

# Board Meeting no 1 – August 14th 2019

## Minutes



PhD Chapter at KTH

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Place: [Room 1537, Lindstedtsvägen 3, E-huset, huvudbyggnaden, floor 5, KTH Campus](#)

Time: 15:30-16:30, August 14th 2019

### §1. Opening formalities

- a. Meeting opening  
*The chairperson declared the meeting open at 15:30*
- b. Attendees  
*Emma Riese*  
*Tage Mohammadat*  
*Rinat Yapparov*  
*Alessandro Enrico*  
*Kasra Khatami Mashbadi*  
*Ksenia Loskutova and Arvid Nilsson (co-opted members of the board meeting).*
- c. Choice of meeting chairperson  
*Emma Riese was elected as meeting chairperson*
- d. Choice of meeting secretary  
*Tage Mohammadat was elected as meeting secretary*
- e. Choice of meeting minutes checker  
*Alessandro Enrico was elected as minutes checker*
- f. Approval of meeting agenda  
*The agenda was approved.*
- g. Latest protocol checking and signing.  
*Robin Palmberg will follow up on the signing of the latest chapter meeting minutes.*

### §2. Reports & updates

- a. THS central (KL/KS)  
*Arvid Nilsson, Head of Educational Affairs at THS, introduced himself.*
  - i. THS operational plan 19/20-20/21 and focus on “influence: conditions for studies”, see THS 4-year [targets](#)
  - ii. Appointments of PADs at SCI.  
*Arvid clarified that the appointment of PADs was delegated to the chapter presidium.*  
*Emma suggested to discuss the appointment procedure in consultation with Alessandro (councils coordinator) and will send Arvid an email regarding this matter.*



- b. Chairperson & Vice Chairperson:
  - i. Changes in faculty councils sub committees and new working directives. As per [V-2019-0629- decision](#), effective from July 2019, KTH education is headed by vice rector with focus on Education. While most of the functions e.g. GA/FA are retained, the university level forum for education is 'Utbildningsnämnd'/Education board and the school level forum for education is 'Kvalitetsråd'/quality council. Subordinate to 'utbildningsnämnd' is 'Grundutbildningsutskottet'/undergraduate education committee, 'Forskarutbildningsutskottet'/research education committee and 'Utbildningsadministrativa'/Education administration committee. At the latter three committees, students can be represented by two members.
  - ii. KTH/THS referral on STRUT (investigation into how universities shall be steered)  
See link:  
[https://www.kth.se/polopoly\\_fs/1.912527.1560949169!/KTHs\\_remissvar\\_Remiss\\_av\\_bet%C3%A4nkandet\\_STRUT...\\_V\\_2019-0253.pdf](https://www.kth.se/polopoly_fs/1.912527.1560949169!/KTHs_remissvar_Remiss_av_bet%C3%A4nkandet_STRUT..._V_2019-0253.pdf) under KTH 2019 list of referrals:  
<https://www.kth.se/om/fakta/policies/yttranden/remissvar-2019>. The original investigation from the ministry of education and research :  
<https://www.regeringen.se/rattsliga-dokument/statens-offentliga-utredningar/2019/02/sou-20196/>
- c. Treasurer - (still vacant)  
Tax declaration had been done in summer by outgoing chair (in collaboration with outgoing treasurer).  
*Emma reported on the status and highlighted potential delays in reimbursement until a treasurer is appointed. Emma suggested to have a chapter meeting in early fall to cover the vacancy.*
- d. Board Members
  - i. Changes in board member definitions in the statutes is taking effects from July 2019.  
*Emma briefly described the changes. It had been highlighted that the new roles don't have testaments.*
  - ii. New government research misconduct board would be in effect January 2020, See Nature news:  
<https://www.nature.com/articles/d41586-018-05493-3>
  - iii. [SFS] Changes in conditions for doctoral students work at the national level in united union of students, SFS:  
[https://www.sfs.se/sites/default/files/o412\\_6\\_1819\\_proposition\\_6\\_-\\_for](https://www.sfs.se/sites/default/files/o412_6_1819_proposition_6_-_for)



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- [utsattningar\\_for\\_styrelsens\\_och\\_doktoranders\\_arbete\\_i\\_sfs\\_med\\_radnummer.pdf](#)
  - iv. [Eurodoc] PlanS delayed till 2021 from the original 2020, see
    - Article:  
<https://universitetslararen.se/2019/06/13/plan-s-skjuts-upp-och-revideras-efter-kritik/>
    - PlanS workplan and principles official website:  
<https://www.coalition-s.org/workplan/>
    - Statements on PlanS:  
[SULF response](#), Young Academy of Sweden' [statement](#) and Eurodoc [statement](#)
  - v. [ST] New international convention on protection against violence and harassment in working environment  
see:  
<https://stbloggen.se/historiskt-beslut-om-skydd-mot-vald-och-trakasserier-i-arbetslivet>

### §3. Discussion points

- a. Budgeting for Chapter activities - Treasurer still vacant
- b. [Central Representations \(refer to attachments\)](#)
- c. [Time Compensation \(refer to attachments\)](#)
- d. Working with the Ph.D councils
- e. Communication channels
  - i. Slack
  - ii. Functionary emails
  - iii. KTH Social
  - iv. Time and format for future board meetings  
*Bi-weekly meetings every Thursday kl17:00 was preferred. Prior to each meeting all board members are expected to fill in a short form, with a report of what has been done since the last board meeting and state if they are attending the meeting (to allow for a meeting to be rescheduled if needed).*
- v. Call for board meetings  
*The PhD student adviser and School PhD councils meeting would be invited to the board meetings. Call will be sent out thorough emails, and we will also use outlook calender.*
- f. PhD student welcoming  
*Rinat briefed on ideas for information for newly admitted students including proposal for the website.  
Rinat briefed on reception kit (e.g. flash drives).*



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### §4. Decision points

- a. Appointment of Central Representations
  - ~~i. US/FR (KS decisions: Emma and Tage)~~
  - ii. Future Faculty group
    - 1. AN (Anställningsnämnd / The Employment Committee)
    - 2. BN (Befördringsnämnden / The Promotion Committee)
    - 3. RN (Rekryteringsnämnden/ Recruiting Committees)  
*Tage Mohammadat was appointed as a group coordinator while having all PADs, PhD school council members and board members as candidate representatives for such meetings.*
  - iii. UN (Utbildningsnämnden / The Education Board)
    - 1. FU (Forskarutbildningsutskottet/ Research Education Committee)
    - 2. UA (Utbildningsadministrativa/Education Admins. Committee)
    - ~~3. GU (Grundutbildningsutskottet/Basic Education Committee)~~  
*Kasra Khatami was appointed as PhD student representative for the Education board and its subcommittees.*
  - iv. FN (Forskningsnämnden/ The Research Committee)  
*Tage Mohammadat was appointed.*
  - v. FA (Forskningsansvariga-gruppen / The directors of doctoral studies group)  
*Emma Riese was appointed.*
  - ~~vi. GA (Grundutbildningsansvariga-gruppen / The directors of basic studies group)~~
  - vii. SR (Strategiskt råd / The strategical council)  
*Emma Riese was appointed.*
  - viii. JML-grupp (Jämställdhetskommittén / The Equality Committee)  
*Tabled.*
  - ix. KTH-S (The KTH-Sustainability Council)  
*Kasra Khatami was appointed.*
  - x. Språkkommittén / The Language Committee  
*Tabled.*



- xi. Stipendierådet / The Central Grants Committee  
*Rinat Yapparov was appointed.*
- b. Re-assignment of board roles and other appointments
  - i. Treasurer (temporary)  
*Tabled.*  
*Kasra left the meeting at 17:10.*
  - ii. Communication & Secretary (incl. minutes writing & uploading, newsletters preparations and document archiving).  
*Rinat Yapparov was provisionally appointed for the role.*
  - iii. IT/webmaster (incl. social group & website contents update).  
*Rinat Yapparov was provisionally appointed for the role.*
  - iv. Social & welfare (incl. sport & events and questions connected with equality, internationalisation and sustainability)  
*Tabled.*
  - v. Workgroups coordinator (incl. contact with DrInK & WOP)  
*Tabled.*
  - vi. Working group regarding KTH survey to alumni  
*Emma Riese was appointed for the role.*
  - vii. Business relations (need basis)  
*Tabled.*
- c. Plan of operations  
*Emma and Tage were delegated to draft plan of operation based on the workshop conducted.*
- d. Time compensation prognosis  
*Emma and Tage were delegated to draft prognosis for time compensation based on the appointment decision and relevant guidelines.*
- e. Working directives  
*Tabled.*

### §5. Development of Current Events/Initiatives

- a. Birthday Party - Chapter is turning 40
- b. Survey to all PhD students

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### **§6. Additional issues and information**

- a. Recurring events in T-Centralen
- b. Chapter Uniform

### **§7. Meeting closure**

*Emma Riese declared the meeting closed at 17:16.*

Protocol,

Meeting chairperson: Emma Riese

Signature: \_\_\_\_\_

Secretary of the meeting: Tage Mohammadat

Signature: \_\_\_\_\_

Minutes checked by: Alessandro Enrico

Signature: \_\_\_\_\_



# Attachments



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# Guide on Representation

Guide on central vacancies for PhD students at KTH

## BACKGROUND

PhD students at KTH can fill different vacancies and representatives at THS, KTH, and other posts on the country level such as trade unions and the Swedish national union of students. Such vacancies are also referred to as commission of trust posts and can be time compensated according to KTH policy (Dnr. V-2016-0451, see annex I). Representations within KTH schools are delegated to the PhD councils. This document gives a general note about these vacancies.

## GENERAL NOTE

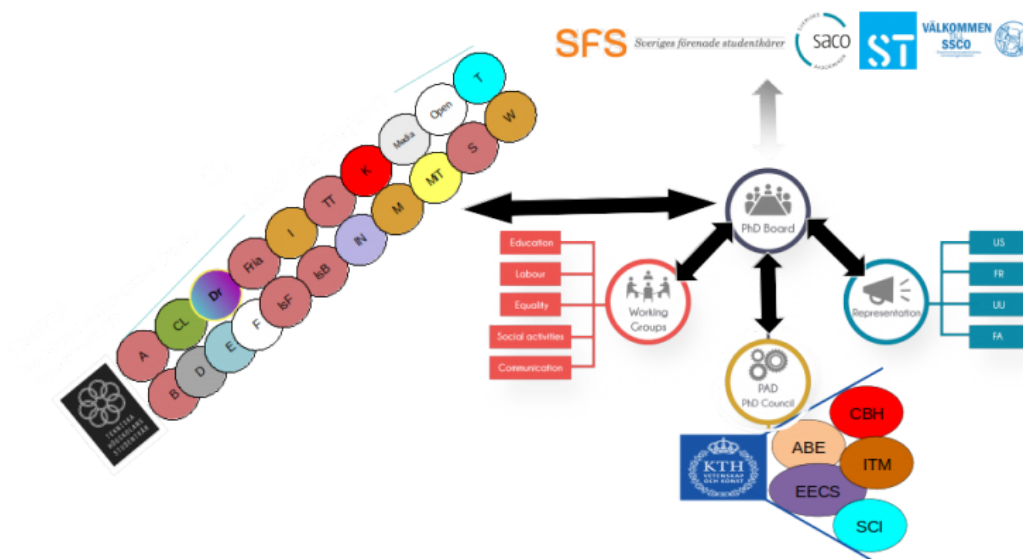
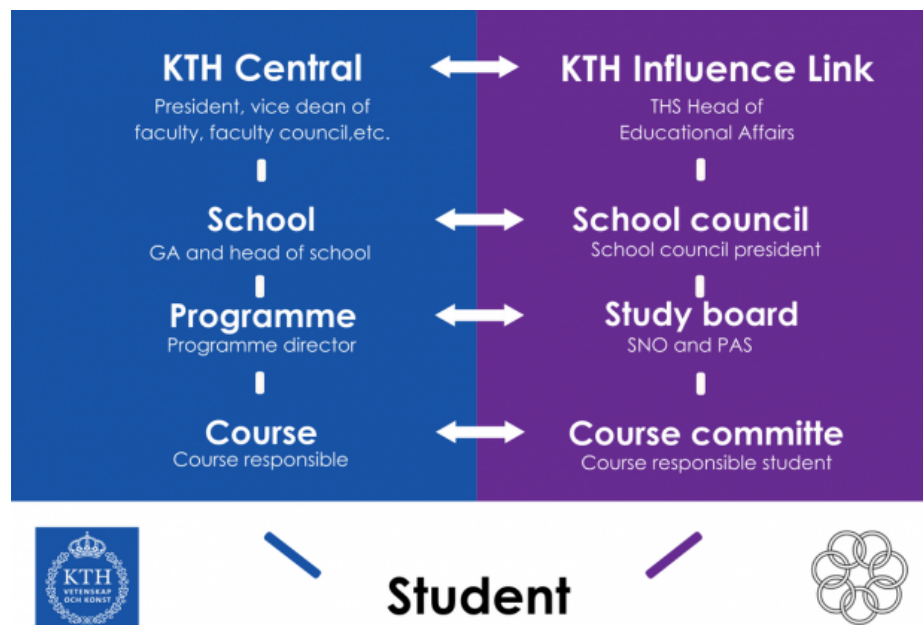
As a representative, you are exercising the Swedish law with regards to students influence whenever decisions are prepared or made that affect education "Studenters rätt att utöva inflytande (kap 1, 4a§) och rätt till representation när beslut fattas eller beredning sker (kap 2, 7§)" Högskoleförordning (1993:100). By being a representative, you work together with the rest of the board to address issues and strategic changes for the PhD students in general. As a representative, it is your responsibility to inform the board or THS central about the representative tasks assumed by you. It is also your responsibility to raise topics that either you or the board or THS has decided would improve the educational experience of the students at KTH. The chapter expects that the person on this position makes sure that the decisions related to PhD students that are made both in the board and in the committee have the best possible outcome for the PhD students. The person on this position answers ultimately to the chapter. Thus, it is crucial not to have your own agendas that might not go along with the best possible outcome for the rest of the PhD students.

Why is it important to organise representations?

1. Legitimacy: PhD representation is part of the bigger picture of students' right to exercise their influence grounded by the Swedish law whenever decisions are prepared or made within the university that affect education "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). THS delegates such decisions to the PhD chapter embodied by its chapter meeting and its executive body the board. Having an organised and legitimate representation, helps us help you get your due time, see Dnr930-2005-0345.

2. Synergies and effectiveness: In order for PhD student influence to work, we need to be communicative in a structured way. This enables us to help each other whenever needed; exchange experiences and knowledge; lobbying effectively to address our issues by solidifying them, raising them at the right forum, venue with the right people, etc. We've representatives at THS highest governing bodies, different levels within KTH and different schools. We also have connection with other student and labour unions, including the ministry of higher education.





THS/PhD chapter connections within KTH and with other student organisations

The following should help you identify different representational posts for PhD students.

## I. THS LEVEL VACANCIES

### KF (Kårfullmäktige / The THS Student Council)

This is the highest decision-making body of THS. PhD students participation there strengthens the representative voice of THS. The recommendation is to give these positions to members not part of the board while keeping one of the board members in KF to maintain a connection with the board.

Needs: 3 regular (ordinarie) + 2 substitute (suppleant) positions

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**Note:** All THS members have the right to be at KF meetings. Chairpersons also have the right to speech (yttranderätt), but only the elected council members have the right to vote.

**Current representatives:** Tage Mohammadat, Robin Palmberg

**Previous representatives:** Andrea De Giorgio, Omar Shafqat, Arash Seyed, Abdou, Maria Nordström (as substitute), Milan (as substitute)

**Contact:** talman@ths.kth.se

### THS Future Faculty

THS Future Faculty is a group of student representatives who represent student perspective and take part of the decision making process with regards to recruitment, employment and promotion of teachers at KTH.

Through this group, representatives are assigned to meetings at recruitment committees (RK), employment committee (AU), promotion committee (BN) and docent committees.

The responsible for this group is THS educational affairs with focus on quality and development ([utbildning@ths.kth.se](mailto:utbildning@ths.kth.se)). From the PhD chapter the contact point is ([ff@dr.kth.se](mailto:ff@dr.kth.se)).

An example for workshop about THS future faculty: [THS CHU presentation \(En\)](#), ([Sv](#))

KTH regulations that matter: <https://intra.kth.se/en/styrning/regelverk/rekrytering-1.661837>

**Needs: 10 regular (ordinarie) + 5 substitute (suppleant) positions**

**Contact:** [ff@dr.kth.se](mailto:ff@dr.kth.se)

### Nomination committee (Valberedning)

This is where nomination for candidates to student councils are overseen and supervised.

**Contact:** [nominations@dr.kth.se](mailto:nominations@dr.kth.se)

**Needs: 3 regular (ordinarie)**

### Chapter auditors (Revisorer)

The auditors have authority to recommend freedom of responsibility for the chapter governing bodies.

**Contact:** [auditors@dr.kth.se](mailto:auditors@dr.kth.se)

**Needs: 2 regular (ordinarie)**

### Standard bearers (Fanbärare)

This post constitutes a standard bearer and a vice standard bearer for KTH ceremonial functionaries.

**Needs: 2 regular (ordinarie)**

**Contact:** [fanb@dr.kth.se](mailto:fanb@dr.kth.se)

### Master of Ceremonies group (Doktoranders Integrerade Klubbmästeri, DrInK)

The Master of Ceremonies group is responsible for the Chapter's parties, pubs, and recreational activities..

**Needs: 3 regular (ordinarie)**

**Contact:** [mc@dr.kth.se](mailto:mc@dr.kth.se)



## II. KTH CENTRAL REPRESENTATION

At KTH central level, the PhD Chapter has PhD student representatives (doktorandrepresentanter) in various committees at KTH as follows:

### AU (Anställningsutskottet / The Employment Committee)

The three main tasks of the Employment committee are:

- Promotion matters; including both preparation and decision finalisation on these;
- Teacher recruitment matters; including both preparation and decisions;
- Administering KTH's quality development effort regarding teacher recruitment/promotions, as well as follow-up of this.

**Needs: 5 regular (ordinarie) + 5 substitutes (suppleant) positions**

**Contact: ff@dr.kth.se**

### BN (Befordringsnämnden / The Promotion Committee)

*(Former: CTFN / Centrala tjänsteförslagsnämnden / The Central Appointments Committee)*

#### Official description

Responsible for dealing with matters that relate to the promotion of associate professor to professor and the promotion from assistant professor to associate professor.

**Needs: 5 regular (ordinarie) + 5 substitute (suppleant) positions**

**Contact: ff@dr.kth.se**

### RN (Rekryteringsnämnden/ Recruiting Committees)

#### Official description

There are different recruiting committees (Rekryteringskommitté, RK) at each school that is responsible for preparing and submitting proposals for the recruitment of the following positions: Professor, Associate Professor and Assistant Professor. From each committee, a recruitment board (rekryteringsnämnd/RN) is formed to attend to each specific errand. Student representatives are expected to be organised at the school-level but as of now, it is mainly arranged by THS Future Faculty and PhD student representation is either non existence or on arbitrary basis.

**Needs: 5 regular (ordinarie) + 5 substitute (suppleant) positions**

**Contact: ff@dr.kth.se**

Note: THS Future Faculty is a group of student representatives who represent student perspective and take part of the decision making process with regards to recruitment, employment and promotion of teachers at KTH. Through this group, representatives are assigned to meetings at recruitment committees (RK), employment committee (AU), promotion committee (BN) and docent committees.

### FA (Forskningsansvariga-gruppen / The directors of doctoral studies group)

A group of the responsables for PhD students' programs in all schools at KTH. PhD issues of all forms, both individual and strategic are discussed here and debate is common. However, no decisions are taken but only



recommendations on how to proceed next in the issue either directly at school level or for consideration in subsequent committees or councils.

One example of policy discussed here was the drafting of a complaint by the PhD Chapter to address misconduct at structural level, which led to revision of the role of the FA and PA, and hopefully also to acknowledge the work of the PAD.

Contact: [edu@dr.kth.se](mailto:edu@dr.kth.se)

**Needs: 1 regular (ordinarie) + 1 substitute (suppleant) position**

## FR (Fakultetsrådet / The Faculty Council)

The Faculty Council represents the entire faculty and acts as an advisory body to the President. The Council has overall responsibility for issues relating to the quality of education, research and community interaction.

The Faculty Council is made up of the following:

- Seven teachers holding a teaching appointment at KTH and who have scholarly or artistic competence, i.e. a doctorate or equivalent; one of whom is the chairman;
- Three external members who are not employed at KTH;
- Students, who have the right to be represented by three members.

### Informal description

Gathering of opinions from the faculty, usually for ratifying what has been discussed earlier in FA/GA groups and further developed in UU.

### Election procedure

The FR representative must be elected by the PhD Chapter meeting and then appointed by KF, the Student Union Council (THS).

Contact: [vicechair@dr.kth.se](mailto:vicechair@dr.kth.se)

**Needs: 1 regular (ordinarie) + 1 substitute (suppleant) position**

## JML-grupp (Jämställdhetskommittén / The Equality Committee)

Currently the PhD Chapter doesn't have a representative in this committee. Hopefully one PhD student representative will be granted in the future.

Contact: [board@dr.kth.se](mailto:board@dr.kth.se)

**Needs: 1 regular (ordinarie) + 1 substitute (suppleant) position**

## KTH-S (The KTH-Sustainability Council)

KTH-Sustainability focuses on the integration of environment and sustainable development in education, research and collaboration. Sustainable Campus is responsible for KTH's environmental management system and environmental issues surrounding the campus.

KTH-Sustainability is a project running up to 2015 focusing on the integration of environment and sustainable development in education, research and collaboration. The project is led by the Vice President for Sustainable Development, Professor Göran Finnveden. The project's steering group, KTH-Sustainability council, involves faculty representatives appointed by the Faculty Council, student and PhD student representatives appointed by the student union (THS), the environmental manager and KTH-Sustainability's project leader.

Contact: [board@dr.kth.se](mailto:board@dr.kth.se)

**Needs: 1 regular (ordinarie) + 1 substitute (suppleant) position**



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### **RU (Resursfördelningsutskottet / The Resource Allocation Committee)**

This committee is tasked to investigate, propose and monitor the distribution of state funds within KTH. The question of how the distribution system affects the quality of education and research should be given special consideration. Students have the right to be represented by three members. The committee will be a preparatory body to the Faculty Council concerning the distribution issues. Due to revisions on the RU strategy, the committee is not as active.

Contact: [edu@dr.kth.se](mailto:edu@dr.kth.se)

**Needs: 1 regular (ordinarie) + 1 substitute (suppleant) position**

### **Språkkommittén / The Language Committee**

The Language Committee monitors language issues in a broad sense on behalf of KTH students, faculty, and staff. The Committee is tasked to implement parts of KTH's Language Policy and provides advice in linguistic matters of a general nature.

Contact: [board@dr.kth.se](mailto:board@dr.kth.se)

**Needs: 1 regular (ordinarie) + 1 substitute (suppleant) position**

### **Stipendierådet / The Central Grants Committee**

The Central Grants Committee – under University Administration (Universitetsförvaltningen) – consists of a maximum of 16 members, with a broad representation of interests (no substitutes), ten members appointed at the different schools, one member from University Administration, three students including one student who is appointed by the THS, foundation responsible for the KTH-affiliated foundations and a chairman, which is appointed by the President.

Contact: [board@dr.kth.se](mailto:board@dr.kth.se)

**Needs: 1 regular (ordinarie) + 1 substitute (suppleant) position**

### **US (Universitetsstyrelsen / The University Board)**

The University Board is the top executive unit, governing KTH's activities in most respects. Decisions are taken in strict accordance with the Swedish Higher Education Ordinance in matters of the following nature:

- Important matters concerning internal organization;
- Annual Report, budget issues, other reports and statements of major importance;
- Measures taken on account of facts and reports presented to the Board by the National Audit Bureau;
- Rules and regulations of major importance;
- Other matters of a principal nature.

**Needs: 1 regular (ordinarie)**

Contact: [chair@dr.kth.se](mailto:chair@dr.kth.se)

### **UN (Utbildningnämnden/ The Education Committee)**

The three main tasks of the Education Committee are:

Overall dimension of education on undergraduate and postgraduate level

- Administering KTH's quality development effort and follow-up on undergraduate and postgraduate education;



- Administering KTH's general development of rules and guidelines concerning education.

Contact: [edu@dr.kth.se](mailto:edu@dr.kth.se)

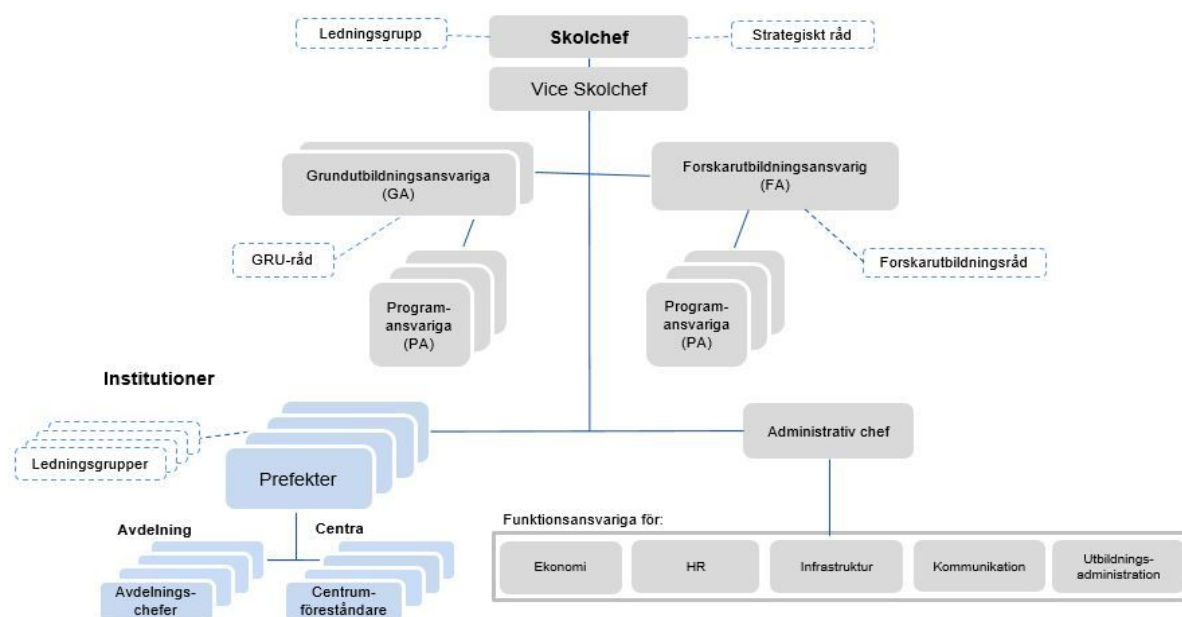
**Needs: 1 regular (ordinarie) + 1 substitute (suppleant) position**

### III. KTH LOCAL REPRESENTATION

At KTH local (school) level, the PhD councils has right to appoint representatives for school executive council, strategic council, and doctoral education councils. Moreover, the PhD students can be representatives in more committees and working groups that affects the education and education environment of PhD students. Consult the respective school management, school councils (skolråd) and the PhD school councils for more details, however the general breakdown of representational posts follow the structure of the schools as follows.

#### The schools websites and organisational charts:

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



Contacts:

[abe-chair@dr.kth.se](mailto:abe-chair@dr.kth.se) (council chair)

[abe-vicechair@dr.kth.se](mailto:abe-vicechair@dr.kth.se) (council vice chair)

[abe-presidium@dr.kth.se](mailto:abe-presidium@dr.kth.se) (presidium, i.e. chair and vice chair)

[abe-board@dr.kth.se](mailto:abe-board@dr.kth.se) (presidium and other board members)

[abe-pad@dr.kth.se](mailto:abe-pad@dr.kth.se) (representatives in PhD programmes)

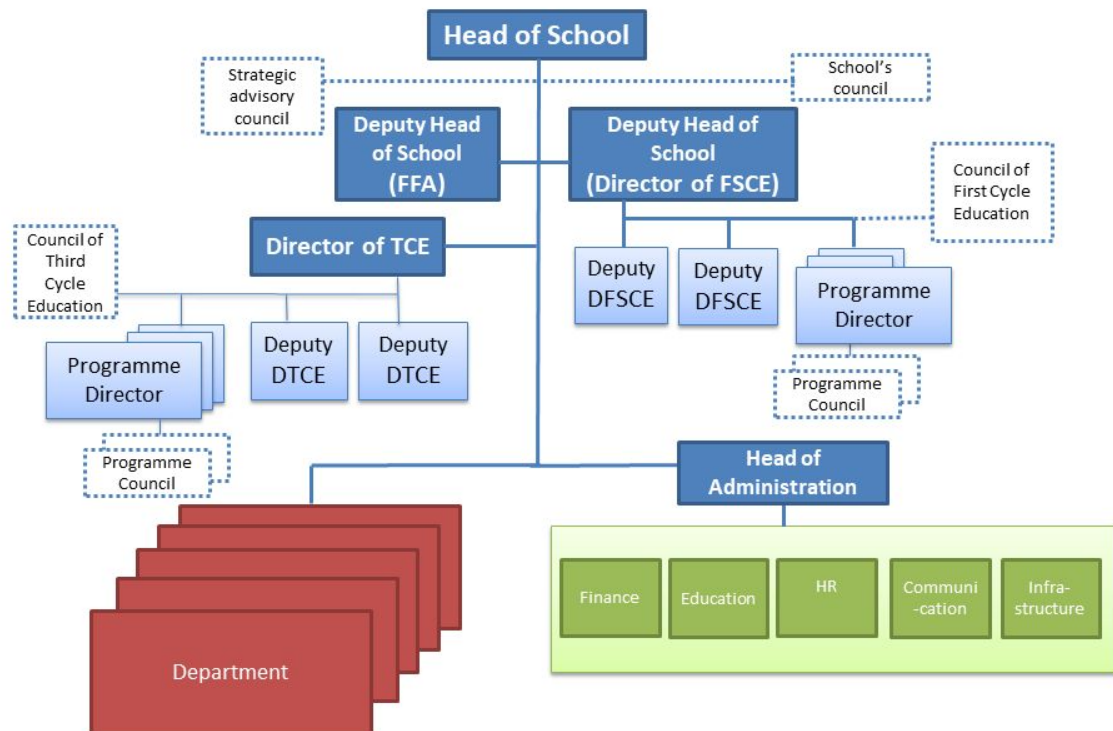
[abe-ff@dr.kth.se](mailto:abe-ff@dr.kth.se) (representatives in future faculty group)

[abe-council@dr.kth.se](mailto:abe-council@dr.kth.se) (All council members including, board, representatives and functionary positions)



- [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.



#### Contacts:

[eeecs-chair@dr.kth.se](mailto:eeecs-chair@dr.kth.se) (council chair)

[eeecs-vicechair@dr.kth.se](mailto:eeecs-vicechair@dr.kth.se) (council vice chair)

[eeecs-presidium@dr.kth.se](mailto:eeecs-presidium@dr.kth.se) (presidium, i.e. chair and vice chair)

[eeecs-board@dr.kth.se](mailto:eeecs-board@dr.kth.se) (presidium and other board members)

[eeecs-pad@dr.kth.se](mailto:eeecs-pad@dr.kth.se) (representatives in PhD programmes)

[eeecs-ff@dr.kth.se](mailto:eeecs-ff@dr.kth.se) (representatives in future faculty group)

[eeecs-council@dr.kth.se](mailto:eeecs-council@dr.kth.se) (All council members including, board, representatives and functionary positions)

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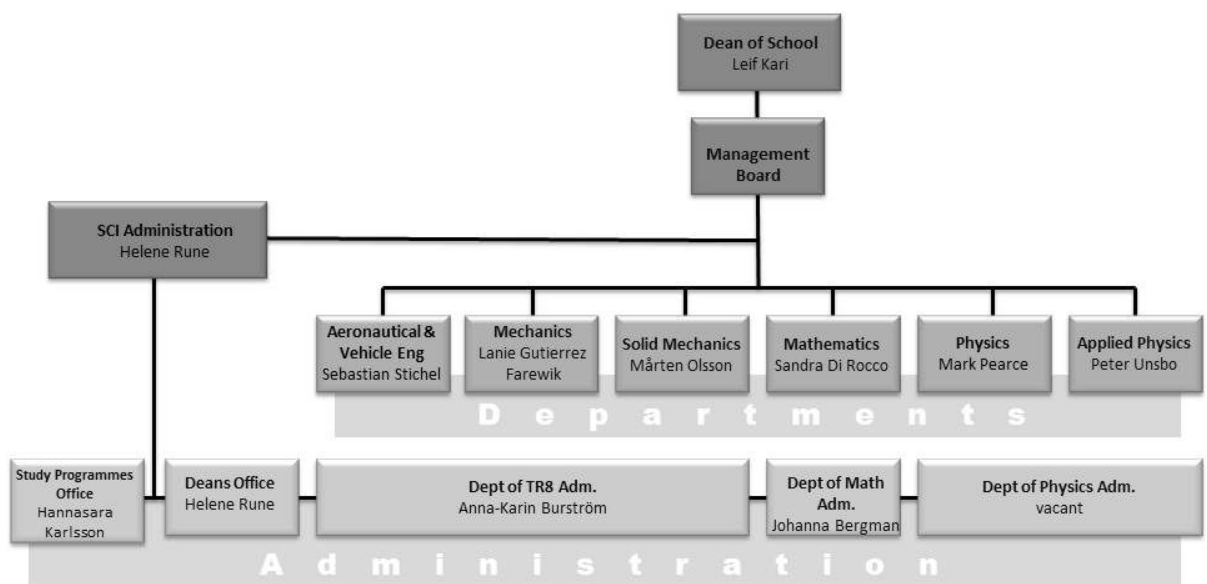
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- [School of Engineering Sciences \(SCI\)](#)

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



Contacts:

[sci-chair@dr.kth.se](mailto:sci-chair@dr.kth.se) (council chair)

[sci-vicechair@dr.kth.se](mailto:sci-vicechair@dr.kth.se) (council vice chair)

[sci-presidium@dr.kth.se](mailto:sci-presidium@dr.kth.se) (presidium, i.e. chair and vice chair)

[sci-board@dr.kth.se](mailto:sci-board@dr.kth.se) (presidium and other board members)

[sci-pad@dr.kth.se](mailto:sci-pad@dr.kth.se) (representatives in PhD programmes)

[sci-ff@dr.kth.se](mailto:sci-ff@dr.kth.se) (representatives in future faculty group)

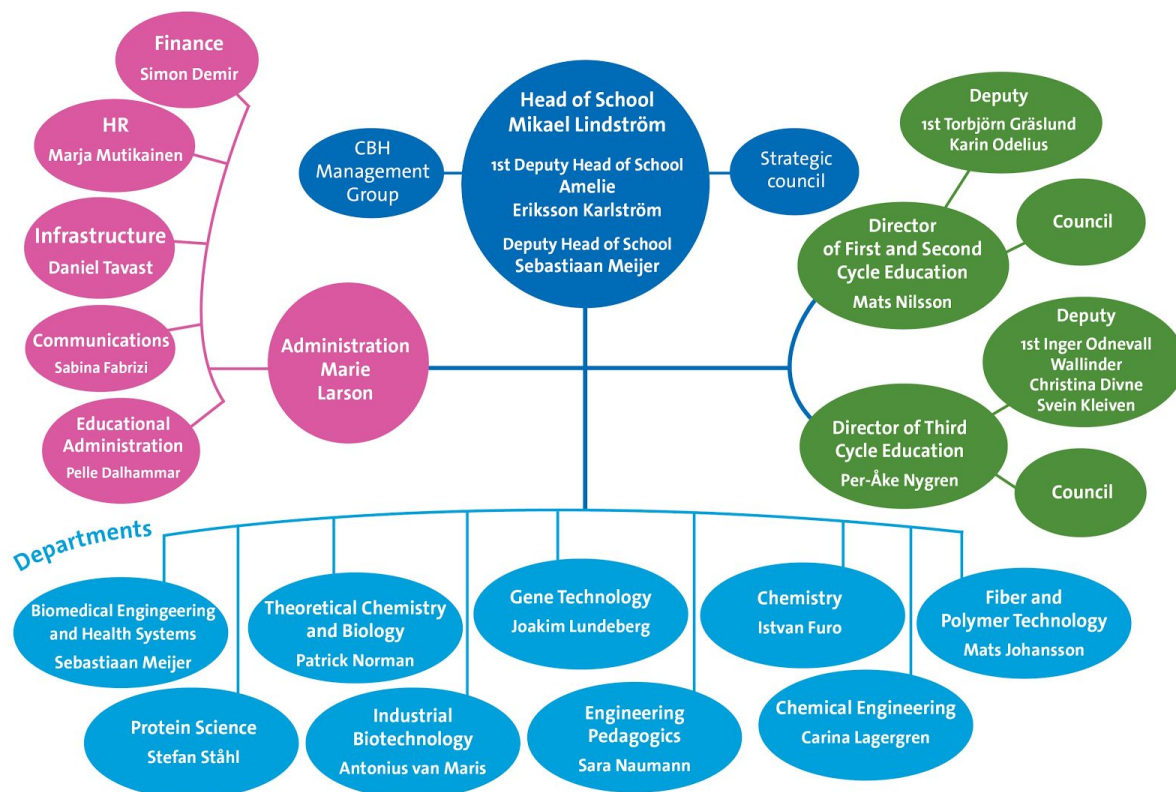
[sci-council@dr.kth.se](mailto:sci-council@dr.kth.se) (All council members including, board, representatives and functionary positions)





- [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.



Contacts:

[cbh-chair@dr.kth.se](mailto:cbh-chair@dr.kth.se) (council chair)

[cbh-vicechair@dr.kth.se](mailto:cbh-vicechair@dr.kth.se) (council vice chair)

[cbh-presidium@dr.kth.se](mailto:cbh-presidium@dr.kth.se) (presidium, i.e. chair and vice chair)

[cbh-board@dr.kth.se](mailto:cbh-board@dr.kth.se) (presidium and other board members)

[cbh-pad@dr.kth.se](mailto:cbh-pad@dr.kth.se) (representatives in PhD programmes)

[cbh-ff@dr.kth.se](mailto:cbh-ff@dr.kth.se) (representatives in future faculty group)

[cbh-council@dr.kth.se](mailto:cbh-council@dr.kth.se) (All council members including, board, representatives and functionary positions)

# Board Meeting no 1 – August 14th 2019

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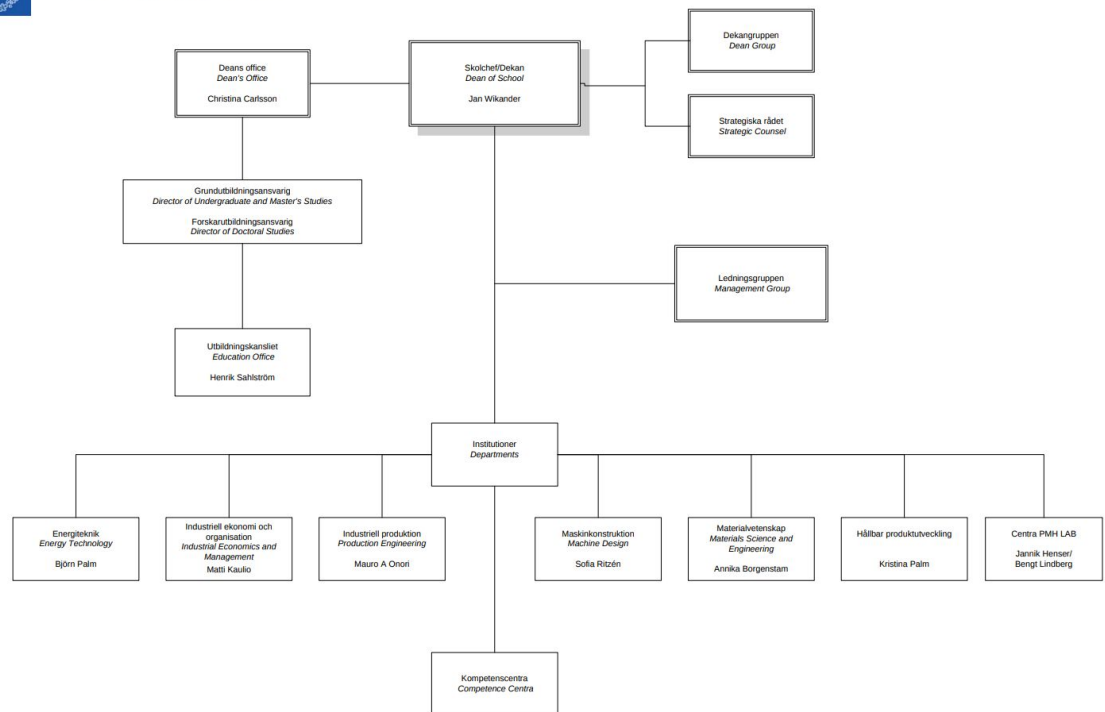


### PhD Chapter at KTH

- [School of Industrial Engineering and Management](#) (ITM)



Industriell teknik och management  
Industrial Engineering and Management



Contacts:

itm-chair@dr.kth.se (council chair)

itm-vicechair@dr.kth.se (council vice chair)

itm-presidium@dr.kth.se (presidium, i.e. chair and vice chair)

itm-board@dr.kth.se (presidium and other board members)

itm-pad@dr.kth.se (representatives in PhD programmes)

itm-ff@dr.kth.se (representatives in future faculty group)

itm-council@dr.kth.se (All council members including, board, representatives and functionary positions)

Note: PhD school councils are guided by the [PhD Chapter Statutes](#) and [PhD Chapter Bylaws](#) and subject to THS [statutes](#) and [bylaws](#).

## Annex I:

[KTH guidelines on student influence](#)

[Time compensation policy for representation](#)



# Guide on Time Compensation

Time compensation for PhD students in central representation at KTH

## 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 28<sup>th</sup> 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 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 in practice means providing meetings protocols upon request. 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 in connection with representational duties at KTH, this includes the union of students union (SFS), Eurodoc, European Student Union (ESU)<sup>1</sup>. 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.

Based on the above, the following has been resolved:

- 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 a minimum of 5 days per their involvement for one term. This also include chairpersons of school councils. Regardless of the member extent of involvement, this fix rate of unaccounted time can be granted. This is because to allow initiatives and effective involvement, one has to have extensive preparation for a good head-start, e.g.: handover & startup training, familiarising with rules, guidelines, policies, networking, etc..
- ii. Representation work should be compensated as incurred.
- iii. To assist scheduling and planning for board members, an initial estimated workload duties can be obtained as follows:

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

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### PhD Chapter at KTH

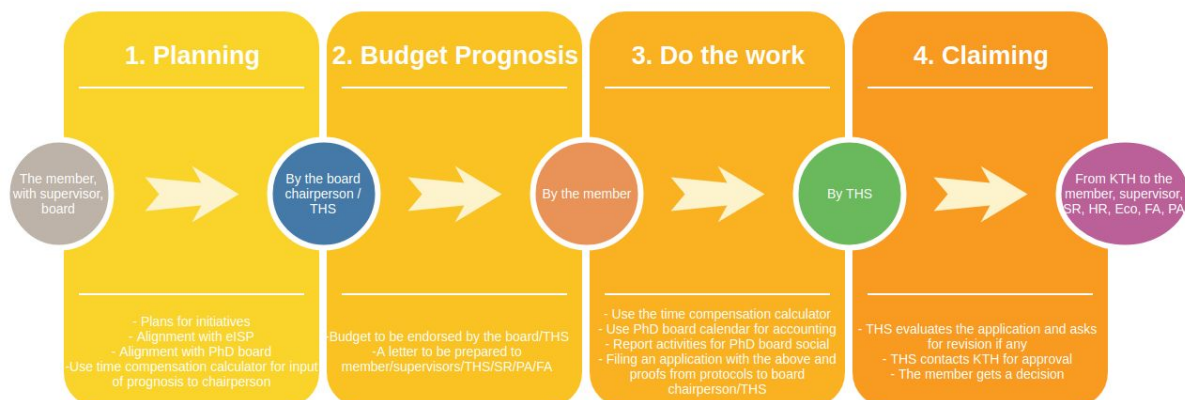
**Estimated workload duties (/term, %) = 5%+ Sum(workload multipliers x meetings in hours)/8.5<sup>2</sup>**  
The numbers to be actually claimed by each member shall be compensated as incurred, i.e. could be different from the estimated numbers. Additionally, national representations and european-level representations are included.

The workload multipliers can be described as follows:

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.

## 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.

<sup>2</sup> 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.

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### PhD Chapter at KTH

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.docx. 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. 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./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 Jovevski	ITM	8	5
9	Muhammad Afzal	ITM	13	8
10	Tage Mohammadat	EECS	25	14
	<b>Total</b>	<b>Tt (Dd-%)</b>	<b>102/350</b>	<b>58/200</b>

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

Application (HT17): Application for time compensation, TageMohammadat-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



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### PhD Chapter at KTH

#### FR:

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

#### Workgroups:

1. Time compensation: <https://www.kth.se/social/group/th-s-phd-chapter-boar/page/time-compensatio/>

2. School reorganisation: <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