



BACKGROUND

Time compensation for how commission of trusts within the PhD chapter (Doktorandsektionen) at the school level is subject to KTH decision Dnr. V-930-2005-0345 where representatives are entitled to automatic time compensation of 10 days per academic year. Time compensation for how commission of trusts within the PhD chapter at the central and national level has been subject to policies, the most recent of which is in effect since the 1st of July 2017 (Dnr. V-2016-0451, see annex I). As per PhD chapter board protocol on September 19, 2017 (see annex II), a [work-group](#), has been created to discuss and propose how time-compensation can be managed with the aim to provide guidelines for the board members. On the [28th of February 2018](#), the board decided to adopt a procedure on how to work with time compensation. This document details this procedure in effect.

GUIDING PRINCIPLES

- 1- Transparency: representational work to be done or already done need to be communicated with the board. This in practice means that individual work (to be done, or already done) needs to be communicated with the board.
- 2- Objectivity: representational work to be done or already done need to be objectively seen with the board. This in practice means when applying for time compensation, some sort of supporting documents may be used.
- 3- Sustainable representation: representational work to be done or already done need to be documented at an accessible media. This in practice means, for example means, to be written in the social group or the website or facebook group. Principles 1-3 are all essentially helpful for the current board to be effective in its representational operations. Additionally, 1-3 helps the next board to know the status of work and past efforts.
- 4- Creating opportunities for innovation: time should be allocated for trying out ideas and explore possibilities without being judged. This in practice means the allocation of 5 days per academic semester as a fixed days.
- 5- Inclusiveness: representational work to be done or already done needs to consider members who serve national wide representation such as the union of students union (SFS), union of professional unions (SACO) and state trade union (ST), in addition to support functions such as communication. This also includes chairperson at the school-level.
- 6- Experience-based time factor for prognosis: this implies that the source for time prognosis is to be taken from experienced members who are not current board members. This is to reduce bias when coming up with prognosis numbers. Having that said, to make the process within manageable complexity, there is a limit for how objective the application can be.

BASE-LINE IDEAS

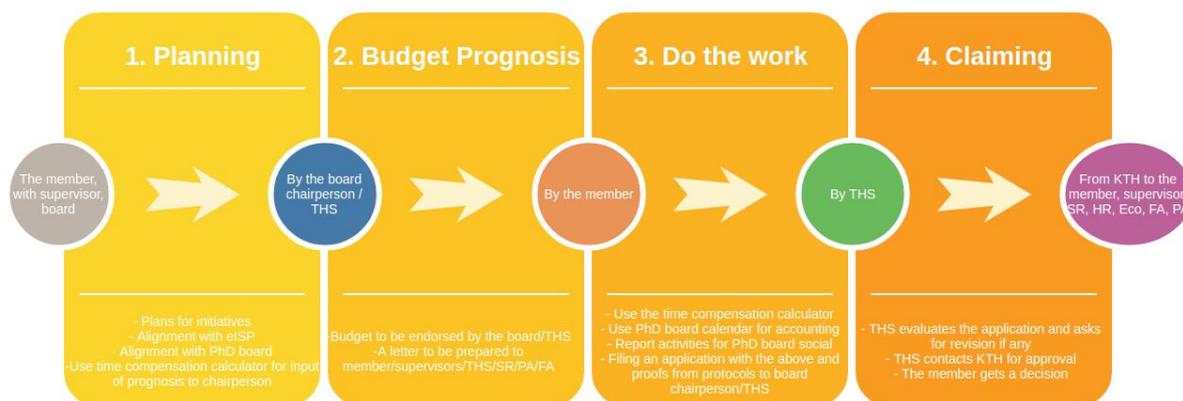
1. Members of the boards should be allocated a minimum of 5 days per their involvement for one year term. Reasoning: in order to allow initiatives and brainstorming, one has to have a space for discussions, networking and creativity to flourish. This is, in addition, because: all board members are expected to attend board meetings and all are accountable and responsible for decisions made during the meetings which implies that they need to prepare for it too. Regardless of the member extent of involvement, this fix rate unaccounted time can be granted in light of allowing some freedom within which board members can do things on their own as long as it is within the interest of the PhD chapter or self development that could help in initiatives within the interest of the PhD chapter. Example of such could be: familiarising with rules, guidelines, traditions and policies, work on creating networks, trying out creative and innovative endeavours.
2. Representation work should be compensated as incurred.
3. To assist scheduling and planning for board members, an initial estimated workload duties can be obtained as follows:

Estimated duties within PhD board (in %) = $5 * \text{number of semesters} / 260 + \text{Sum}(\text{Magical Factor} \times \text{meetings in hours}) / 175$. The numbers to be actually claimed by each board member and the magical factors shall be experience-based and provided by the working-group.



PROCESS

Process of working with time compensation:



It is kind of 4 steps process:

1.a. Planning: starting with the board member planning whereby the member, within the capacity of her/his involvement would self-describe what activities he/she would like to take part. At this stage, the member can make use of time compensation calculator spreadsheet in the 'summary tab' ([Time compensation log calculator -Individuals.Doktorandsektionen.xlsx](#)). The stage ends by submitting application for 'Prognosis of workload within commission of trust to the chapter board chairperson or to THS educational affair representative in case the member is the board chairperson or whomever is delegated with this task.

1.b. Budget prognosis: the board chairperson/THS, or whomever is delegated with this task, takes responsibility of endorsing the application and sending a letter to the member's respective supervisor SR/FA/PA and CC: member/THS. Application template concerning [Prognosis of workload within commission of trust -Individuals.dotx](#). At this point, if not done yet, the board member can already report the prognosis in the eISP, under section 3.4. "Past and planned leaves/appointments eligible for extensions", with reason being "commission of trust".

1.c. Doing the work: here the member is responsible to use PhD chapter board group to register for activities in its calendar and sub-pages. Reporting is part of compensated time and would enable quality improvement, transparency and accountability. During this period, the activities can be recorded in the time compensation calculator in the corresponding tabs. This stage ends by filing application for time compensation to the chapter board chairperson/THS for approval. The document Application for time compensation is attached: [Application for time compensation -Individuals.dotx](#).

1.d. Claiming: This is done by THS where it takes responsibility of approving the claims and making sure it is within the total possible claimable budget. Then, the member would file the application to KTH HR where successful compensation claims will result in issuance of letters to the member and respective supervisors, SR, FA,PA, economy, HR, THS. At this point, once applicable, the board member can commit the actual "commission of trust" in the eISP, under section 3.4. "Past and planned leaves/appointments eligible for extensions". The member takes responsibility for applying for extension at the respective department citing, KTH policies and agreed time. The local HR can always get in contact with central HR for any further information/details necessary.

2. For budgeting, time compensation factor used for prognosis are to be used from experience of older representatives or THS. This is to avoid making the factors purely subjective, speculative and biased. As a result, sending surveys to selective previous representatives is considered, such as: Maria Nordström, Johan Gärdebo, Omar Shafqat, Didem Gürdür, Marianne Dalarsson, Liyun Yang, Mariana Dalarsson, Monika Topel, Tobias Bohlin and Vide Richer.

Ärende: Time compensation for PhD students at KTH

THS Sektion: Dr

Namn: Robin Palmberg and Tage Mohammadat

Datum: 2018-08-06



3. Actual time to be compensated for activities, beyond the fixed proportion, is to be based on 'as incurred'. Proofs by means such as certificates, minutes, emails, calendar events, etc. would be needed. As long as it is not 100% beyond the experience of previous representatives it might not be subject for revision.

Other documents (mainly can be used by THS, PhD chapter chairperson, or whomever is delegated with this task):

[Application for time compensation -Doktorandsektionen.docx](#)

[Budget prognosis -Doktorandsektionen.docx](#)

Annex I:

[Dnr 930-2005-0345 Time compensation policy for school-level representation](#)

[Dnr V-2016-0451 Time compensation policy for central and national level representation](#)



ANNEX II: TEMPLATES

1. [Time compensation log/calculator -Individuals,Doktorandsektionen](#): A Microsoft Excel file that may be used, by all members, for

I. prognosis: produce prognosis in days for workload, tab 1: "Prognosis-Summary"

II. claiming hours: the tabs other than "Prognosis-Summary" acts as a log. "Prognosis-Summary" acts as a summary. As per experience (see acknowledgements), the following multipliers, i.e. 'magical factors', apply as rule of thumb for time to be compensated:

Meeting Type	Magical factor multiplier (xNumber of hours)
US	3-5*
FR	2.5-4*
BN/RN	2.5
AU	2
UU/FA	2-4*
RU/Språk/Stipen/*	2-4*
Board/Chapter meetings	2-3*

*: depending on whether the participant made some extra efforts such as raising issues or making organisation. These multipliers are embedded in the excel sheet provided for activity log.

2. [Prognosis of workload within commission of trust -Individuals](#): A Microsoft Word Template file used, by all members, to write/produce a PDF file for claiming hours.

3. [Application for time compensation -Individuals](#): A Microsoft Word Template file used to write/produce a PDF file for claiming hours. It is expected that this document is appended with other supporting materials such as meeting protocols to substantiate the application.

4. [Budget prognosis -Doktorandsektionen](#): A Microsoft word document used, by the chapter chairperson/THS central, or whomever is delegated with this task, to document the aggregate of all members prognosis workload. This is expected to be used to tell KTH in advance how much time is expected to be incurred.

5. [Application for time compensation -Doktorandsektionen](#): A Microsoft word document used, by the chapter chairperson/THS central, or whomever is delegated with this task, to document the aggregate of all members approved incurred workload. This is expected to be used to tell KTH at the end of each semester to tell how much time has been incurred. This is to be substantiated by the individual applications.

Reference webpage: <https://www.kth.se/social/group/ths-phd-chapter-boar/page/3-example/>



ANNEX III: EXAMPLES

Chapter:

Overall prognosis (HT17): N/A

Overall application (HT17): [Application for time compensation -Doktorandsektionen-HT17.docx](#)

Overall prognosis (VT18): [Budget prognosis -Doktorandsektionen-VT18.docx](#)

[Application for time compensation -Doktorandsektionen-ht17.pdf](#)

[Application for time compensation -Doktorandsektionen-ht17.docx](#)

	Namn	Skolan	Arb. dd.	%
1	Abdullah Khan	ABE	-	
2	Andrea de Giorgio	ITM	32	18
3	Antonio Adaldo	EECS	-	
4	Bahram Saadatfar	ITM	6	3
5	Cong Wang	ABE	7	4
6	Elena Malakhatka	ITM	7	4
7	Fareed Khan	ITM	6	3
8	Milan Jocevski	ITM	8	5
9	Muhammad Afzal	ITM	13	8
10	Tage Mohammadat	EECS	25	14
	Total	Tt (Dd-%)	102/350	58/200

Example for individual time log:

Tage: Summary:

Item	Hours
Fixed rate	5x8
Board meetings	3x5
Chapter meetings	-
FR meetings	2x6x2.5
Seminars/events	11
Workgroup (school reorganisation+time compensation)	15+17
Promotion meetings	15x3x1.5
Total (days)	25

Prognosis (HT17): N/A

Application (HT17): [Application for time compensation, TageMohamadat-HT17.pdf](#)

Ärende: Time compensation for PhD students at KTH

THS Sektion: Dr

Namn: Robin Palmberg and Tage Mohammadat

Datum: 2018-08-06



Prognosis (VT18): [Prognosis for workload within commission of trust, TageMohammadat-VT18.pdf](#)

Log (HT17): [web log](#), [Bilaga A. Activity log-TageMohammadat,HT17.xlsx](#), [Bilaga B.](#)

[Protokoll,TageMohammadat-HT17.zip](#)

FR:

See issues: <https://www.kth.se/social/group/ths-phd-chapter-boar/page/current-issues/> and minutes:

[FR 2017-11-08 protokoll webb.pdf](#)

[FR 2017-12-20 protokoll webb.pdf](#)

BN:

[VL-2017-12-14 protokoll och sakkunnigutlåtanden 171214 \(Qi Zhou\).pdf](#)

[VL-2017-0111 protokoll och sakkunnigutlåtanden 171204 \(Elena Gutierrez Farewik\).pdf](#)

[VL-2017-0074 protokoll och sakkunnigutlåtanden 171201 \(Björn Laumert\).pdf](#)

[VL-2017-0076 protokoll och sakkunnigutlåtanden 171120 \(Lukas Käll\).pdf](#)

[VL-2017-0037 protokoll och sakkunnigutlåtanden 171109 \(Malin Åkermo\).pdf](#)

[VL-2017-0078 protokoll nr 24 och sakkunnigutlåtanden \(Johan Jansson\).pdf](#)

[VL-2016-0136 protokoll och sakkunnigutlåtanden \(Niklas Arvidsson\).pdf](#)

[VL-2017-0038 protokoll nr 23 och sakkunnigutlåtanden \(Joakim Jaldén\).pdf](#)

[VL-2016-0145 protokoll nr 22 och sakkunnigutlåtanden \(Fredrik Lundell\).pdf](#)

[VL-2017-0043 protokoll nr 21 och sakkunnigutlåtanden \(Arvind Kumar\).pdf](#)

[VL-2017-0044 protokoll nr 16 och sakkunnigutlåtanden \(Stefano Markidis\).pdf](#)

[VL-2017-0042 protokoll nr 18 och sakkunnigutlåtanden \(Petter Brändén\).pdf](#)

[VL-2016-0138 protokoll nr 17 och sakkunnigutlåtanden \(Vania Ceccato\).pdf](#)

[VL-2017-0042 protokoll nr 15 och sakkunnigutlåtanden \(Christian Smith\).pdf](#)

Seminar:

How to succeed as researcher: see

page: <https://www.kth.se/social/group/ths-phd-chapter-boar/page/how-to-succeed-as-a-researcher/>

Workgroups:

1. Time compensation: responsible for work in page and subpages

of: <https://www.kth.se/social/group/ths-phd-chapter-boar/page/time-compensatio/>

2. School reorganisation: responsible for work in page and subpages

of: <https://www.kth.se/social/group/ths-phd-chapter-boar/page/workgroups/>

eISP example:

3.4 Past and planned leaves/appointments eligible for extensions				
Year	Semester	% / Day(s)	Reason	Description
2016	Autumn	5 Day(s)	Commission of trust	Board member at THS PhD student chapter
2016	Spring	5 Day(s)	Commission of trust	Board member at THS PhD student chapter
2017	Spring	5 Day(s)	Commission of trust	Board member at THS PhD student chapter
2017	Autumn	24 Day(s)	Commission of trust	Board member at THS PhD student chapter
2018	Spring	24 Day(s)	Commission of trust	Board member at THS PhD student chapter