



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 PhD students are entitled to automatic time compensation of 10 days per academic year. Time compensation for how commission of trusts for PhD students officially appointed by KTH student union 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, had been created to investigate 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 compensated needs to be communicated. This in practice means that individual work (to be done, or already done) needs to be communicated with the board and be verifiable by means of supporting documents such as meeting minutes.
- 2- Sustainable representation: representational work to be compensated shall take into account preparation work, documentation and handover. This in practice means reading up on relevant policy documents, reporting highlight work to relevant representatives in the different levels, updating relevant testaments and participating in handover.
- 3- Creating room for representational effectiveness and impact: a base time shall be allocated for educational purposes about the post and should be allocated for trying out ideas and explore possibilities without being accounted. This in practice means the allocation of 5 days per academic semester as a fixed rate.
- 4- Inclusiveness: representational work to be done or already done needs to consider members who serve national wide representation in connection with representational duties at KTH, this includes the union of students union (SFS), Eurodoc, European Student Union (ESU)¹.
- 5- Experience-based time factor for prognosis: this implies that for budgeting purposes, time prognosis shall be made based on input of past members. This is to reduce bias when budgeting.

Based on the above, the following is proposed:

- i. Members of intensive working bodies with more strategic duties tied to them, e.g. chapter board at KTH central or other representatives at national and european level should be allocated 5 days per their involvement for one term. This also include chairpersons of school councils. Regardless of the member's extent of involvement, this fixed rate of unaccounted time can be granted.
- ii. Representation work should be compensated as incurred.
- iii. To assist scheduling and planning for engaged members, an initial estimated workload duties can be obtained as follows:

$$\text{Estimated workload duties (/term, \%)} = 5\% + \text{Sum}(\text{workload multipliers} \times \text{meetings in hours}) / 8.5^2$$

The numbers to be actually claimed by each member shall be compensated as incurred, i.e. could be different from the estimated numbers. Additionally, national representations and european-level representations are included.

The workload multipliers can be described as follows:

¹ Participation within trade unions, e.g. professional unions (SACO) and civil servant trade union (TCO/ST) are usually compensated differently.

² According to KTH local agreement on working hours for teachers, "Lokalt avtal om arbetstid för lärare", PhD students have an average of 850*-878 hours/term or 106 days/term.

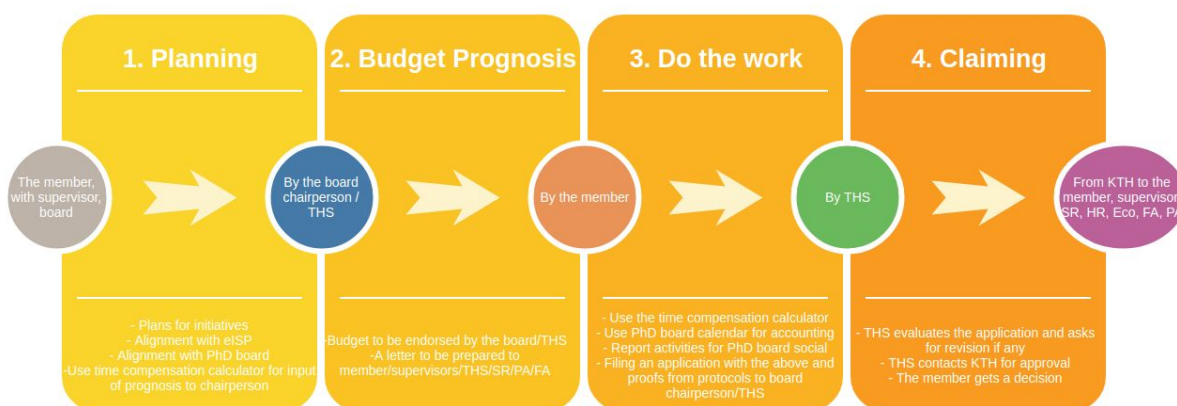


Meeting Type**	workload multiplier (xNumber of hours)
US	3-5*
FR	2.5-4*
BN/RN	2.5
AU	2
UU/FA	2-4*
RU/Språk/Stipen/Sustainability	2-4*
Board/Chapter meetings	2-3*
Other national level representations	2-5*

*: depending on whether the participant made some extra efforts such as raising issues that require extra time.

** : see the overview of vacancies for the meeting type.

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.docx](#).

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: KTH POLICIES

[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. 'workload multipliers', apply as rule of thumb for time to be compensated:

Meeting Type**	workload multiplier (xNumber of hours)
US	3-5*
FR	2.5-4*
BN/RN	2.5
AU	2
UU/FA	2-4*
RU/Språk/Stipen/Sustainability	2-4*
Board/Chapter meetings	2-3*
Other national level representations	2-5*

*: depending on whether the participant made some extra efforts such as raising issues that require extra time.

**: see the overview of vacancies for the meeting type.

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 application (HT17): Application for time compensation -Doktorandsektionen

	Namn	Skolan	Arb. dd./year	%
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 Malakhata	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:

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, hours/8)	25

FR:

See issues driven: <https://www.kth.se/social/group/th-s-phd-chapter-board/page/current-issues/> and minutes:

FR 2017-11-08 protokoll webb.pdf

FR 2017-12-20 protokoll webb.pdf

Ärende: Time compensation for PhD students at KTH

THS Sektion: Dr

Namn: Robin Palmberg and Tage Mohammadat

Datum: 2018-08-06



BN:

VL-2017-12-14 protokoll och sakkunnigutlåtanden 171214.pdf
VL-2017-0111 protokoll och sakkunnigutlåtanden 171204.pdf
VL-2017-0074 protokoll och sakkunnigutlåtanden 171201.pdf
VL-2017-0076 protokoll och sakkunnigutlåtanden 171120.pdf
VL-2017-0037 protokoll och sakkunnigutlåtanden 171109.pdf
VL-2017-0078 protokoll nr 24 och sakkunnigutlåtanden.pdf
VL-2016-0136 protokoll och sakkunnigutlåtanden.pdf
VL-2017-0038 protokoll nr 23 och sakkunnigutlåtanden.pdf
VL-2016-0145 protokoll nr 22 och sakkunnigutlåtanden.pdf
VL-2017-0043 protokoll nr 21 och sakkunnigutlåtanden.pdf
VL-2017-0044 protokoll nr 16 och sakkunnigutlåtanden.pdf
VL-2017-0042 protokoll nr 18 och sakkunnigutlåtanden.pdf
VL-2016-0138 protokoll nr 17 och sakkunnigutlåtanden.pdf
VL-2017-0042 protokoll nr 15 och sakkunnigutlåtanden.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: <https://www.kth.se/social/group/ths-phd-chapter-boar/page/time-compensatio/>
2. School reorganisation: <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