



Employee Handbook

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 do research about the society of the future. How cities, buildings and infrastructure should be designed and built. How good living environments for people can be created while at the same time taking into account environmental, energy related, economic and social factors.

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

We employ around 550 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 be a support for your work at the school.

At a government agency like KTH, you work in the service of citizens. The Swedish parliament and government decide on the assignments of government agencies, and their activities are financed through taxes and fees. For this reason, there are special requirements for these activities, which affect your work.

You will find more in-depth information at

The KTH 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 Future Seafood, Blue Food
- Centre for Traffic Research (CTR)
- KTH Environmental Humanities Laboratory (EHL)
- WaterCentre@KTH
- Road2Science 3.0
- Sustainable Finance Lab
- Centre for Transport Research Environment with Novel Perspectives (TRENOP)

First cycle education (Bachelor level)

- Degree Progr. in Architecture 300 ECTS
- Degree Progr. in Civil Engineering and Urban Management 300 ECTS
- Degree Progr. in Constructional Engineering and Design 180 ECTS
- Bachelor's Progr. in Real Estate and Finance 180 ECTS
- Bachelor's Progr. in Property Development and Agency 180 ECTS

Second cycle education (Master's level)

- Architecture 120 ECTS
- Real Estate and Construction Management 120 ECTS
- Civil and Architectural Engineering 120 ECTS
- Sustainable Urban Planning and Design 120 ECTS
- Architectural Lighting Design 60 ECTS
- Environmental Engineering and Sustainable Infrastructure 120 ECTS
- Sustainable Technology 120 ECTS
- Transport and Geoinformation Technology 120 ECTS
- Transport, Mobility and Innovation (EIT Urban Mobility) 120 ECTS

Doctoral Programmes

- Architecture
- Civil and Architectural Engineering
- Geodesy and Geoinformatics
- Studies in the Humanities and Social Sciences of Technology, Science, and the Environment
- Sustainable Development, Environmental Science and Engineering
- The Built Environment and Society: Management, Economics and Law
- Urban and Regional Planning
- Transport Science

The school's organisation and activities

Management

The Head of School Björn Berggren and Deputy Head of School Karin Edvardsson Björnberg 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>

The School Management Advisory Board supports work of the Head of School. 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
- Deputy Head of School
- Department Heads
- Director and Deputy Director of First and Second Cycle Education (GA and Deputy GA)
- Director of Third Cycle Education (FA)
- Head of the School Office
- Student representatives
- Co-opted: Financial Controller, Human Resources Manager, Financial Manager

The Faculty Board

The Faculty Board is the school's body for collegial influence and decision-making, led by Chair Björn Berggren. The Faculty Board meets on approximately four to five occasions per term.

The Faculty Board [Faculty Board ABE | ABE internal pages \(kth.se\)](#)

School Faculty Board

- Chair (Head of School)
- Six teacher representatives (including a vice-chair)
- Two student representatives
- Two external representatives
- Two employer organisation representatives

Departments

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

Research centres

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

Academic organisation

Within the school, there are academic functions that are responsible for, amongst other things, questions related to faculty renewal and education:

Director of Faculty Renewal (FFA) – Karin Edvardsson Björnberg

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

Impact Leader (IA) – Fredrik Johansson

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

[Impact Committee | ABE internal pages](#)

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) – Stefan Larsson

Deputy Director of Third Cycle Education (Deputy FA) – Karin Bradley

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.

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

[Programme Directors - Doctoral programmes | KTH](#)

The departments have appointed Directors of Studies who assist the Programme Directors in the third cycle education: [Directors of studies | ABE internal pages](#)

The FA is chairman and convener of the school's Quality Council for Third Cycle Education where the Programme managers for the school's 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:

[Programme Directors - First and Second Cycle Programmes | ABE internal pages \(kth.se\)](#)

The departments have appointed Directors of Studies who assist the Programme Directors in the first and second cycle education: [Directors of studies | ABE internal pages](#)

The 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

Head of the School Office: 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.

The school office includes the following groups:

Management Office

The Management Office ABE provides support to the school's management with the operational planning, financial management, budget, follow-up, investigations, school-wide activities, etc.

The committee for appointments handles matters regarding the recruitment and employment of teachers, promotions, admission of associate professors, and adjuncts/affiliations of faculty.

lararanstalling-abe@kth.se

Management and Researcher Support

The Management Coordinators provide support to researchers in the Research Support function, as well as to the school's Head of Departments.

ledningskoordinator-abe@kth.se

Support for researchers when applying for funding and administratively starting up new research projects. Coordinates the school's contract management for research funding.

researchproject@abe.kth.se

Service and Event

Service and Event handles orders for catering and access cards, among other things, and provides support for defenses and similar events.

service-abe@kth.se

School's Office of Student Affairs

The School's Office of Student Affairs provides support to the school's teachers, supervisors, program managers, undergraduate and postgraduate education managers, and students. First and Second Cycle Education administration at the school is divided into programme level and course level.

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

Teacher Support assists ABE teachers regarding courses at undergraduate and advanced levels.

lararstod-abe@kth.se

The doctoral studies administration support the ABE doctoral students, principal supervisors, teachers and programme directors.

doctoral-studies-abe@kth.se

Finance

The finance function works closely with the school management, heads of departments, center directors, heads of divisions and project managers on planning and financial control questions.

The finance officers work with:

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

[Finance support for ABE | ABE internal pages](#)

Infrastructure

The infrastructure function coordinates the school's infrastructure matters; office changes/adaptations, safety issues, fire protection, etc.

infrastruktur@abe.kth.se

The divisions of HR and communication are jointly organized at KTH. School-specific support is provided by:

Human Resources

Human Resources Manager: Catherine Pimenta

The HR function 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
- Work environment / JML

[HR support for ABE | ABE internal pages](#)

Communication

The communication function provides support with internal and external communication.

- External web
- Intranet
- Research communication

Contact the communications department via the functional email address kommunikation-abe@kth.se.

Purchasing

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. Contact the Purchasing manager Kicki Holmberg at inkop@abe.kth.se.

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.

[Collaboration group ABE | ABE internal pages](#)

Trade unions at KTH

SACO

Charlotte Hurdelbrink

Chair

hurdel@kth.se

ST

Jon Lindhe

Chair

jlindhe@kth.se

SEKO

Mikko Svensson

Chair

sjokinen@kth.se

Read more on the KTH intranet:

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

Safety officers

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

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

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>

Working 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 a personal 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

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 a government agency and

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

Record keeping of documents takes place centrally at KTH 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 (e.g. BR8, BR23)

BYV – Institutionen för Byggetenskap / 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

DiSa – Labbet för Digital Samhällsbyggnad / Laboratory of Digital Built Environment

DKV – Drottning Kristinas väg (e.g. 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

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 – Teknisk-administrativ personal / Technical and administrative staff

TR – Teknikringen (e.g. TR10B, TR74)

UA – Utbildningsadministrativt funktionsansvarig / Educational Administration Manager

VS – Verksamhetsstöd / University Administration