PhD Chapter at THS | Doktorandsektionen vid THS
Board 2026/2027

Agenda for Board Meeting #03

Place: Zoom
Date: 2026-09-16
Time: 15.00
Invitees: Board Members, Auditors

Formalities: [5 min – 10 min]

1. Election of Meeting Chairperson, Secretary and Minute Checker.
   The meeting elects Kaung as chairperson, Valentina as secretary and Adrian as minute checker.
2. Approval of Agenda.
3. Eventual matters related to formalities.

Board Reports / Informs:

1. [Kaung]: Review of old minutes (3 mins)
2. [Kaung]: Norrsken VC Funding (5 mins)
3. [Ivo]: Funding Criteria: Fast track of budget-based request (10 mins)

The discussion followed up on the concerns raised at the previous Board meeting regarding the fast-track funding procedure. In particular, recurring funding requests for similar events could potentially lead to an uneven distribution of the available funding.

The Board previously discussed the possibility of limiting fast-track approval to three identical events, after which further requests would require a Board vote.

Ivo raised the need to formalize the approval procedure and clarify which funding requests can be handled through fast-track approval and which require formal Board approval. In particular, the procedure should distinguish between requests that fall within an already allocated budget and requests that exceed the available budget.

The distinction between funding requests submitted by School Councils and those submitted by individual PhD students was also raised, as School Councils already operate within their respective allocated budgets.

Further criteria for the fast-track procedure and formal approval process are to be discussed.

4. [Kaung]: Chapter Meeting (3 mins)

30th September, calendar invitation a week before.

   a. Food Ordering
      Ulysse will select a restaurant and arrange the food order, with a budget of approximately 200 SEK per person.
   b. Secretary + Minute Checker
      Adrian will act as secretary. An additional minute taker will be identified at the meeting.

5. [Kaung]: Operational Directives (15-20 mins)
   a. Migration Support?

The role of KTH in supporting international PhD students with migration-related matters was discussed. Doctoral students have a dual role as both students and employees, and residence permit requirements may therefore involve both educational and employment-related aspects.

It was highlighted that the Phd Chapter cannot provide legal representation or influence individual decisions made by the Swedish Migration Agency. However, KTH could provide better support by reducing uncertainty, sharing clear information, and helping doctoral students understand the procedures and documentation required.

A particular concern was the level of awareness within HR and administration. In some cases, doctoral students have received incomplete or conflicting information regarding documents needed for residence permit applications or extensions. Since KTH regularly employs international doctoral students and many of these cases follow similar procedures, it was suggested that the administrative process could be more standardized and streamlined.

KTH Relocation is currently working mainly on spreading information and awareness about migration procedures and individual rights. Relevant events or initiatives organized by KTH Relocation can be forwarded to the PhD community. Further dialogue with the relevant KTH contact(s) for migration matters could also help improve coordination between doctoral students, HR, administration, and KTH Relocation.

   b. Proper Onboarding?
      Micha is preparing a presentation for the onboarding. The aim is to introduce new doctoral students to the PhD Chapter and its activities.

   c. PhD Chapter Finance Revamp?...

   d. Departmental Duties Workgroup?
      The possibility of continuing or developing work related to departmental duties was mentioned.

   e. Supervisor Review?

Kaung noted that there has not yet been extensive investigation into this topic. The Chapter may explore whether further work or initiatives could be undertaken in this area.

f. Continuation of P-Hired and professional development?
The possible continuation of P-Hired and other professional development initiatives was discussed. Further consideration is needed before deciding how to proceed.

6. [Kathi]: JMLA Board Position (10 mins)

The need for clearer responsibility within the PhD Chapter regarding JML (equality, diversity and equal conditions) was discussed. Other THS chapters have designated functionaries or structures covering these topics, while the PhD Chapter currently does not have an equivalent clearly defined role.

A review of the Chapter statutes showed that JML-related responsibilities are already mentioned as a task of the Work Group Manager. However, it was noted that the statutes contain rather detailed specifications regarding how responsibilities are distributed, and that the current structure may not be the most suitable way of organizing JML work. Since amendments to the statutes require a more extensive process, different ways of implementing or clarifying these responsibilities should first be investigated.

The potential JML scope would be broader than gender equality alone and could include LGBTQ+ inclusion, disability, diversity, gender equality and other equal-conditions matters. A possible structure could involve a JML functionary coordinating more specific initiatives or working groups. It was also noted that the Chapter statutes more generally contain some inconsistencies and unclear formulations that could potentially be reviewed in the future, although this was considered a separate matter.

The JML question is already planned to be brought to the Chapter Meeting. Further steps regarding the structure and responsibilities can be considered depending on the outcome of that discussion.

It was discussed whether the general THS Code of Conduct would be sufficient for the PhD Chapter. One possible short-term approach would be to refer or link to the existing THS Code of Conduct, given that the PhD Chapter is part of THS. However, experiences from other chapters suggest that a chapter-specific Code of Conduct may be useful to address situations and responsibilities that are particular to the PhD community.

A more tailored Code of Conduct could therefore be considered in the future, potentially taking into account both the student and employee status of doctoral students and relevant KTH policies. This could also provide clearer guidance on how to address situations where someone representing the Chapter acts contrary to its expected standards of conduct.

Follow-up: Bring the JML question to the Chapter Meeting, clarify how JML responsibilities should be organized within the Chapter, and investigate the existing THS/KTH Codes of

Conduct as a basis for determining whether a PhD Chapter-specific version should be developed.

7. [Uli/Kaung]: PhD Onboarding, October 1st (2 mins)

   The new PhD portal is still under development but will be presented during the onboarding meeting. Valentina will contact the School Councils and ask them to provide updated slides and, if possible, a representative who can briefly present their Council and activities during the meeting.

8. [Kaung]: Fill out Teambuilding Activity (1 mins)

Any ideas?

9. [Valentina]:Breathing and stress-management events

Valentina raised a request from a PhD student interested in organizing breathing and stress-management activities for the PhD community. The Board discussed that such activities could be supported provided that they are organized as independent, non-commercial events for PhD students and are not used to promote or advertise an external organization, platform, or paid courses/services. The purpose and format of the proposed activities should therefore be clarified with the organizer before proceeding.

Decisions: [10 min]

Approved per capsulam decisions:

September 7th

Jordi Altayó (EECS) of the PhD Football Team is requesting a budget update.

- Description -
The budget update concerns 2 aspects:
0. General/overhead is updated to purchase a goalie-outfit as that is currently lacking and is especially helpful when no trained goalie is joining the team for a match, and warm-up/training materials to get ready for the games.
1. Tournament participation is updated based on the registration fees concerning the Kungliga Teknologi Ligan
See updated budget here. Remaining budget for the PhD Football Team after these aspects is 9 622 kr.

- Cost breakdown -
Goalie outfit: 1000kr
Warm-up training material: 1000kr
Korpen tournament registration: 6500 kr
Referee fees: 2080 kr

- Analysis -

Approved with approval numbers 2627-C.7.0. and 2627-C.7.1. (2 numbers as the budget was updated for 2 aspects)

September 8th
Nasia Christou (ITM), one of the MCs, is requesting a budget update for DrInK.

- Description -
The budget update concerns:
0. General/overhead is updated concerning 2 aspects: the purchase of clothing for the members of DrInK and the organisation of a kick-off event on 15 September to discuss the ideas for pubs in the coming year.

Nasia suggested buying 20 t-shirts, of which 10 will be handed out to the members of DrInK this year, and 10 will go in stock for use next year(s). That is why the DrInK budget shows only 10 shirts, as those are the ones handed out this year. Say there will be X t-shirts handed out next year, then those will be budgeted next year, but are then financially "purchased" from the stock rather than from a new order. This is similar to how the stock of the Board-vests works

See updated budget here. The budgeted amounts are in line with the suggestions made by the Budgeting Committee. Remaining budget for DrInK after these aspects is 51 410 kr.

- Cost breakdown -
T-shirts: 20 * 479kr = 9580kr (of which half is part of the budget of this year, and half will go into our stock)
Kick-off: 7 participants * 200kr = 1400 kr

- Analysis -
Total request is >250sek pp.
Approved with approval number 2627-C.2.0.

September 9th
Ivo Bruijl is requesting 16 285kr for the purchase of 14 new Chapter (Board) jackets

- Description -
As we currently need some new Board jackets for Ulysse and Hendrik, it is a good moment to re-stock our current supply of Board jackets. Given that we need 2 XLs for them, we still have 2 Ms and 2Ls in stock, and Kathi's great calculation on what would be a good stock to have given the distribution of sizes per gender, I propose to order the number of jacket as shown in the table below.

This order will be made part of the stock, and therefore is not part of the budget. As described in the approved Representational Expenses budget, there is budget available to take jackets from the stock and hand them out to new Board members

- Cost breakdown -
As per quote from US-AB:
Start-up costs for embroidery: 2 embroideries * 249kr = 498kr
Black-and-white varsity jackets: 14 jackets * 895kr = 12 530kr
498+12 530 = 13 028 kr
13 028 * 1,25 (for VAT/MOMS) = 16 285kr

- Analysis -
Approved with funding request number 2627-PhD-002

September 11th

Zanil Narsing (ITM) of the ITM School Council is requesting a budget update concerning multiple ITM events.

- Description -
The following events are added to the budget:
2. Council meeting fika (september)
3. Barcade night (september)
4. Fika (october)
5. Board game night (october)
See updated budget here. Remaining event budget for ITM School Council after these events is 21 005 kr.

- Cost breakdown -
2. Council meeting fika:
15 participants * 25kr = 375kr

3. Barcade night:
15 participants * (100kr dinner + 100kr event) = 3000kr

4. Fika:
15 participants * 25kr = 375kr

5. Board game night
15 participants * (150kr dinner + 50kr soft drinks) = 3000kr

- Analysis -
Total request (per event) is <=250sek pp,
Costs for meal (per event) are <= 200sek pp,
Costs for event (per event) are <= 200sek pp
Costs for fika (per event) are <= 50sek pp

So i feel it could be fast-tracked, but as this is the first time we have a budget update that includes multiple events that are in-line with our guidlines, I want to make check if we feel okay with fast-tracking a multi-event budget when all is within our guidelines. Therefore, I propose to vote:

- :white_check_mark: for approval of the budget.
- :heavy_check_mark: for okay on (future) fast-tracking budget updates where all events individually are within our guidelines.
- :x: if you reject budget and fast-tracking.

(i.e., you can also only vote :white_check_mark: if you agree with this budget, but not the fast-tracking of such budgets in the future)

Budget has been approved with the following approval numbers for the various events:

- 2627-B.4.2..
- 2627-B.4.3..
- 2627-B.4.4..
- 2627-B.4.5..

September 16th
Karthik Rajasekar (CBH) of the FPT division is requesting 4770sek (For 18 people, so 265sek pp) for "Fibre&Wood PhD kick-off at Tolv Stockholm" on 21 September.

- Description -
This is a kick off for the PhD students of the division of Fibre Process and Technology, and the division of Wood Chemistry and Pulp Technology of the Fibre and Polymer Technology department, in the school of CBH, KTH.

The purpose of this event is to build inter-divisional relationship, welcome new students and create a healthy environment for our students to work in. This could also help drive collaborations between the two divisions.

The idea is to have one session/hour of indoor golf (adventure golf) followed by dinner with a non-alcoholic drink. This package deal costs 265 sek person.

The break up of this would translate more or less to 110sek per person for the activity, and 155sek per person for dinner.

- Cost breakdown -
(Indoor golf + dinner + non-alcoholic drink) combo for 18 people of FPT, CBH, KTH.
The golf activity costs 110 sek per person. Dinner + non alc. drink costs 155 sek per person.
So the package costs 265 sek in total per person.
265 * 18 = 4770sek

- Analysis -
Costs for meal are <= 200sek pp
Costs for event are <= 200sek pp
Total request is > 250sek pp.

Approved with funding request nr 2627-CBH-002.

Signed by:

K. [illegible]

- Meeting Chairperson

Valentina Quartieri

- Meeting Secretary

Adrián [illegible]

- Minute Checker