



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

Time: 17:00-18:00, September 26th 2019

§1. Opening formalities [17:00-17:07]

- a. Meeting opening at 17:00
- b. Invited: chapter board, head of educational affairs and chapter auditors.
Attendees: Emma Riese, Alessandro Enrico, Tage Mohammatat, Rinat Yapparov, Kasra Khatami
- c. Choice of meeting chairperson.
Emma Riese was elected.
- d. Choice of meeting secretary.
Kasra Khatami was elected.
- e. Choice of meeting minutes checker.
Alessandro Enrico was elected.
- f. Approval of meeting agenda
Emma briefed about changes on the agenda. The agenda was approved.
- g. Latest protocol checking and signing.
Done, and uploaded to website.

§2. Reports & updates [17:10-17:20]

- a. Board reports
See attachments
- b. THS central (KL/KS)
Nothing has been reported.

§3. Discussion points [17:21-17:40]

- a. PhD student welcoming (Rinat)
An issue identified was to find the right contact for the spreading of the letter. e.g. HR or doctoral support or KTH Relocation. Rinat will be in contact with KTH relocation. HR could provide this information in the new employee meeting.
- b. Chapter meeting
The call for the next PhD chapter meeting will be sent on Friday 4th of October. There is a need to fill the vacancies in the board. The agenda for the next meeting is one hour of chapter meeting for the new position's election and possibly a pub afterwards. Changes of the bylaws regarding the PADs will be discussed during the meeting as well.
- c. Newsletter
IT department should be contacted about providing the board a professional account. An introduction to the PhD chapter and its functionalities should be included.
- d. Routine/guidelines to appoint PADs and role descriptions for local representatives (Emma and Alessandro)
The representatives from different schools were acknowledged. Time compensation of the student representative in all levels must be fixed. The percentages must be clearly



and well motivated. By giving precise examples of what is the role of a certain position and how much time is required.

§4. Decision points [17:41-17:47]

- a. PM for Doctoral representatives, HT19

The board decided to:

- i. To acknowledge the representatives listed by Dr/THS.*
- ii. To establish the decision as a tentative version to be circulated for councils representatives.*

§5. Development of Current Events/Initiatives [17:50-17:57]

- a. Birthday Party - Chapter is turning 40
- b. Survey to all PhD students (Emma)
A survey targeting the admitted PhDs since 2011 to accumulate statistics regarding their experience at KTH as a whole, working environment, supervision and etc.,
- c. Activity report from the plan of operation (see attachment)

§6. Meeting closure [18:24]

Protocol,
Meeting chairperson: Emma Riese
Signature: _____

Secretary of the meeting: Kasra Khatami
Signature: _____

Minutes checked by: Alessandro Enrico
Signature: _____



Attachments



Attachment 1

Written reports before the meeting

Rinat Yapparov	Some website improvements	
Alessandro Enrico	Please see report in attachment.	https://drive.google.com/open?id=1Wk3VheHV_XDZqDXjYwhdMWzfAs7LJ4yG
Tage Mohammadat	<p>Internal affairs (Executive):</p> <ul style="list-style-type: none"> - Updated the plan of operation on the website including the diary number. - Updated a PM for 'registry of PMs' - Fixed access to chapter hall for DrInK - Attended THS vice chairpersons council and explained some of our challenges and exchanged experiences. - Prepared a draft for PM on doctoral representation for transparency and to support school councils. - Helped with council coordinator, social responsible, webmaster responsible on various ongoing matters and board collaboration looks going well. <p>External affairs:</p> <ul style="list-style-type: none"> - Represented the doctoral students at KI events with SSE. - Attended two collaboration meetings with SSE. - Launched our Stockholm's PhDs page. - Attended meetings with ST union to discuss about salary ladder for PhDs and if they can help. <p>FR:</p> <ul style="list-style-type: none"> - As per THS CFU, Arvid Nilsson, proposal, Tage will participate in pre-meetings with the dean and vice dean of faculty on FR relevant questions before FR meetings. - An important FR meeting of the year is planned on the second week of october and important strategical questions concerning the role of FR with regards to quality assurance of education and research would be expected. <p>FF:</p> <ul style="list-style-type: none"> - BN: Good status with doctoral representatives. - AN: Haven't started yet the process of inducting doctoral 	

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PhD Chapter at KTH

	<p>representatives.</p> <ul style="list-style-type: none">- RN: Very good status with doctoral representatives.- Docent: Good status with doctoral representatives.- Time scheduling for doctoral representatives is to be done after approval of PM on doctoral representatives for HT19.	
Emma Riese	<p>Attended meeting with Forskarutbildningsutskottet 13/3. Raised the question concerning time compensation for local representatives, which will be on the agenda for the next meeting.</p> <p>Attended working group meeting regarding a follow-up survey which will be sent out to PhD students who were admitted around 5-7 years ago.</p> <p>Made sure our statues were updated (as per decision from 27/2 2019) and published the updated version on our website.</p> <p>Been in contact with our bank multiple times to try to sort all the paperwork.</p> <p>Attended meeting with ITMs council together with Alessandro regarding local representation 24/9.</p> <p>Been in contact with DrinK regarding upcoming STAD training, which me, Tage and Fredrico (Master of Ceremonies) are going to next week.</p> <p>Preparing for UKÄs visit next week.</p>	



Board Reports: PhD Councils



Provided by Alessandro Enrico, PhD chapter board

The PhD chapter at KTH/ Doktorandsektionen vid Tekniska Högskolans Studentkår



Document versions

Version	By	Date
Initial draft	Alessandro Enrico	2019-09-25
DrYYYY-PB-10/1401	Board report format, Tage Mohammadat	2019-09-26

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PhD Chapter at KTH

The impact and extent of student influence that THS and Dr (central) could achieve on KTH is limited by a missing coordination with the representation at the local level, that is, the PhD school councils. The reasons behind this problem are mainly **1) the absence of information at the local level** and **2) communication between local and central level**, as well as **3) a guaranteed compensation for the representation at the local level**.

In the past two weeks I have reached all the student representatives at the local level I could find. It appears that the representation in the different schools (ABE, CBH, EECS, ITM, and SCI) is occurring in different ways.

ABE: I have met with the ABE representatives on **Monday (2019/09/23)**. There is no elected council. The *de facto* chairperson, David Leffler (david.leffler@abe.kth.se), is currently trying to organize representation at ABE by calling for meetings every 2-3 months with the current student representatives, mostly to provide some information to the new representatives (who have either been appointed by some member of the faculty or volunteered for vacant positions or elected in a division or department elections). They are participating to the Doctoral Program committees as well as to most of the executive committees - at the school, department, division level -.

CBH: I am in contact with the chairperson, Valentina Furlanetto (vfur@kth.se), and I will attend the CBH day **this Friday (2019/09/27)** presenting for Dr (/THS). They seem to have a pretty active and structure council, but it is not clear to be whether it is acknowledged by THS/Dr. They do not seem to be present in the Executive Meeting at the School level.

EECS: I am currently the Chairperson of the EECS PhD student council (enri@kth.se). Our council was formed after the elections organized by the PhD Chapter Board. We have appointed PADs, but as for most of the schools I am not aware of any specific activities these representatives are doing to addition to their roles in the appointed committees. We are not present - and welcome – in any executive meetings.

ITM: Emma and I had a meeting with Lorenzo and Nikolas, *de facto* Chairperson for the ITM council (theissen@kth.se) on Tuesday (**2019/09/24**). The elected members/Council are only a part of the *de facto* PhD student representatives and PAD in the school which creates a big problem in terms of communication and possibility to compensate student representation.

SCI: *dulcis in fundo* this School does not have any kind of School Council. I had to identify and contact all the representatives for the different programs in SCI:

Vehicle and Maritime: Anders Johansson (aebjo@kth.se) was not aware to be listed as representative for his program. He did not show any interested in becoming an actual student representative.

Aerospace: Ross Harnden (harnden@kth.se) is resigning without having identified a replacement.

Physics: I have met with Yulia Mishchenko (yuliam@kth.se), recently appointed student representative, on Monday (2019/09/23). She accepted the nomination from the head of the department she belongs to. She was completely unaware of what it means to be a representative, the representation structure at KTH, but she is willing to collaborate with Dr/THS and participate to the School Council election nxt December

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to form the first SCI PhD student council.

Solid Mechanics: I have met with Petter Lind (pettlind@kth.se), student representative elected by his Department, on Tuesday (2019/09/24). He seemed pretty happy with how things are going and handled in Solid Mechanics, but he was not against the idea of being part of a School Council, if that does not take too much time and time-compensation is guaranteed.

Mathematics + Applied and Computational Mathematics: I had a meeting with 3 representatives from these 2 departments, Lena Leitenmaier (lenalei@kth.se), Federico Izzo (izzo@kth.se), and Samuel Fromm (samfro@kth.se), on Tuesday /2019/09/24. They were elected by their departments.

Applied Physics & Engineering Mechanics: I will meet tomorrow with the Physics Council (!) and a student interested in becoming student representative for Eng Mechanics tomorrow morning.

In general, all student representatives are interested in **1)** receiving more information from THS/Dr regarding their role, **2)** communicate more with our Board through councils functional email, and participating to the upcoming council election in December to create a formal School Councils recognized by THS/Dr. They are also concerned about time-compensation (**3**), especially in making sure that compensation is actually granted upon request and that even scholarship/industrial PhD students can engage in representation.

Disclaimer: The views and opinions expressed in this report are those of the author and do not necessarily reflect the official policy or position of the PhD Chapter Board or THS.

Councils coordinator at the PhD chapter board,

Alessandro Enrico

Stockholm, 25 September 2019

Activity Report 2019/2020



Antagen av doktorandsektionens styrelse den 12 september 2019 och gäller till 30 juni 2020.

Enacted by PhD chapter board on the 12 of september 2019 and shall henceforth be valid till 30 june 2020 unless amended, replaced or repealed.

Doktorandsektionen vid Tekniska Högskolans Studentkår

Organisation number: 802412-5026, Website: www.dr.kth.se, E-mail: contact@dr.kth.se

Postal address: Drottning Kristinas väg 15 – 10044 Stockholm



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Document History

Version	Description, By	Date
Dr2019-CP-01	Created by Emma Riese and Tage Mohammadat	2019-08-16
Dr2019-CP-01/0001	Updated after board meeting n.2 by Emma Riese and Tage Mohammadat	2019-08-30
Dr2019-CP-01/0002	Actionable formulation created for board meeting n.3 by Emma Riese and Tage Mohammadat	2019-09-05
Dr2019-PB-02/0000	Enacted by Chapter Board	2019-09-12
Dr2019-PB-02/0001	Editorial revision	2019-09-15
Dr2019-PB-03/0000	Adding follow-up actions based on meeting n.4	2019-09-26



Nomenclature

KTH: Kungliga tekniska högskolan (The Royal Institute of Technology)

THS: Tekniska högskolans studentkår (KTH student union)

Dr: Doktorandsektion

CFU: Chef för utbildninginflytande (Head of educational affairs)

KS: Kårstyrelsen (The union board)

KF: Kårfullmäktige (The union council or the general assembly)

FR: Fakultetsrådet (The faculty council)

US: Universitetstyrelsen (The university board)

PAD: Program ansvarig doktorand (PhD student representative for the program)

DrInK: Doktorand Integrerade Klubbmästeriet (Master of ceremonies group)

SFS: Sveriges förenade studentkårer (The Swedish National Union of Students)

SSCO: Stockholms studentkårer centralorganisation (Stockholm's student unions central organisation)



Background

The objectives of the PhD Chapter are to promote more effective and higher quality PhD education and research, promote a stimulating working environment and improve the general conditions for its members. The PhD Chapter should also work towards a greater unity and fellowship among its members.

The purpose of the operational plan is to guide the executive work of the board of directors throughout the operational year 2019/2020. The operational plan has been prepared using the input of previous board and refined during the introduction day for operational year 2019/2020 held on the 14th of August 2019. All elected board members *Emma Riese, Tage Mobammadat, Rinat Yapparov, Alessandro Enrico* and *Kasra Khatami Mashbadi* participated in the development of the operational plan. In addition, *Ksenia Loskutova*, PhD Chapter representative in the union council/Kårfullmäktige (KF) also participated.

Focus Areas during 2019/2020

Visibility and social events

Last year 2018/2019, the PhD Chapter focused on visibility and organized lots of events, such as board game nights, writing workshops and quiz nights. The PhD Chapter also sent out newsletters through emails and used Facebook and Instagram to advertise events. However, the PhD Chapter work that was not social was not as clearly communicated and visible aside from the website. This year's focus is to improve the visibility of chapter work.

Done:

- External Representation
- Newsletters
- Meeting Councils
- Improvement of website

To do:

- External Representation
- Newsletters
- Regular Posts on social media
- Improvement of website



- Educational bootcamp

Creating a stronger community

Not all PhD students have lots of colleagues in their research field, and being a PhD student could be experienced as lonely for some. The PhD Chapter should aim to tie together all PhD students and create a friendly environment for all PhD students.

Done:

- Social initiatives.

To do:

- Social initiatives.

Welcoming new PhD students

As part of the chapters responsibility towards new members, the PhD Chapter should work to welcome new doctoral students through participating in reception ceremonies and sending a welcoming letter to all newly admitted PhD students.

Done:

- Welcome letter drafted.

To do:

- Circulating the letter to respective officials.

Birthday Party

The PhD Chapter is turning 40 years the 24th of March and this will have to be acknowledged. Our idea is to arrange some sort of Birthday celebration and invite members of the PhD Chapter as well as members from other chapters and PhD students from other Universities. This event could also improve the visibility of the Chapter.

Done:

- Pre-discussions on possible venues and arrangements

To do:

- Deciding on budget, procedures, logistics, team.

Collaborations

The PhD Chapter share the Chapter hall together with the **Aerospace Chapter**, and therefore should have good collaboration with the Aerospace Chapter on all matters concerning the Chapter hall (such as pubs and events).



Done:

- Pre-agreements on 4 pubs and chapter events
- Pre-agreements on monthly pubs

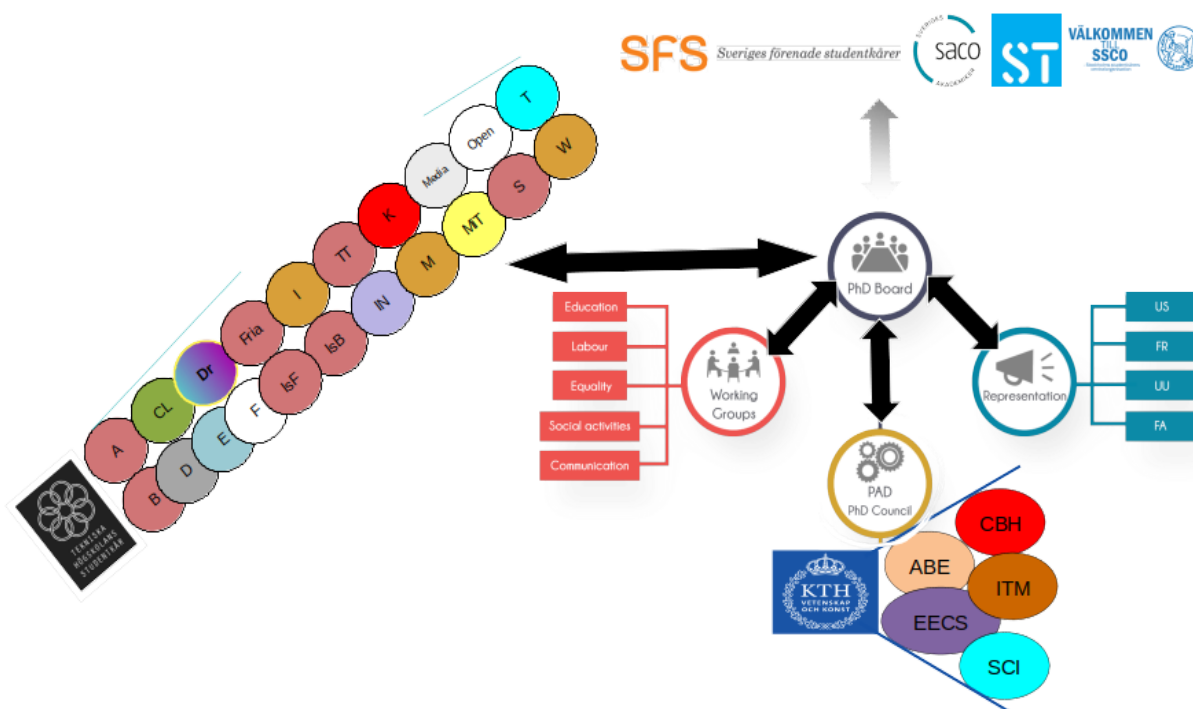
To do:

- Monthly pubs

Educational Advocacy

Doctoral students influence on every level

The PhD Chapter is part of the student union at KTH (THS - Tekniska högskolans studentkår). THS is responsible for student influence at all levels of education, including third-cycle education. Since the PhD Chapter is the only chapter at the student union that exclusively organizes and represents PhD students, the chapter should work with THS such that doctoral influence is working in a bottom-up approach at all levels and forums affecting research and research education. The PhD Chapter should also work together with THS central, KTH Doctoral councils and **PhD Advisor**, to lift up issues in a more effective way.



Done:



- Discussions on THS delegation order

To do:

- THS delegation order
- PM on appointment of representatives

Sustainable engagement

One of the challenges for the PhD Chapter is to ensure a **sustainable engagement**. We need to make sure that it is possible to be engaged in the PhD Chapter in a sustainable way by ensuring that all representatives, no matter on which level are getting **sufficient time compensation**. This is a crucial part in making sure that our representatives are not forced to work overtime due to their representation role. Being a representative should not add any additional psychological or study burdens and be grounds for a prolongation.

Done:

- PM on working directives detailing communication
- PM on representatives with time compensation for HT18
- Agreement with THS central about new policy for time compensation for school councils

To do:

- New policy draft for time compensation

Communication and transparency

All representatives have a responsibility towards the doctoral students at KTH they represent at large to be transparent about their work. In order for the student influence to be truly working, **communication** between the local levels, from each PAD (program responsible representative, programansvarig doktorand), to the school councils (doktorandråd) to the central level the PhD Chapter is necessary. All representatives should also be confident about what their role entails and who to contact if they need advice or assistance. The PhD Chapter should be informed and approve all appointments for all local and central representation and also offer support for representatives. For central representation, the PhD Chapter should have a possibility to appoint representatives and keep THS informed about appointed representatives.

Done:

- PM on working directives detailing general framework for communication

To do:

- PM on communication



Synchronisation with school councils and PADs

In 2018/19, the chapter enacted new board member definition in which one of the board members has the role **Council coordinator**. This is one step towards getting the communication between the local and central level to work more smoothly. During 2019/2020 the PhD Chapter board shall plan to specifically invite school councils chairs to take part in board meetings and chapter meetings. We also plan to work together with THS central to unify how PADs are appointed and develop a work description for a PAD.

Done:

- Meeting with EECS council
- Meeting with ABE council
- Meeting with ITM representatives
- Meeting with SCI representatives

To do:

- Meeting with CBH council

External Collaboration

During 2018/2019 the PhD Chapter started a collaboration with PhD organizations from Karolinska Institutet (KI) and Stockholm University (SU). A network that met and discuss questions and exchange experiences regarding doctoral issues. The PhD chapter should continue to collaborate with doctoral organisations in Stockholm and Sweden to exchange best practices and strengthen the collective voice of doctoral students in Sweden.

Done:

- Established a new collaboration with Stockholm's school of economics for a Pub in September.

To do:

- Formulating strategies for future collaborations.

Survey to identify issues

During 2018/2019, the previous board started to develop a survey to be sent out to all PhD students at KTH, with questions regarding PhD life, such as supervision, Individual study plans (ISPs), balance between work and private life and distribution between thesis work and course work. This was done with the objective of identifying common issues and getting the general opinion from the PhD students. Distributing a survey with the PhD Chapter as the sender would



also be one way to improve visibility for the chapter, as well as getting input from the Chapter members on the work of the Chapter. This survey was however not distributed during 2018/2019 and the current board will work towards distributing it during 2019/2020.

Done:

- Draft for the survey was made and reviewed.

To do:

- To be circulated to doctoral students.

PhD students' environment

The PhD student ladder, is currently based solely on research progression, not on time spent. The requirements for moving up the salary ladder could also differ between different research fields and education programs. For instance, to move to the 50% step, some require PhD students to have a seminar with an internal or external opponent, and some require the PhD student to write and defend a Liciate thesis. The PhD Chapter should advocate to have a consistent progression criteria preferably based on time that also incentivise accomplishments.

Done:

- A survey was made with Stockholm's doctoral associations on the matter and identified the practices of math department at Stockholm's university to be similar to the spirit of this formulation.
- Pre-discussions were raised at labour union ST at KTH and SU on the matter in September. An enquiry to the salary negotiation group at ST board at KTH with doctoral opinion on the matter was made and were made awaiting answer.

To do:

- To make an enquiry to SACO-S.