

Board Meeting no 11 – January 30th 2019

Minutes



PhD Chapter at KTH

Place: TC, Drottning Kristinas väg 29, Second floor

Time: 18:00-19:00, January 30th 2019

1. Opening formalities [18:00-18:03]

- a. Meeting opening at 18:00
 - i. Invited: chapter board and head of educational affairs.
 - ii. Attendees: Robin, Tage, Sriharsha, Emma, Fatemeh, Kateryna (via link), Arvid(THS CFU), Jonathan (THS CFU)
- b. Choice of meeting chairperson. - Robin Palmberg
- c. Choice of meeting secretary. - Sriharsha Bhat
- d. Choice of meeting minutes checker. - Tage Mohammadat
- e. Approval of the agenda - Approved
- f. Latest protocol checking and signing

2. Reports & updates [18:03-18:05]

- a. Board Reports - 1 min - It was agreed that board reports will be handed in the day before the board meeting at the latest.
 - i. Time compensation 2017/2018 approved¹;
 - ii. New doctoral education guidelines;
 - iii. New student influence guidelines
- b. KL Report (THS Central) - 1 min
 - i. Introduction of Arvid and Jonathan, heads of THS educational affairs.

3. Discussion points [18:05-18:30]

- a. Update on event calendar - 5 mins
 - i. Board meeting time changed to Wednesdays 1800-1900 every second week, starting 06.02.
 - ii. The Chapter meeting will be held in February instead of March.
 - iii. Kateryna will be moving to USA, therefore she suggests opening T-Centralen to have a pub (beer tasting) on 06.02. Presence of a board member with STAD and FEST certification is needed.
- b. THS International Café - 5 mins
 - i. After-Work to be held once per month, with PhD chapter participation, e.g. Quiz night to be held at the THS International Cafe. This is an initiative started by KTH Relocation and the Erasmus program.
- c. Kick-Off/Team building - 5 mins

¹ See [appendix](#) or [link](#), contact: board@dr.kth.se

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- i. Teambuilding activity suggested on a Wednesday after the board meeting. A poll will be added on Slack to finalise the date and the activity. Sriharsha suggested Ice-skating as a possible activity.
 - d. Stockholm's Doctoral Association² - 5 mins
 - i. Two meetings were held with KI about having a common doctoral student network in Stockholm.
 - ii. The result of the discussion to propose a motion in the next SSCO meeting to form a Doctoral Association as part of SSCO.
 - iii. Robin said such a platform allows for exchange of ideas and pooling of resources.
 - e. Rules for conducting business - 5 mins
 - i. Suggestion made on pre-registration for the Board meeting a previous day.
 - ii. It was suggested to formalize virtual presence via Skype or voting by proxy. It was proposed to mention this point in the statutes and by-laws in the next chapter meeting.
 - iii. A request was made by Kateryna for a permanent replacement for the time she will be away in USA for her representations. It was suggested by her that a Swedish speaker replace her for the FA group meetings.

4. Decision points [18:30-18:50]

- a. Birthday Party - 23/3 - 8 min
 - i. The PhD chapter will turn 45 years next year. It was suggested to have celebration of the 44th birthday of the chapter this year.
 - ii. It was suggested to have a gasque with a 2 course dinner on 23.3.
 - iii. Emma suggested having a pre-registration to gauge interest.
 - iv. It was decided to go further in trying to organise the party depending on interest from PhD students.
- b. Response to SvD - action - 1 min
 - i. A response letter to the SvD article is being drafted by Emma, Amanda and Sriharsha. The final version will be shared with the PhD board for written approval. This decision was approved.
- c. Access to the Chapter Hall for Members - 1 min
 - i. It was approved that every PhD chapter member will have access to the Chapter Hall.
- d. Agreement for the chapter hall - delegation - 2 min
 - i. It was suggested by Flygsektionen to have a rental fee of 6000 SEK for use of T-Centralen.

² See [attachments](#)

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- ii. An agreement on the use of the chapter hall between the PhD chapter and Flygsektionen is deemed necessary. A delegate was proposed for this discussion and drafting. In addition, a responsibility as Lokalansvarig is proposed either as a board member task or as an independent position. The decision on this topic was postponed to a later meeting.
 - e. By-Elections chapter and council vacancies - delegation and planning - 1 min
 - i. Delegation postponed to next meeting.
 - f. Motion for clarifying delegation order - 5 min
 - i. It was suggested to make a motion to the student union council (CFU) to clarify delegation orders related to PhD student representation appointment for commission-of-trust posts at KTH. See also §6.b.
 - ii. Topic delegated to Robin and Tage for discussion with the THS board.
 - g. Communication policy - 2 min
 - i. It was suggested to draft a communication policy to talk about replies to emails and Slack, office hours.
 - ii. Policy drafting delegated to Tage and Emma. The deadline was set to be the next Chapter meeting.

5. Development of Current Events/Initiatives [18:50-18:55]

- a. Reimbursement process & Application for funds - 3 min
 - i. Point postponed to next week since Jesper and Fangkai were absent.
- b. Plan for chapter uniforms - 2 min
 - i. A google form will be sent to the Board for Jacket sizes. Robin will make the order for the uniforms. Everyone can Swish Robin the cost of the jacket when they are delivered.

6. Additional issues and information [18:55-19:00]

- a. THS Board Education - Feb 12
 - i. Education/training organised by THS to ensure all board-members are comfortable with their responsibilities.
 - ii. Robin will forward the email to the rest of the board.
- b. KF meeting - Feb 18: Motion for clarifying delegation order and representational mandates and appointment of PhD students³.
- c. KF meeting - Feb 18: Motion - The responsibility and procedure of allocation and requisition of time compensation budget for Central PhD students representatives⁴

³ See [attachments](#)

⁴ See [attachments](#)

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- d. KF meeting - Feb 18: Motion - Pedagogical and general skills for PhD education⁵
 - e. KF meeting - Feb 18: Motion - More opportunities for students and doctoral student influence⁶
 - i. Discussions on the motions and delegation of responsibilities will be performed in the next meeting.

7. Meeting closed [19:58]

Meeting closes at 18:58

Protocol,

Meeting chairperson: Robin Palmberg

Signature: _____

Secretary of the meeting: Sriharsha Bhat

Signature: _____

Minutes checked by: Tage Mohammadat

Signature: _____

⁵ See [attachments](#)

⁶ See [attachments](#)



Attachments

- [Time compensation for local PhD students representatives](#)
- [The responsibility and procedure of allocation and requisition of time compensation budget for Central PhD student representatives](#)
- [Pedagogical and general skills for PhD education](#)
- [Delegation order for the appointment of commission-of-trust posts of doctoral students](#)
- [Stockholm's Doctoral Association](#)
- [Appendix: Time compensation decision 2017/18](#)



Draft of Motion 1- THS Council 3 2018

Time Compensation for Local PhD students representatives

Background

Time compensation for how commission of trusts within the PhD chapter (Doktorandsektionen) at the school level was subject to KTH decision [Dnr. V-930-2005-0345](#) where representatives are entitled to automatic time compensation of 10 days per academic year. The introduction of [Dnr. V-2016-0451](#), which came in effect in July 2017, had a formulation with implied the abolishment of [Dnr. V-930-2005-0345](#). As such PhD student representatives at the school-level, hereby referred to as local representatives, became with no clear policy that applies to them; except for the general rule that the university should assist student influence. The situation is fragile and some representatives had got difficulties with that.

Suggestions

To₁ To task THS board, THS head of educational affairs and PhD chapter board to install a new time compensation policy that at least provide local PhD representatives with entitlement of [Dnr. V-930-2005-0345](#).

To₂ If the new policy to be installed has a budget allocation connected to it, to give the PhD chapter the right to allocate it.

On behalf of the PhD chapter,

Tage Mohammadat
Stockholm, 11 February 2019



Draft of Motion 2- THS Council 3 2018

The responsibility and procedure of allocation and requisition of time compensation budget for Central PhD student representatives

Background

Time compensation for how commission of trusts within the PhD chapter (Doktorandsektionen) at the school level was 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 the minutes of [PhD chapter board meeting n.1 of 2017/18 fiscal year](#) on September 19, 2017, 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 an alpha version on the procedure on how to work with time compensation as per the [minutes of board meeting n.5 of 2017/18 fiscal year](#). The budget is THS budget and amount to what is in effect a 24 million SEK per calendar year. It is believed that THS should adopt and install a process to manage such a not insignificant resource.

The PhD chapter uses the following procedure.

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 is 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 is 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 is 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.

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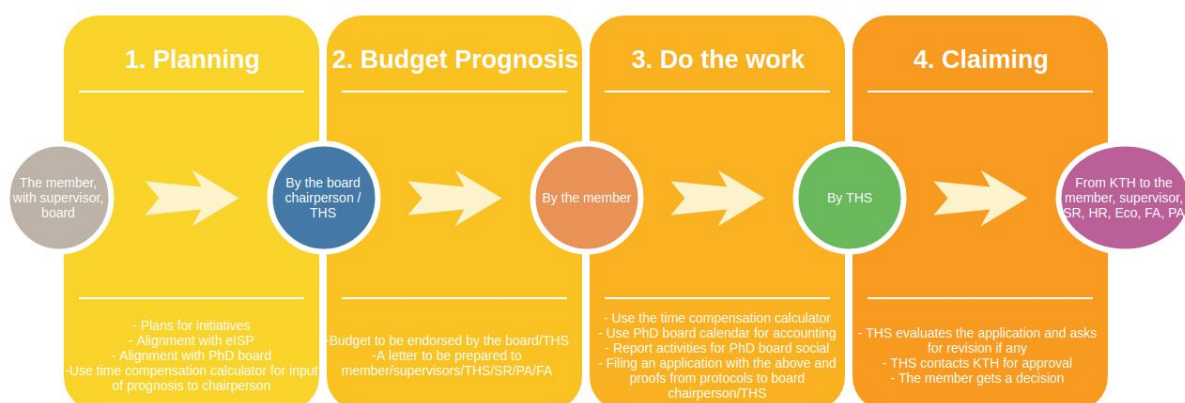
BASE-LINE IDEAS

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 %) = $5 * \text{number of semesters} / 212 + \text{Sum}(\text{Magical Factor} \times \text{meetings in hours}) / 175$. 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:

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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.

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: 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

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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 II: 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 Jovevski	ITM	8	5

Doktorandsektionen vid Tekniska Högskolans Studentkår

Drottning Kristinas väg 15 – 10044 Stockholm

www.dr.kth.se

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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](#)

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](#)

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[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/th-s-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/th-s-phd-chapter-boar/page/time-compensatio/>

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

of: <https://www.kth.se/social/group/th-s-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

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PhD Chapter at KTH

Suggestions

To₁ To investigate and evaluate the proposed policy by THS.

To₂ delegate the responsibility of investigation and evaluation to THS Vice chair, THS head of educational influence.

To₃ To come up with an improved proposal, after investigation and evaluation for time compensation as a PM document detailing such a procedure or as within the economy policy document.

On behalf of the PhD chapter,

Tage Mohammadat
Stockholm, 11 February 2019



Draft of Motion 3- THS Council 3 2018

Pedagogical and general skills for PhD education

Background

PhD education name among its goals to namely "B6. Demonstrate the capacity to contribute to social development and support the learning of others both through research and education and in some other qualified professional capacity"⁷. However, doctoral students have more than 50% of international population⁸ and as of 2017, 40% of them were not satisfied with the pedagogical training they have⁹. THS educational affairs and PhD chapter board representatives worked to influence this by stressing a mandatory term that PhD students must get pedagogical training before being involved in teaching. However, all that KTH provides is a 3.0 ECTS that does not help in developing the necessary requirements for actual teaching activities PhD students do like, supervision of degree projects, developing course modules, assessment and grading, etc. Additionally, PhD students do not get sufficient general skills that are heavily used in their potential industries such as Swedish language, leadership and management, research impact, sustainable development, as typically these courses are provided as second-cycle courses and PhD students must not take such courses ; unless it is taken as extra work.

Suggestions

To₁ To formulate as an opinion of THS that PhD education in KTH should provide PhD students, opportunities, within their study period and curricular offerings in all programmes, to develop sufficient pedagogical skills similar to these required from teachers.

To₂ To formulate as an opinion of THS that PhD education in KTH should provide PhD students, opportunities, within their study period and curricular offerings in all programmes, to develop sufficient general skills in leadership and management, research impact and sustainable development,

To₃ To formulate as an opinion of THS that PhD education in KTH should provide PhD students, opportunities, within their study period and curricular offerings in all programmes, to develop sufficient skills in Swedish language, equivalent to that of C level (passing B2).

To₃ To task THS representatives in KTH to seek to implement the opinions within the representational capacities they have.

Tage Mohammadat
Stockholm, 11 February 2019

⁷ See High Education Ordinance, Sweden, Högskoleförordning (1993:100), Utbildningsdepartementet.

⁸ See 2017 Annual report, KTH

⁹ See 2017 Doctoral education survey, KTH



Draft of Motion 4- THS Council 3 2018

Delegation order for the appointment of commission-of-trust posts of doctoral students

Background

PhD students at KTH can be representatives at THS, KTH, and other posts on the country level such as trade unions and the Sweden's student unions. Such representations are also referred to as commission of trust posts or in short PhD representatives exercising laws "Studenters rätt att utöva inflytande över utbildningen vid högskolorna" (kap 1, 4a§, Högskolelag (1992:1434)) och "finns det en bestämmelse om studenternas rätt till representation när beslut fattas eller beredning sker" (kap 2, 7§, Högskoleförordning (1993:100)). As per KTH guideline on student influence such a right to appoint representatives is bestowed to the student union (THS) also grounded in "7 § En studentkår vid en högskola får utse sådana ledamöter i styrelsen som studenterna enligt 2 kap. 4 § högskolelagen (1992:1434) har rätt att utse. En studentkår vid en högskola får också utse och entlediga sådana representanter som avses i 2 kap. 7 § högskolelagen." Studentkårsförordning (2009:769). Conventionally, appointment of PhD student representatives at the chapter-level and KTH central level are delegated to the PhD chapter and then the PhD chapter delegates school-level representatives to the PhD school councils. However, due to various observations, such convention is not being clear to some KTH schools whereby respective school authorities appoint representatives at will; and the PhD chapter finds it difficult to point to any THS statutes and by-laws that clarifies such delegation beyond what is specified in PM för delegation §2.3 "Rätten till att fatta beslut i frågor gällande studeranderepresentation i KTH:s skolor delegeras till Cheferna för Utbildningsinflytande i förening". The representational post in questions are:

I. THS REPRESENTATION LEVEL

KF (Kårfullmäktige / The THS Student Parliament)
THS Future Faculty
Nomination committee (Valberedning)
Chapter auditors (Revisorer)
Standard bearers (Fanbärare)
Master of Ceremonies group (Doktoranders Integrerade Klubbmästeri, DrInK)

II. KTH Central Representation

AU (Anställningsutskottet / The Employment Committee)
BN (Befordringsnämnden / The Promotion Committee)
RN (Rekryteringsnämnden/ Recruiting Committees)
FA (Forskningsansvariga-gruppen / The directors of doctoral studies group)
FR (Fakultetsrådet / The Faculty Council)
JML-grupp (Jämställdhetskommittén / The Equality Committee)
KTH-S (The KTH-Sustainability Council)
RU (Resursfördelningsutskottet / The Resource Allocation Committee)

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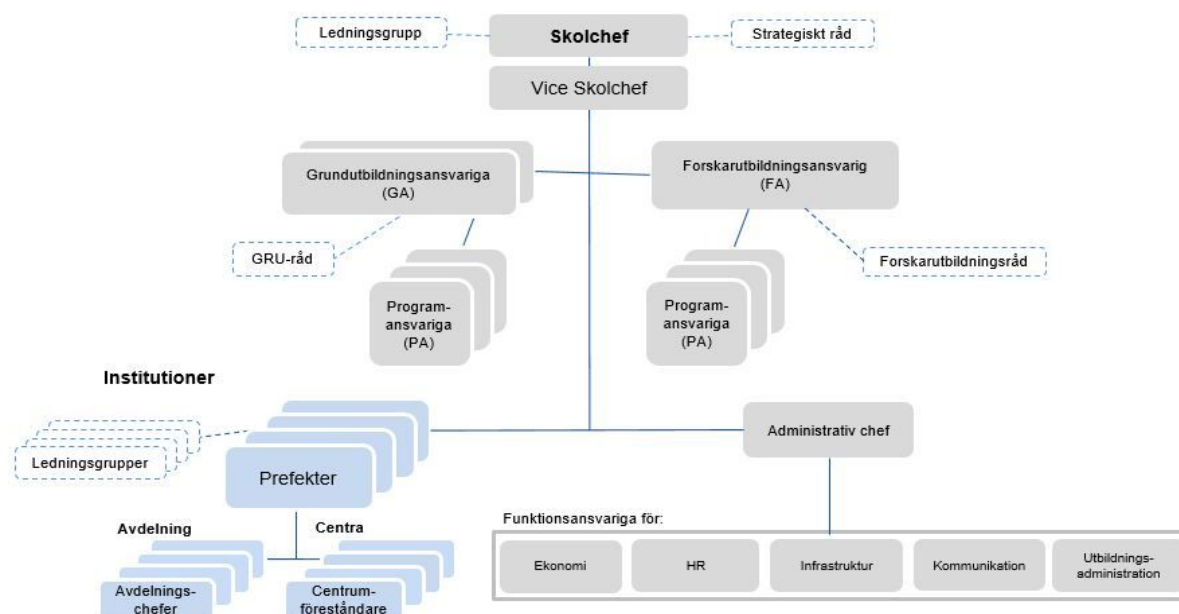


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Språkkommittén / The Language Committee
Stipendierådet / The Central Grants Committee
US (Universitetsstyrelsen / The University Board)
UU (Utbildningsutskottet / The Education Committee)
Strategiska Rådet/ Strategical Council *
Head of Schools Group/Skolchef råd*

III. KTH LOCAL REPRESENTATION

- [School of Architecture and the Built Environment](#) (ABE)



Council chair and representative at the school executive council and representatives at the THS School council

Council vice-chair and representative at the school strategic council

Council Board (presidium and other board members)

School representatives of doctoral programmes

Representatives in School's future faculty groups (appointment, docent)

Representatives at School's departments/division

Representatives at other committees, e.g. sustainability, safety, working environment, equality.

Functionary positions for the Council (Social, Events, Communication, Auditor, Nomination, etc.)

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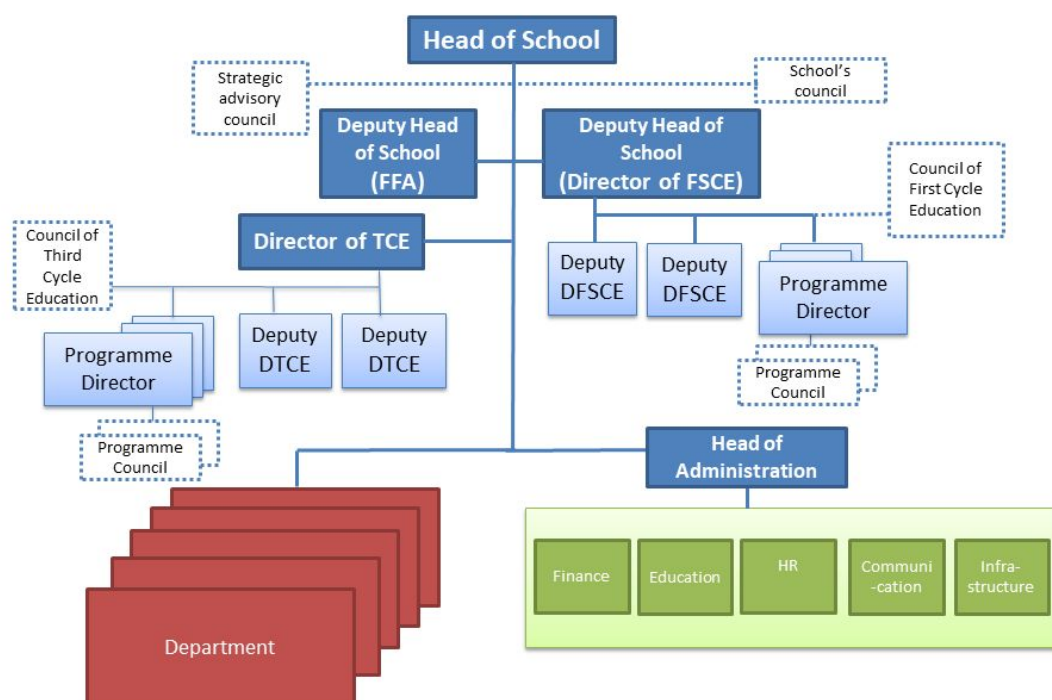
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PhD Chapter at KTH

- [School of Electrical Engineering and Computer Science \(EECS\)](#)

The school's work is described through the established work- and delegation scheme. It describes all the school's groups and councils. Decision made by the Head of School's is published in the school's document archive.



Council chair and representative at the school executive council and representatives at the THS School council

Council vice-chair and representative at the school strategic council and representatives at the THS School council

Council Board (presidium and other board members)

School representatives of doctoral programmes

Representatives in School's future faculty groups (appointment, docent)

Representatives at School's departments/division

Representatives at other committees, e.g. sustainability, safety, working environment, equality.

Functionary positions for the Council (Social, Events, Communication, Auditor, Nomination, etc.)

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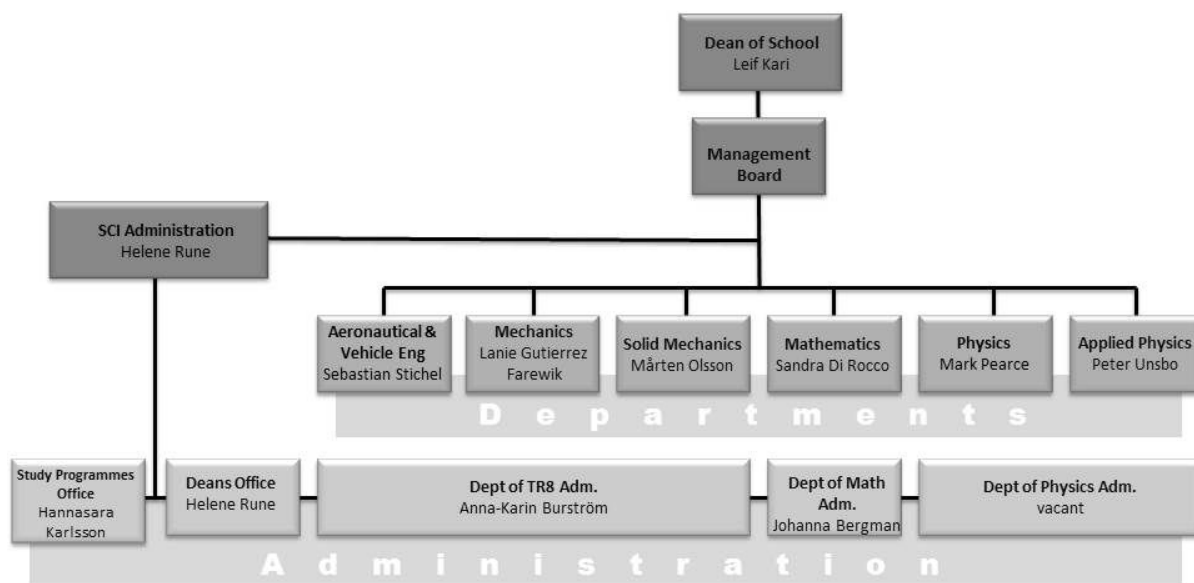
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PhD Chapter at KTH

- [School of Engineering Sciences](#) (SCI)

The SCI school organisation is a line organisation in which administration and faculty are organised in two separate sections.



Council chair and representative at the school executive council and representatives at the THS School council

Council vice-chair and representative at the school strategic council and representatives at the THS School council

Council Board (presidium and other board members)

School representatives of doctoral programmes

Representatives in School's future faculty groups (appointment, docent)

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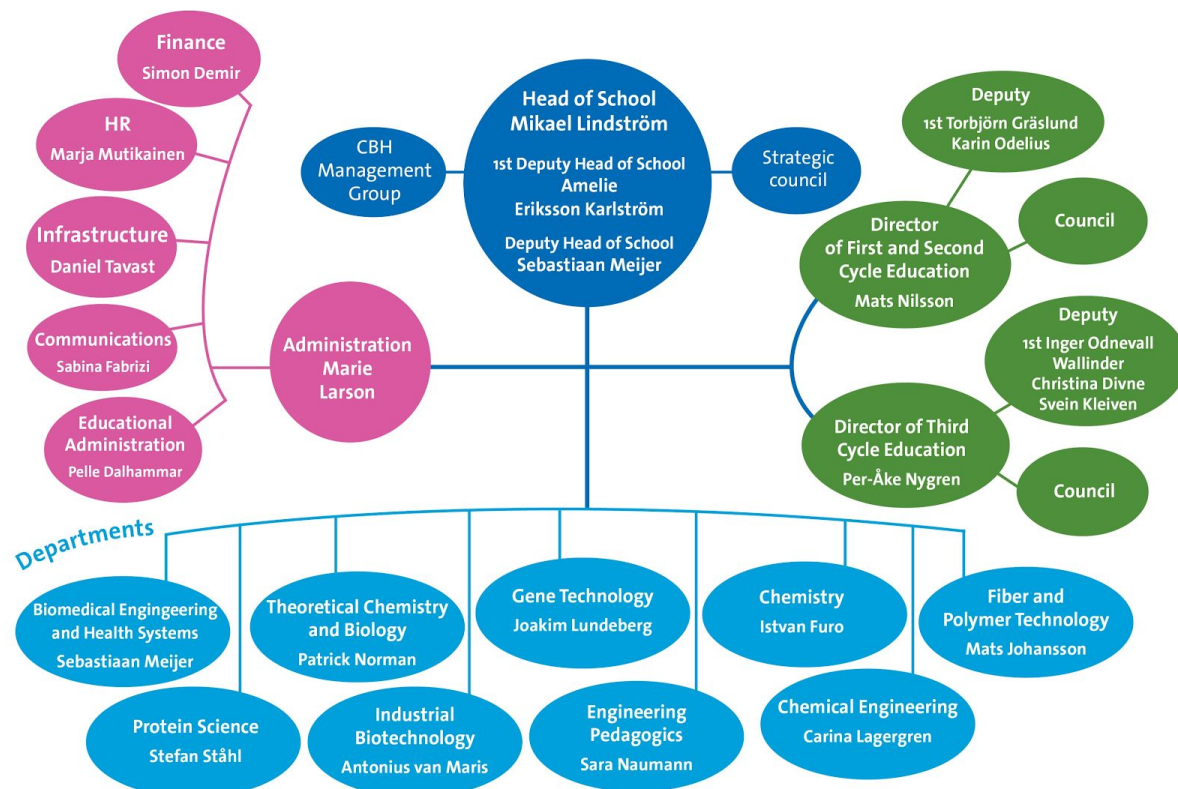
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PhD Chapter at KTH

- [School of Engineering Sciences in Chemistry, Biotechnology and Health](#) (CBH)

The school's work is described through the established scheme of delegation. CBH is lead by the Head of School, and the work is delegated as seen in the organisational chart.



Council chair and representative at the school executive council and representatives at the THS School council

Council vice-chair and representative at the school strategic council and representatives at the THS School council

Council Board (presidium and other board members)

School representatives of doctoral programmes

Representatives in School's future faculty groups (appointment, docent)

Representatives at School's departments/division

Representatives at other committees, e.g. sustainability, safety, working environment, equality.

Functionary positions for the Council (Social, Events, Communication, Auditor, Nomination, etc.)

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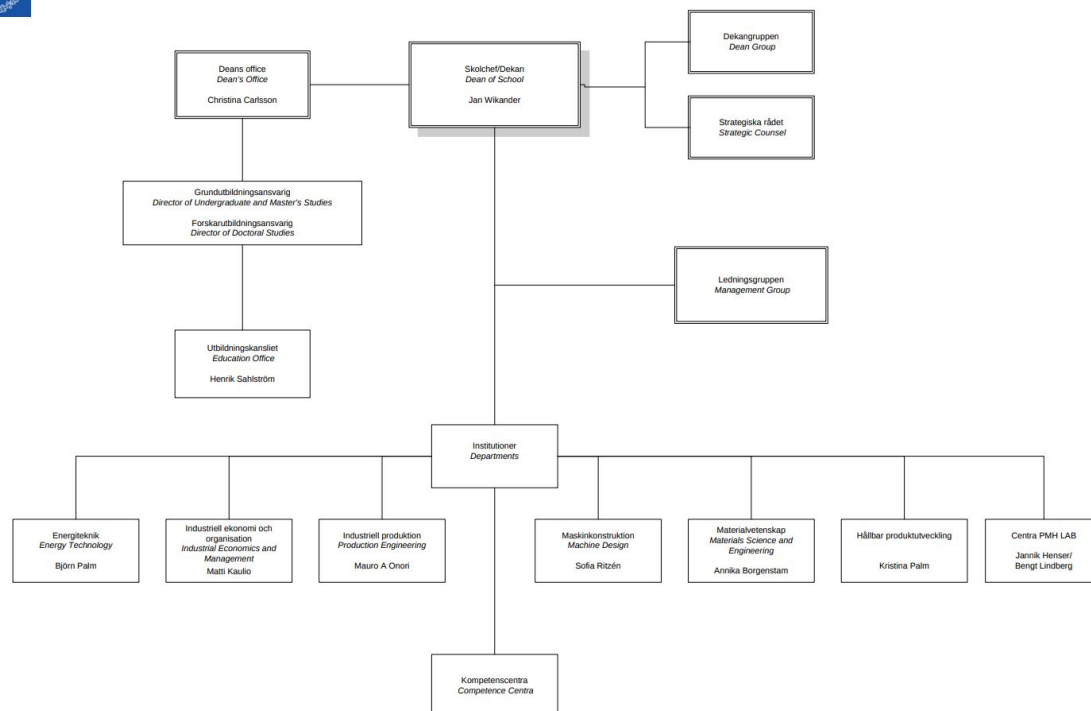


PhD Chapter at KTH

- School of Industrial Engineering and Management (ITM)



Industriell teknik och management
Industrial Engineering and Management



Council chair and representative at the school executive council and representatives at the THS School council

Council vice-chair and representative at the school strategic council and representatives at the THS School council

Council Board (presidium and other board members)

School representatives of doctoral programmes

Representatives in School's future faculty groups (appointment, docent)

Representatives at School's departments/division

Representatives at other committees, e.g. sustainability, safety, working environment, equality.

Functionary positions for the Council (Social, Events, Communication, Auditor, Nomination, etc.)

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Suggestions

To₁ To upgrade PM för delegation to be part of THS By-laws.

To₂ To install a delegation order that states a descending delegation order concerning the appointment of KTH-level and THS-level representation as follows:

- THS Council
- THS Board
- THS Chair
- THS Head of Educational Affairs
- PhD Chapter Meeting
- PhD Chapter Board
- PhD Chapter Chair

The delegation order shall be such that the decisions made by any higher level supersede any of the decisions made by the lower concerning KTH Central Positions.

The delegation order shall concern the appointment of positions beneath it.

To₃ To install a delegation order that states a descending delegation order concerning the appointment of School-level KTH representation as follows:

- THS Council
- THS Board
- THS Chair
- THS Head of educational affairs
- PhD Chapter meeting
- PhD Chapter Board
- PhD Chapter Chair
- PhD Chapter Board Member Responsible for PhD School Councils
- PhD School Council Meeting
- PhD School Council Board
- PhD School Council chair

The delegation order shall be such that the decisions made by any higher level supersede any of the decisions made by the lower concerning KTH Central Positions.

The delegation order shall concern the appointment of positions beneath it.

Tage Mohammadat

Stockholm, 11 February 2019



Draft of Motion 5- SSCO Council 2019

Stockholm's Doctoral Association

Background

Doctoral organisations in Stockholm lack an official forum to network at the county-level .

Suggestions

To₁ introduce a Doctoral Association as a sub-organ to SSCO with the following by-laws:

1. SSCO's doctoral association, or Stockholm's doctoral association, SDA, is an SSCO agency for research and research education issues. The has the following missions:
 - a. act with an advisory role to the SSCO board and SSCO representatives for matters concerning SSCO operations, views and opinions.
 - b. act with an active role to initiate and implement arrangements for policy advocacy with the national-level, SFS-DK, related to doctoral education and research issues.
 - c. represent doctoral organisation within SSCO's member unions externally in national and international context in matters concerning doctoral candidates and research issues.
 - d. actively work to articulate the collective voice for doctoral students in Sweden.
2. The association shall, in particular regarding the research questions, actively consult with SSCO presidium to ensure that the SSCO opinion formation and advocacy is done in a coherent way. In the event of conflict between SSCO board and doctoral association regarding to which of these agencies a question belongs, or regarding an interpretation of the general assembly's decision, the board determines.
3. In addition to the matters specified in SSCO working plan, the association has the right to initiate and carry out the work and priorities of other issues relating to research and research education. The association decides itself on its decision-making and division of labor; unless it has no active chairperson in which case SSCO presidium shall have the right to summon SDA and oversees an election and a smooth handover. SDA shall, after the fiscal year end, write a report of activity to the council. The report will be the basis to grant members of the association a discharge.
4. The activities are audited by SSCO auditors.
5. Members and Allocation of responsibilities
 - a. The association shall have a council consisting of member organisations of all Stockholm's doctoral organisations within SSCO member unions.
 - b. The association shall have a board of maximum 8 members and one chairperson, elected on a yearly basis by SSCO-FUM. The association may elect a vice

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-
- chairperson. In addition the association will have a contact person in SSCO presidium.
- c. The chairperson of SDA is responsible for:
 - i. Summoning the meetings of SDA
 - ii. Representing SDA to other parties internally in SSCO as well as to other actors outside of the organization
 - iii. Informing the board of SSCO of the associations activities through SDA reports as well as contacts with the presidium of SSCO
 - iv. Maintaining contacts with local doctoral groups as well as national doctoral student representatives
 - d. The association may elect within itself one vice chairperson.
 - e. The responsibilities of the vice chairperson will primarily be to fill in when the chairperson is absent and perform some of the chairperson's responsibilities.
 - f. The contact person in SSCO presidium is responsible for:
 - i. The contact between SDA and the office (kansli) of SSCO in practical as well as political matters
 - ii. The contact between SDA through its chairperson and the board of SSCO.
 - iii. Coordination between SDA and SSCO
 - g. Information Routines
 - i. English is the primary working language of SDA. But since the working language of SSCO as well as the Swedish state is Swedish, some terms and documents might be written in Swedish. It should however be possible to participate in the meetings of SDA without extensive knowledge of Swedish.
 - ii. The association chiefly communicates through the SDA-email list, in which the member of SDA, as well as SSCO presidiums contact person is a member.
 - iii. Communication:
 - 1. Communication with local doctoral associations as well as relevant national student representatives is done by updates through the email list of at least once per semester. These updates consist of:
 - a. An overview of vacant positions on the Stockholm and national level.
 - b. Upcoming seminars that might be of general interest.
 - c. Information of the current work of SDA and SSCO in general of particular relevance for doctoral students.
 - 2. All forms of documents can be found in SDA:s folder in Teamengine, which can be accessed by members of SDA.
 - 3. Every member of the doctoral association should also have access to the documents of the board of SSCO.
 - iv. Meetings:

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1. SDA shall have at least 1 meeting per year.
 2. The meeting will be summoned two weeks in advance.
 3. Documents for the meetings will be sent out one week in advance, with the exception of documents for the SSCO board meetings that might be made available on shorter notice.
 4. A quorum is met if at least half of the members are present.
 5. The association aims at taking decision by consensus whenever possible.
 6. The protocol from each meeting will be uploaded to teamengine as soon as possible after the meeting.
 7. Each meeting should include:
 - a. Election of Chairperson for the meeting
 - b. Election of a secretary for the meeting
 - c. Sharing of information on recent events
 - d. Input to the board of SSCO
 - e. New referrals to SSCO
 - f. Report from SFS
 - g. Report from the Board
- v. Economy
1. SDA should have a budget approved from SSCO-FUM
 2. Travel Expenses SDA will pay for the travel expenses to and from the meetings in accordance with SSCO travel policy, as well as lunch and dinner in connection with the meeting. If the need arises, SDA might also pay for accommodations in connection with the meeting.
- vi. Hand-over and Start-up meeting
1. At the end of the term, the outgoing association will have a hand-over meeting with the new association, informing them about SDA, its role within SSCO as well as its previous work.
 2. The new association are advised to have a start-up meeting in connection to the hand-over meeting.
 3. During this start-up meeting the new association are advised to:
 - a. Elect a vice chairperson and establish the division of responsibilities between the chairperson and the vice chairperson
 - b. Decide on Rules of Procedure for the coming year

To₂ To update the corresponding SSCO regulatory documents to reflect the adopted changes.

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PhD Chapter at KTH

Dr sektionen vid THS, DSA vid MF and Centrala doktorandrådet vid SUS through (Leif Karlsson)
Stockholm, 15 February 2019



Appendix

- [Time compensation decision for PhD representatives 2017/18](#)