



# Board Meeting n.5 – February 28<sup>th</sup> 2018

## Minutes

PhD Chapter at KTH

Place: Sing-Sing building, Lindstedtsvägen 30 – room 443

Time: Wednesday, February 28<sup>th</sup> 2018, 16:00-18:00

Minutes provided by: TBD

Minutes checked by: TBD

### 1. Opening formalities (16:15-16:20)

- a. Meeting opening
- b. Attendees
  - i. Attendees: Andrea - Abdullah - Afzal - Antonio - Elena - Milan - Robin - Tage - Zhaoxuan
  - ii. Notified absences:
  - iii. Joining on Skype: Tage
- c. Choice of chairperson - Andrea, secretary - Elena and person to check the minutes – Zhaoxuan  
> agreed
- d. Previous protocols checking and signing  
> done

### 2. Discussion and/or decision points (16:20-17:10)

- a. Discussion and approval of seminars
  - i. PhD Yoga/Other well-being initiatives (Andrea)  
> discussed: Andrea has represented the progress and current situation. Andrea has proposed a ONE KTH HALLEN Free week. / 16:25
  - ii. Other (all) Discussed Tage's seminar/ 16:35
- b. Discussion on the next meet-up (Elena)  
> agreed as an activity / 17:00
  - i. 'VR/AR for Researchers at KTH' + 'KTH Science Slam'
- c. Approval of time compensation for HT17 (Andrea, Tage)  
> Suggested some time frame to work on the time compensation document / 17:15
- d. Approval of time workload prognosis for VT18 (Tage, Andrea)  
> agreed
- e. Approval of time compensation guidelines (alpha-version) with the conditions:
  - i. The alpha version is valid for a probation period of VT18 and ends by the last working day of May 2018.  
> agreed
  - ii. By May 2018 feedback would be requested and the guidelines should be modified accordingly to produce an updated version (let's call it beta-version)  
> agreed / 17:20



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### 3. Reports & updates (17:10-17:35)

- a. Presidium (Andrea, Abdullah)  
> presented / 17:30  
Andrea: approved yearly report;  
Evaluation of candidates STORA PRISET;  
Ladok 2 >> Ladok 3 (midsummer)  
Need to start with the councils (will be discussed with Tage)  
Courses database
- b. Treasurer (Zhaoxuan)
- c. Updates from THS (Elisabet)
- d. Representations (FR, UU, FA, US, etc.)
- e. Feedback on past events/initiatives

### 4. Development of Current Events/Initiatives (17:35-17:50)

Some updates from Robin about KTH Language Policy. Proposed to have credits for the Swedish courses for PhD students)  
Next meeting: 28.03  
Video for PhD Chapter (Elena will voluntarily help)

### 5. Additional issues or backup time (17:50 - 18:00)

### 6. Meeting closed

Chairperson: Andrea de Giorgio \_\_\_\_\_

Secretary: Elena Malakhatka \_\_\_\_\_

Minutes approved by: Zhaoxuan Feng Zhaoxuan Feng