department, support is given to the individual doctoral student in his / her studies, and all course administration is linked to the doctoral programmes.

School-wide groups

Collaboration Group (SVG)

Collaboration is about openness and participation in decisions. SVG consists of representatives of the trade unions ST and Saco-S at KTH as well as employer representatives. Collaborative groups exist on several levels, at school and departmental level.

The collaboration group at school level is led by the Head of school and deals with strategic issues that the Head of School raises at each meeting, work environment / gender equality, diversity and equal treatment issues, local issues, staff issues such as recruitment permits, requests for dismissal, i.e. employees who quit, employment contracts and finances.

Trade unions at KTH

SACO

Charlotte Hurdelbrink
Ordförande
hurdel@kth.se

ST

Susanna Elfving Blomster
Ordförande
suseb@kth.se

SEKO

Mikko Svensson
Chair
mikko.svensson@skansen.se

Read more on KTH's intranet:

<https://intra.kth.se/en/anstallning/personalsamverkan/foreningar/fackliga-foreningar-pa-kth-1.30543>

Work Environment Group

The task of the work environment group is to determine and handle work environment issues. The group will work to promote a good working environment and prevent ill health.

The group includes the HR manager, all HR officers, the Head safety officer and the Infrastructure manager.

<https://intra.kth.se/en/abe/verksamhetsstod/anstallning-och-arbe/arbetsmiljo/arbetsmiljoarbete-pa-abe-1.804547>

Environmental management

KTH's work with environmental certification means, among other things, that ABE has environmental goals in the areas of transport, waste, energy use and procurement and purchasing.

On the intranet you can read more about the goals and how we work to achieve them:

<https://intra.kth.se/en/styrning/miljo-hallbar-utveckling/miljoarbete-kth-skolor/abe>

Safety officers

Head Safety Officer ABE – Eva Pettersson
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Safety officers represent the employee in work environment issues and shall work for a satisfactory work environment. The main task of the Head safety officer is to coordinate the activities of the safety officers.

On ABE's intranet pages, you will find the school's Safety officers:

<https://intra.kth.se/en/abe/kontakt/skyddsombud-1.603309>

To work for a governmental employer

KTH is a government agency and must meet the legislation's requirements for public documents.

The agency's operational information is a valuable resource both for the public and for its own operations.

Document management

Document management is based on legal requirements and the needs of the organisation and aims to preserve, protect and make reliable organizational information available as evidence for implemented measures and as support for future measures and decisions. A systematic document management must ensure the accessibility of public documents in accordance with the requirements of the publicity of documents.

Information management plan

Contains handling instructions regarding registration, preservation, sorting out and other information needed for the organisation's information to be preserved, protected and made available.

Regulations can be found here:

<https://intra.kth.se/en/styrning/styrdokument/regler/dokumenthantering-och-handlingsoffentlighet-1.660522>

Regulation

In the internal regulations for Document Management, you can find rules at KTH and a clear division of responsibilities that apply to the preservation, protection and making available of organisational information at KTH. The regulation applies to all employees.

The regulation is based on:

- The Freedom of the Press Ordinance (1949: 105)
- Public Access and Secrecy Act (2009: 400)
- The Archives Act (1990: 782)
- The Archives Ordinance (1991: 446)
- The National Archives' collection of statutes
- The President's Decision UF-2013/0216

Employees have their own responsibility to ensure that documents received or prepared in the service is handled in accordance with current regulations. The responsibility includes, for example to:

- Stay informed about rules and routines for document management
- Submit documents to be recorded to the unit's registrar
- Submit documents for archiving according to the unit's routines

Definitions

Handling

A document is an information carrier, regardless of format and media that has been created, received and preserved as verification or information, in order to meet the requirements of legislation or in day-to-day operations.

A document is public

If it is *kept* by an government agency and

If, according to specific regulations, it is considered to have been *received* by the authority or *drawn up* by the authority.

Document coordinator / Head registrar: Vildane Hyseni

Record keeping of documents takes place at school and department level through appointed registrars (see list on the school's internal pages: <https://intra.kth.se/en/abe/kontakt/registratur-1.598283>)

Abbreviations

Here are some of the abbreviations we use at KTH and ABE

- ABE – Skolan för Arkitektur och samhällsbyggnad / School of Architecture and the Built Environment
- APT – Arbetsplatsträff/ Workplace meeting
- Arch – KTH Arkitektur (Institutionen för Arkitektur) / KTH Architecture
- BR – Brinellvägen (t.ex. BR8, BR23)
- BYV – Institutionen för Bygghälsa / Department of Civil and Architectural Engineering
- CBE – Centrum för byggeffektivitet / Centre for Building Efficiency
- CBH – Skolan för kemi, bioteknologi och hälsa / School of Engineering Sciences in Chemistry, Biotechnology and Health
- CHS – Centrum för hållbart samhällsbyggande / Centre for Sustainable Built Environment
- CTR – Centrum för trafikforskning / Centre for Traffic Research
- CTS – Centrum för transportstudier / Centre for Transport Studies
- DiSa – Labbet för Digital Samhällsbyggnad
- DKV – Drottning Kristinas väg (t.ex. DKV30)
- EECS – Skolan för elektroteknik och datavetenskap / School of Electrical Engineering and Computer Science
- FA – Forskarutbildningsansvarig / Director of Third Cycle Education
- FoB – Institutionen för Fastigheter och byggande / Department of Real Estate and Construction Management
- FoFu – Forskning och forskarutbildning / Research and doctoral education
- GA – Grundutbildningsansvarig / Director of First and Second Cycle Education
- GRU – Grundutbildning / First and Second Cycle Education
- GVS – Gemensamt verksamhetsstöd / University Administration
- HST – Helårsstudent / Full time equivalent student (FTE)
- HPR – Helårsprestation / Annual performance equivalent
- ITM – Skolan för industriell teknik och management / School of Industrial Engineering & Management
- PA – Programansvarig / Program Director
- RSO – Research Support Office
- SCI – Skolan för Teknikvetenskap / School of Engineering Sciences
- SEED – Institutionen för hållbar utveckling, miljövetenskap och teknik / Department of Sustainable Development, Environmental Science and Engineering
- T/A, TA – Tekniskt-administrativ personal / Technical and administrative staff
- TR – Teknikringen (t.ex. TR10B, TR74)
- UA – Utbildningsadministrativt funktionsansvarig / Educational Administration Manager
- VS – Verksamhetsstöd / University Administration