

# Board Meeting no 2 – August 29th 2019

## Minutes



PhD Chapter at KTH

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

Time: 17:00-18:00, August 29th 2019

### §1. Opening formalities

- a. Meeting opening at 17:06
- b. Attended  
*Emma Riese*  
*Tage Mohammadat (kl 17:10)*  
*Alessandro Enrico*  
*Rinat Yapparov*  
*Ksenia Loskutova (left kl 17:39)*  
*Kasra Khatami Mashbadi (kl 17:13)*
- c. Choice of meeting chairperson.  
*Emma Riese was elected*
- d. Choice of meeting secretary.  
*Alessandro Enrico was elected*
- e. Choice of meeting minutes checker.  
*Rinat Yapparov was elected*
- f. Approval of meeting agenda  
*Approved*
- g. Latest protocol checking and signing.  
*Checked and signed.*  
*Tage proposes other options to physical signatures.*

### §2. Reports & updates

- a. Board reports  
*Written reports from board members were presented except Kasra, who reported verbally during the Board meeting.*  
*Kasra: The newly created educational committee had its first meeting with Kasra and Arvid present. The meeting was held in Swedish, as expected. As there was no clear idea of the capacity of this committee, no decision was taken during the first meeting.*  
*Ksenia and Tage were present during KTH reception ceremony on 25 Aug at the City Hall.*  
*Tage attended the faculty council on Aug 29.*  
*Quality Assurance (UKÄ) in October and November*  
*KTH and THS have produced written statements (in Swedish), available upon request (e.g. ask Emma).*



*In summary: Ph.D. representation is not working well on school level. Issues were observed in the engagement of students, especially due to the lack of collaboration and support from supervisors. THS will appoint representatives to be interviewed by UKÄ with the criteria that such representative must have a strong background to be able to answer UKÄ questions. Expected outcomes from UKÄ assessment: KTH APPROVED (next revision in 6 years), PARTIALLY APPROVED (redo the parts that were not approved), NOT APPROVED (redo the whole process with other legal implications).*

- b. THS central (KL/KS)  
*No news from THS central.*

### **§3. Discussion points**

- a. Time Compensation 2019 (Tage presents prognosis)  
*Based on the decision during the last meeting and the previous years time compensation documents, Tage drafted a provisional time compensation document for July 2019 - December 2019. Upon the board approval, a PM would be addressed to the appropriate persons at KTH with advisement with THS central (THS president and head of educational affairs).  
The commission-of-trust duties, corresponding workload and the time estimation ensued should be discussed and agreed upon with the supervisors and documented in the ISP.*
- b. Communication channels
  - i. Google Drive  
*Everyone should have access to Google Drive as well as the functionary email.*
- c. PhD student welcoming (Rinat)  
*Rinat prepared and made available a draft for the Ph.D. student welcoming letter. Rinat also proposed to rearrange the website to improve clarity in the contents and visibility.  
There was a discussion regarding the inclusion of mail contacts in the welcoming letter.  
Every board member should work on the draft (edits & comments) until the next board meeting.*
- d. Plan of operations (PM by Emma and Tage)  
*Every board member should work on the draft (edits & comments) until the next board meeting.  
The board would also need to decide if the plan of operation should also be approved by the Chapter.*
- e. Working directives (PM by Tage and Emma)



*Every board member should work on the draft (edits & comments) until the next board meeting.*

*Tabled until board meeting. This will be a board decision and as such the directives would be subordinate to the bylaws and the statutes.*

f. Next Chapter meeting

i. Decided on a date

*Emma will check which dates we can book T-centralen and distributes the available dates on Slack. We could also add a social event after Chapter meetings, preferably involving the Master of Ceremonies.*

**§4. Decision points**

a. Plan of operations

*Tabled until next board meeting.*

b. Time compensation 2019

*Tabled until next board meeting.*

c. Working directives

*Tabled until next board meeting. The board member should read the related document and prepare for a decision in the upcoming Board meetings.*

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

a. Birthday Party - Chapter is turning 40

*Alessandro proposed to include the social event responsible from the school councils in the loop.*

*Tage proposed the option of renting a party location if in line with the budget to possibly attract more participants and reduce the logistic workload.*

b. Survey to all PhD students (Emma)

*Emma will share a link from Slack. After registration in the platform, Emma will grant the access upon request.*

c. Collaboration with Ingrid (Emma)

*Ingrid is available for system-level questions regarding the situation of Ph.D. students*

d. Routine/guidelines to appoint PADs (Emma and Alessandro)

*Meeting with Arvid and Elisabet on Wednesday at 16, in 1448 (E-building) to define routines/guidelines about PAD. Bylaws regarding that should be updated. The Board should also discuss this with the PADs.*



**§6. Additional issues and information**

- a. Recurring events in T-Centralen  
*Bi-weekly events were organised but had low attendance. The board will need to plan how we should schedule events during the year.*
  
- b. Chapter Uniform  
*Discussion regarding possible deployment.*

**§7. Meeting closure**

*The meeting chairperson declared the meeting closed at: 18:22*

Protocol,  
Meeting chairperson: Emma Riese  
Signature: \_\_\_\_\_

Secretary of the meeting: Alessandro Enrico  
Signature: \_\_\_\_\_

Minutes checked by: Rinat Yapparov  
Signature: \_\_\_\_\_



# Attachments



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# Attachment 1

## Guide on time compensation for PhD students at KTH

### BACKGROUND

Time compensation for commission-of-trust positions for PhD students officially appointed by KTH student union at the central and national level is subject to rector's decision Dnr. V-2016-0451 in effect since the 1st of July 2017. As per PhD chapter board protocol on September 19, 2017, 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 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 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)<sup>1</sup>.
- 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:

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

The numbers to be actually claimed by each member shall be compensated as incurred, i.e. could be different from

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

<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 for simplicity.



the estimated numbers. Additionally, national representations and european-level representations are included.

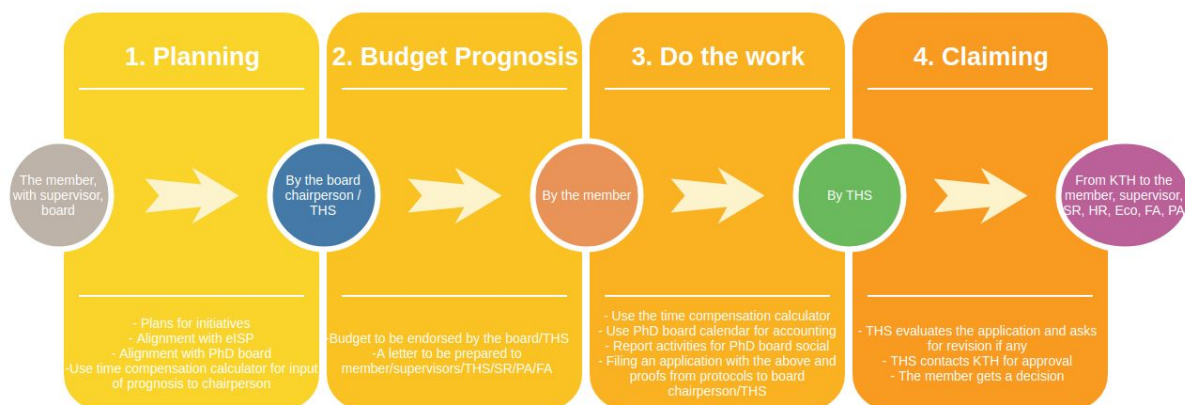
The workload multipliers can be described as follows:

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 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.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 previous representatives within THS. This is to avoid making the factors purely subjective, speculative and biased.

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 and minutes would be needed. As long as it is not 20% 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 presidium/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 presidium/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 Malakhatka	ITM	7	4
7	Fareed Khan	ITM	6	3
8	Milan Jocevski	ITM	8	5
9	Muhammad Afzal	ITM	13	8
10	Tage Mohammadat	EECS	25	14

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-boar/page/current-issues/> and minutes:

FR 2017-11-08 protokoll webb.pdf

FR 2017-12-20 protokoll webb.pdf

### BN:

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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



## Attachment 2

Time compensation budget for January 2019 - June 2019

### BACKGROUND

In the 20181210 PhD chapter meeting no. 2 §3.i, the chapter meeting approved of time compensation prognosis for board members as follows:

	<b>Namn</b>	<b>Skolan</b>	<b>Arb. dd.</b>	<b>%(/850 tim)</b>
1	Amanda Kessler	CBH	42	12
2	Elena Malakhatka	ITM	26	8
3	Emma Riese	EECS	42	12
4	Fangkai Yang	EECS	42	12
5	Félix Vautard	ABE	26	8
6	Jesper Karlsson	EECS	42	12
7	Kateryna Morozovska	EECS	68	20
8	Robin Palmberg	ABE	72	21
9	Sriharsha Bhat	SCI	42	12
10	Tage Mohammadat	EECS	68	20
	<b>Total</b>	<b>Tt (Dd)</b>	<b>470/700</b>	<b>137/200%</b>

As per chapter meeting decision 20181210 PhD chapter meeting no. 2 §3.1 on acceptance of Félix Vautard's resignation and acceptance of Fatemeh Naqavi's election, the time budget for Félix Vautard's is therefore allocated to Fatemeh Naqavi's. As per chapter meeting decision 20190210 PhD chapter meeting no. 3 §3d Rinat Yapparov, SCI had replaced Elena Malakhatka and as such Elena's budget had been allocated to Rinat's. Additionally, as per Kateryna Morozovska's end of term as council chair and leave of absence during Spring 2019 and the assumption of Emma Riese to equivalent duties therewith, 8% of Kateryna's budget is therefore allocated to Emma Riese. Sriharsha Bhat had increased duties related to sustainability errands and employment meetings of 5%. Robin Palmberg had 4% increased duties towards the end of the term in connection to treasury work. Furthermore, the working hours number

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has been changed from 850 to 866 to be consistent with the average age of addressed PhD students. Consequently, the following time compensation applies instead.

Time compensation budget for January 2019 - June 2019 -- after revisions

	<b>Namn</b>	<b>Skolan</b>	<b>Arb. dd.<sup>3</sup></b>	<b>%(/866 tim<sup>4</sup>)</b>
1	Amanda Kessler	CBH	13	12
2	Rinat Yapparov	SCI	7	8
3	Emma Riese	EECS	22	20
4	Fangkai Yang	EECS	13	12
5	Fatemeh Naqavi	ABE	7	8
6	Jesper Karlsson	EECS	13	12
7	Kateryna Morozovska	EECS	13	12
8	Robin Palmberg	ABE	27	25
9	Sriharsha Bhat	SCI	19	17
10	Tage Mohammadat	EECS	22	20
	<b>Total</b>	<b>Tt (Dd)</b>	<b>169/217</b>	<b>146/200%</b>

## SUGGESTION

<sup>3</sup> Approximated numbers for corresponding workload in percentages. In case of conflicts, the percentages apply.

<sup>4</sup> 1732 hours/year or 866 hours/semester corresponds to contractual working hours for employees aged 30-39 according to "Arbetsid och arbetstidsberoende ersättningar för lärare"

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To suggest the PhD chapter board to adopt the following time compensation budget for January 2019 - June 2019

Time compensation budget for January 2019 - June 2019 -- after revisions

	<b>Namn</b>	<b>Skolan</b>	<b>Arb. dd.<sup>5</sup></b>	<b>%(/866 tim<sup>6</sup>)</b>
1	Amanda Kessler	CBH	13	12
2	Rinat Yapparov	SCI	7	8
3	Emma Riese	EECS	22	20
4	Fangkai Yang	EECS	13	12
5	Fatemeh Naqavi	ABE	7	8
6	Jesper Karlsson	EECS	13	12
7	Kateryna Morozovska	EECS	13	12
8	Robin Palmberg	ABE	27	25
9	Sriharsha Bhat	SCI	19	17
10	Tage Mohammadat	EECS	22	20
	<b>Total</b>	<b>Tt (Dd)</b>	<b>169/217</b>	<b>146/200%</b>

<sup>5</sup> Approximated numbers for corresponding workload in percentages. In case of conflicts, the percentages apply.

<sup>6</sup> 1732 hours/year or 866 hours/semester corresponds to contractual working hours for employees aged 30-39 according to "Arbets tid och arbetstidsberoende ersättningar för lärare"



## Attachment 3

Time compensation prognosis for July 2019 - December 2019

### BACKGROUND

As per election results of 20190613 PhD chapter meeting no.4, 20190814 PhD chapter board decisions on appointment of representatives and allocation of tasks and using the time compensation guide adopted by the PhD chapter board, the following time compensation prognosis is derived.

Emma Riese/EECS		
Item	Hours	%
Fixed rate	-	5%
Board meetings	5x10x1	
Chapter meetings	5x2x4	
US meetings	5x5x4	
SR/FA meetings	5x5x4	
Miscellaneous strategic errands	24	
Dr x THSC meetings	2x4x4	
Dr x STHLM meetings	2x4x4	
Total		49%

Tage Mohammadat/EECS		
Item	Hours	%
Fixed rate	-	5%
Board meetings	4x10x1	
Chapter meetings	4x2x4	
FR meetings	4x5x4	
FF coordination meetings	0.5x20	
Miscellaneous executive errands	24	
Dr x THSC meetings	2x4x4	
Dr x STHLM meetings	2x2x4	
Total		34%

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Alessandro Enrico/EECS		
Item	Hours	%
Fixed rate	-	5%
Board meetings	2x10x1	
Chapter meetings	2x10x1	
EECS council/board meetings	5x5x3	
EECS doctoral program council meetings	3x2x2	
FF meetings	2x3x4	
Miscellaneous KTH Councils errands	24	
Dr x THSC meetings	-	
Dr x STHLM meetings	-	
Total		25%

Rinat Yapparov/SCI		
Item	Hours	%
Fixed rate	-	5%
Board meetings	2x10x1	
Chapter meetings	2x10x1	
Scholarship grants meetings	2x4x1	
Events management	12	
FF meetings	2x3x4	
Miscellaneous Social and IT errands	24	
Dr x THSC meetings	-	
Dr x STHLM meetings	-	
Total		18%

Kasra Khatami Mashhadi/CBH
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Item	Hours	%
Fixed rate	-	5%
Board meetings	2x10x1	
Chapter meetings	2x10x1	
UN meetings	4x4x2	
Sustainability questions	3x2x2	
FF meetings	2x3x4	
Miscellaneous Educational errands	24	
Dr x THSC meetings	-	
Dr x STHLM meetings	-	
Total		20%

## SUGGESTION

To suggest the PhD chapter board to adopt the following time compensation budget prognosis for July 2019 -Dec 2019

	Namn	Skolan	Arb. dd. <sup>7</sup>	%(/866 tim <sup>8</sup> )
1	Kasra Khatami Mashhadi	CBH	22	20
2	Rinat Yapparov	SCI	20	18
3	Emma Riese	EECS	53	49
4	Alessandro Enrico	EECS	27	25
5	Tage Mohammadat	EECS	37	34
	<b>Total</b>	<b>Tt (Dd)</b>	<b>159/217</b>	<b>146/200%</b>

<sup>7</sup> Approximated numbers for corresponding workload in percentages. In case of conflicts, the percentages apply.

<sup>8</sup> 1732 hours/year or 866 hours/semester corresponds to contractual working hours for employees aged 30-39 according to "Arbets tid och arbetstidsberoende ersättningar för lärare"



## Attachment 4

Dr2019-CP-02/0001- Time compensation for PhD students during 2019

Diary number: Dr2019-CP-02/0001	Type: Decision
To: PhD Chapter Board	By: PhD chapter presidium
Attention: -	Date: 2019-08-26
Copy: THS head of educational affairs	Period: From 2019-07-01 to 2019-12-31

## Decisions

**To<sub>1</sub>** suggest the PhD chapter board to adopt the following time compensation budget for January 2019 - June 2019

	<b>Namn</b>	<b>Skolan</b>	<b>Arb. dd.<sup>9</sup></b>	<b>%/(866 tim<sup>10</sup>)</b>
1	Amanda Kessler	CBH	13	12
2	Rinat Yapparov	SCI	9	8
3	Emma Riese	EECS	22	20
4	Fangkai Yang	EECS	13	12
5	Fatemeh Naqavi	ABE	9	8
6	Jesper Karlsson	EECS	13	12
7	Kateryna Morozovska	EECS	13	12
8	Robin Palmberg	ABE	27	25
9	Sriharsha Bhat	SCI	19	18
10	Tage Mohammadat	EECS	22	20

<sup>9</sup> Approximated numbers for corresponding workload in percentages. In case of conflicts, the percentages apply.

<sup>10</sup> 1732 hours/year or 866 hours/semester corresponds to contractual working hours for employees aged 30-39 according to "Arbets tid och arbetstidsberoende ersättningar för lärare"

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To<sub>2</sub> suggest the PhD chapter board to adopt the following time compensation budget for July 2019 - December 2019

	<b>Namn</b>	<b>Skolan</b>	<b>Arb. dd.<sup>11</sup></b>	<b>%(/866 tim<sup>12</sup>)</b>
1	Kasra Khatami Mashhadi	CBH	22	20
2	Rinat Yapparov	SCI	20	18
3	Emma Riese	EECS	53	49
4	Alessandro Enrico	EECS	27	25
5	Tage Mohammadat	EECS	37	34
	<b>Total</b>	<b>Tt (Dd)</b>	<b>159/217</b>	<b>146/200%</b>

## Background

With reference to the rector's decision Dnr. V-2016-0451 detailing time compensation policy for PhD students at KTH and as per decisions in 20181210 PhD chapter meeting no. 2 §3, 20190210 PhD chapter meeting no. 3 §3, 20190613 PhD chapter meeting no.4, 20180228 PhD chapter board §2 and 20190814 PhD chapter board decisions on appointment of representatives and allocation of tasks and using the time compensation guide adopted by the PhD chapter board, time compensation prognosis and compensation for representatives during 2019 are proposed as detailed herewith. See attachments 2 and 3 for more details.

PhD chapter presidium,

\_\_\_\_\_  
Emma Riese  
Chairperson 2019/2020  
Stockholm, 29 August 2019

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Tage Mohammadat  
Vice Chairperson 2019  
Stockholm, 29 August 2019

<sup>11</sup> Approximated numbers for corresponding workload in percentages. In case of conflicts, the percentages apply.

<sup>12</sup> 1732 hours/year or 866 hours/semester corresponds to contractual working hours for employees aged 30-39 according to "Arbets tid och arbetstidsberoende ersättningar för lärare"