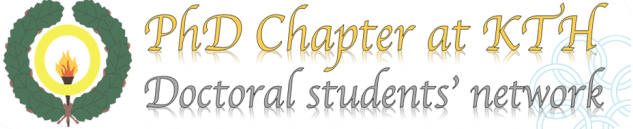


# Doctoral representatives at KTH – HT19

<p>To: KTH administrations at KTH boards, councils, committees and groups; KTH doctoral education quality responsables; KTH head of schools;</p>	 <p>PhD Chapter at KTH Doctoral students' network Doktorandsektionen vid Tekniska Högskolans Studentkår</p>
<p>Attention to: KTH rector; KTH vice rectors; KTH dean of faculty; KTH vice dean of faculty; KTH doctoral program directors; KTH vice head of schools and docentship committees; KTH head of departments;</p>	<p>Copy to: KTH head of administrations; KTH head of finance; THS/PhD school councils; THS/PhD chapter board; THS/PhD auditors; THS head of educational affairs; THS board;</p>
<p>Date of Issuance/revision: 2019-08-12/2019-09-26</p>	<p>PM Type: Decision</p>
<p>Effective Date: 2019-07-01</p>	<p>Responsible: PhD chapter board, e-mail: baord@dr.kth.se</p>
<p>Period: 2019-07-01 to 2019-12-31</p>	<p>Diary number: Dr2019-CP-04/0000</p>

## Decisions

**To<sub>1</sub>** endorse KTH-central doctoral representatives as detailed in this PM's [attachment 1](#), as per Dnr-2016-0451.

**To<sub>2</sub>** endorse school-level doctoral representatives as detailed in this PM's [attachments 2, 3, 4, 5](#) and [6](#) respectively.

**To<sub>3</sub>** notify respective officials that the representational tasks correspond to time compensation prognosis detailed herewith which shall be the primary ground for time compensation incurred unless otherwise communicated during VT20.

**To<sub>4</sub>** request the head of KTH schools or KTH doctoral education responsables, if such delegation exists, with ensuring the funding of corresponding representational activities, if no established framework exists.

**To<sub>5</sub>** request doctoral education support, HR units, and financing units, with formalities associated with the representational workload reported herewith, including: reduced study activity in LADOK & financing support for corresponding activity remitted to the financing of doctoral studies.

**To<sub>6</sub>** request corresponding KTH administration at KTH boards, councils, committees and groups to help representatives with issues concerning the assigned duties, including sending summons to functionary emails, adding representatives to KTH social groups, help with access permits to meeting locations, introduction to the committee work and help with related IT systems such as Varbi.

## Background

The PhD chapter at KTH (Doktorandsektionen vid THS, Dr/THS), is the official representative body for doctoral students within THS which has a student union status at KTH. The PhD chapter embodies THS mission to work closely with KTH to develop the quality of doctoral education and research through doctoral students representation at all levels. In the spirit of regulations concerning student representation and KTH guidelines concerning student influence applicable to doctoral students where matters and decisions affect the conditions of doctoral studies, the PhD chapter prepared this decision to list the acknowledge list of representatives and time resources needed to do the representation in an effective and sustainable manner. This PM also stems from the plan of operation, Dnr. Dr2019-PB-02/0001, enacted for 2019/20, where the chapter board shall work towards strengthening doctoral influence, sustainable engagement and improving procedural routines regarding representation and communication at all levels.

The positions of trust listed herewith include various KTH boards, councils, committees, groups, workgroups at KTH central-, school- and department- levels. The decisions referenced PhD chapter decisions regarding representatives as in 2018-12-10, 2019-02-09, 2019-06-03, 20190814, in addition to KTH schools' and PhD councils' recommendations.

In light of rector's decision Dnr. V-2016-0451 and legacy decision Dnr. V-930-2005-0345 concerning time compensation framework for doctoral representatives; the PhD chapter invoked established internal guidelines since 2018-02-28 most recently revised on 2019-08-29 attached herewith in [attachment 7](#), to provide an objective ground motivating the time compensation budgets. The time compensation framework is a crucial component for the sustainability, healthy, high-quality engagement of doctoral representatives and allows such engagement to be done effectively without risking adverse psychological stress ensued by their engagement. Due to outdated time compensation policies for school-level representatives, the PhD chapter notifies about decision on representatives and requests within aforementioned established grounds, time compensation for local representatives as lower bound for their engagement.

On behalf of the PhD chapter,

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Emma Riese  
Chairperson 2019/2020  
Stockholm, 2019-09-01

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Tage Mohammadat  
Vice Chairperson 2019  
Stockholm, 2019-09-01



# Attachments

# Attachment 1: KTH central

## Central doctoral representatives – HT19 (Dr2019-CP-03/0000)

Organ	Sub-organ	Functionary E-mail	Representatives
University Board/US		chair@dr.kth.se	Emma Riese; Time compensation: 49%
Strategic Council/SR		chair@dr.kth.se	Emma Riese; Time compensation: 49%
Faculty Council/FR		vicechair@dr.kth.se	Tage Mohammadat; Time compensation: 34%
Educational errands	General	edu@dr.kth.se	Kasra K. Mashhadi; Time compensation: 20%
	Education Board/UN	edu@dr.kth.se	Kasra K. Mashhadi; Time compensation: 20%
	Doctoral education group/FA	edu@dr.kth.se	Emma Riese
	Basic education group/GA	-	*1
	Education administration/UA	edu@dr.kth.se	Kasra K. Mashhadi; Time compensation: 20%
	Resource allocation/RU	edu@dr.kth.se	Kasra K. Mashhadi; Time compensation: 20%
	Grant allocations/stip. råd	edu@dr.kth.se	Rinat Yapparov; Time compensation: 18%
Research errands		research@dr.kth.se	Tage Mohammadat; Time compensation: 39%
Future faculty errands		ff@dr.kth.se	† <sup>2</sup>
	Employment board/AN	ff@dr.kth.se	
	Recruitment boards/RN	ff@dr.kth.se	
	Promotion board/BN	ff@dr.kth.se	

<sup>1</sup> \*: to be appointed upon request.

<sup>2</sup> †: to be appointed on case basis. Group coordinator: Tage Mohammadat.



	Docentship errands	ff@dr.kth.se	
Others			
	Sustainability errands	social@dr.kth.se	Kasra K. Mashhadi; Time compensation: 20%
	Equality errands	social@dr.kth.se	↑ <sup>3</sup>
	Language errands	social@dr.kth.se	↑
THS positions			
	Chairperson, Dr	chair@dr.kth.se	Emma Riese; Time compensation: 49%
	Vicechairperson, Dr	vicechair@dr.kth.se	Tage Mohammadat; Time compensation: 34%
	Treasurer, Dr	treasurer@dr.kth.se	* <sup>4</sup>
	Educational Manager, Dr	edu@dr.kth.se	Kasra K. Mashhadi; Time compensation: 20%
	Communication Manager, Dr	communication@dr.kth.se	Rinat Yapparov; Time compensation: 18%
	Council Coordinator, Dr	councils@dr.kth.se	Alessandro Enrico; Time compensation: 25%
	Business Manager, Dr	business@dr.kth.se	*
	Webmaster/IT responsible, Dr	it@dr.kth.se	Rinat Yapparov; Time compensation: 18%
	Events Manager, Dr	events@dr.kth.se	Rinat Yapparov; Time compensation: 18%
	Workgroup Manager, Dr	workgroups@dr.kth.se	*, ↑ <sup>5</sup>
	WOP/Union Council, Dr	kf@dr.kth.se	Ksenia Loskutova; Time compensation: 10%

<sup>3</sup> ↑: to be appointed on case basis.

<sup>4</sup> \*: to be appointed.

<sup>5</sup> ↑: workgroups at various work concerning KTH education & research would be appointed on case basis.

## Attachment 2: ABE

School-level doctoral representatives – HT19

### ABE SCHOOL (DR2019-AB-04/0000)

Organ	Sub-organ	Dr Functionary E-mail	Representatives
Executive Group/LG		abe-chair@dr.kth.se	David Leffler Time compensation: 20%
Strategic Council/SR		abe-vicechair@dr.kth.se	Olli Kytömäki Time compensation: 15%
Educational errands	General	abe-edu@dr.kth.se	Sofia Eckersten* <sup>6</sup> Time compensation: 15%
	Quality council/3rd cycle	abe-edu@dr.kth.se	Sofia Eckersten* Time compensation: 15%
	Quality council/1st & 2nd cycle	-	↑ <sup>7</sup>
	Quality council/admin	-	** <sup>8</sup>
Architecture Program		abe-pad@dr.kth.se	Janek Ozmin; Time compensation: 7.5% Anna Lena Stina Andersson Time compensation: 7.5%
Art, technology and design		abe-pad@dr.kth.se	*
Civil and architectural engineering		abe-pad@dr.kth.se	Cong Wang; Time compensation: 7.5%
Geodesy and geoinformatics		abe-pad@dr.kth.se	*
Studies in the humanities and social sciences of technology, science and environment	History of science, technology and environment philosophy	abe-pad@dr.kth.se	Gloria Samosir; Time compensation: 7.5% Jasmin Höglund Hellgren Time compensation: 7.5%

<sup>6</sup> \*: to be appointed/replaced.

<sup>7</sup> ↑: to be appointed upon request in consultation with respective school students council.

<sup>8</sup> \*\*: to be appointed upon request.



	Philosophy	abe-pad@dr.kth.se	Anna Wedin; Time compensation: 7.5% Maria Nordström Time compensation: 7.5%
	Technology and Learning (ITM)		* <sup>9</sup>
Land and water resources engineering			*
Planning and decision analysis			Kelsey Oldbury Time compensation: 7.5%
The built environment and society: management, economics and law	Business studies		*
	Real estate and construction		Olli Kytömäki; Time compensation: 15% Mo Zheng; Time compensation: 7.5%
Transport science			David Leffler; Time compensation: 20% Jonas Hatzenbühler; Time compensation: 7.5%
Departments/LG			
	Architecture		*
	Civil and Architectural Engineering		*
	Philosophy & History		Anna Wedin; Time compensation: 7.5% Gloria Samosir Time compensation: 7.5%
	Real Estate and Construction Management		Melissa Candel Time compensation: 7.5%
	SEED		Elias Azzi, Time compensation: 7.5% Nicolas Francart

<sup>9</sup> \*: to be appointed.

			Time compensation: 7.5%
	Urban Planning and Environment		* <sup>10</sup>
THS/Dr ABE Council		abe-council@dr.kth.se	ABE/Dr council members
	Chairperson, ABE/Dr	abe-chair@dr.kth.se	David Leffler Time compensation: 20%
	Vice chairperson, ABE/Dr	abe-vicechair@dr.kth.se	Olli Kytömäki Time compensation: 15%
	Presidium, ABE/Dr	abe-presidium	David Leffler; Time compensation: 20% Olli Kytömäki Time compensation: 15%
	Educational Manager, ABE/Dr	abe-edu@dr.kth.se	*
	Social Responsible, ABE/Dr	abe-social@dr.kth.se	*
	Council board, ABE/Dr		*
	PADs, Dr/ABE	abe-pad@dr.kth.se	Janek Ozmin; Time compensation: 7.5% Anna Lena Stina Andersson; Time compensation: 7.5% Cong Wang; Time compensation: 7.5% David Leffler; Time compensation: 20% Jonas Hatzenbühler; Time compensation: 7.5% Maria Nordström; Time compensation: 7.5% Anna Wedin; Time compensation: 7.5% Jasmin Höglund Hellgren; Time compensation: 7.5% Gloria Samosir; Time compensation: 7.5% Olli Kytömäki; Time compensation: 15% Mo Zheng; Time compensation: 7.5%

<sup>10</sup> \*: to be appointed.





			<p>Melissa Candel;  Time compensation: 7.5%  Sofia Eckersten;  Time compensation: 15%  Nicolas Francart;  Time compensation: 7.5%  Elias Sebastian Azzi;  Time compensation: 7.5%  Kelsey Oldbury;  Time compensation: 7.5%</p>
	Council, Dr/ABE	abe-council@dr.kth.se	<p>Janek Ozmin;  Time compensation: 7.5%  Anna Lena Stina Andersson;  Time compensation: 7.5%  Cong Wang;  Time compensation: 7.5%  David Leffler;  Time compensation: 20%  Jonas Hatzenbühler;  Time compensation: 7.5%  Maria Nordström;  Time compensation: 7.5%  Anna Wedin;  Time compensation: 7.5%  Jasmin Höglund Hellgren;  Time compensation: 7.5%  Gloria Samosir;  Time compensation: 7.5%  Olli Kytömäki;  Time compensation: 15%  Mo Zheng;  Time compensation: 7.5%  Melissa Candel;  Time compensation: 7.5%  Sofia Eckersten;  Time compensation: 15%  Nicolas Francart;  Time compensation: 7.5%  Elias Sebastian Azzi;  Time compensation: 7.5%  Kelsey Oldbury;  Time compensation: 7.5%</p>

## NOTES

1. ABE PhD council shall be able to appoint further provisional representatives at the program level or the department level.
2. Dr/THS shall establish representatives based on ABE PhD council appointment, ABE school recommendation or applicable THS central frameworks.
3. Time compensation percentages are used as low-bound for budgeting of doctoral representative workload which are often the same for requesting study time prolongation with a special reason due to serving in a commission-of-trust post at VT20, unless otherwise specified.
4. This decision may be revised over the term via Dr2019-AB-04.



## Attachment 3: CBH

School-level doctoral representatives – HT19

### CBH SCHOOL (DR2019-CB-04/0000)

Position	Sub-organ	Dr Functionary E-mail	Representatives
Executive Group/LG		cbh-chair@dr.kth.se	Henrik Grimler; Time compensation: 15%
Strategic Council/SR		cbh-vicechair@dr.kth.se	Valentina Furlanetto; Time compensation: 20%
Educational errands	General	cbh-edu@dr.kth.se	Valentina Furlanetto; Time compensation: 20%
	Quality council/3rd cycle	cbh-edu@dr.kth.se	Valentina Furlanetto; Time compensation: 20% Andreas Wisniewski; Time compensation: 10%
	Quality council/1st & 2nd cycle	-	↑ <sup>11</sup>
	Quality council/admin	-	** <sup>12</sup>
Biotechnology		cbh-pad@dr.kth.se	Karen Schriever; Time compensation: 7.5% Andreas Wisniewski; Time compensation: 7.5%
Theoretical chemistry and biology		cbh-pad@dr.kth.se	Karan Ahmadzadeh; Time compensation: 7.5%
Chemical science and engineering	Chemistry	cbh-pad@dr.kth.se	Tamara Sloboda; Time compensation: 15%
	Chemical engineering	cbh-pad@dr.kth.se	Aleksandra Stojanovic; Time compensation: 7.5%
	Fibre and Polymer Science	cbh-pad@dr.kth.se	Wenxiang Xuan; Time compensation: 7.5%

<sup>11</sup> ↑: to be appointed upon request in consultation with respective school students council.

<sup>12</sup> \*\*: to be appointed upon request.

Technology and health		cbh-pad@dr.kth.se	Fangyuan Chang; Time compensation: 7.5%
Medical technology		cbh-pad@dr.kth.se	Mehdi Astaraki; Time compensation: 7.5% Cevin Zhang; Time compensation: 15%
Departments/LG			
	Medical Engineering & Health systems		* <sup>13</sup>
	Protein Science		*
	Theoretical Chemistry and Biology		*
	Industrial Biotechnology		*
	Gene Technology		*
	Engineering Pedagogics		N/A
	Chemistry		*
	Chemical Engineering		*
	Fibre and Polymer Technology		*
THS/Dr CBH Council		cbh-council@dr.kth.se	CBH/Dr council members
	Chairperson, CBH/Dr	cbh-chair@dr.kth.se	Valentina Furlanetto Time compensation: 20%
	Vice chairperson, CBH/Dr	cbh-vicechair@dr.kth.se	Henrik Grimler; Time compensation: 15% Cevin Zhang; Time compensation: 15%
	Presidium, CBH/Dr	cbh-presidium	Valentina Furlanetto Time compensation: 20% Henrik Grimler; Time compensation: 15% Cevin Zhang; Time compensation: 15%
	Educational Manager, CBH/Dr	cbh-edu@dr.kth.se	*

<sup>13</sup> \*: to be appointed.



	Social Responsible, CBH/Dr	cbh-social@dr.kth.se	*
	Council board, CBH/Dr		*
	PADs, Dr/CBH	cbh-pad@dr.kth.se	
	Council, Dr/CBH	cbh-council@dr.kth.se	Valentina Furlanetto; Time compensation: 20% Henrik Grimler; Time compensation: 15% Cevin Zhang; Time compensation: 15% Karen Schriever; Time compensation: 7.5% Andreas Wisniewski; Time compensation: 7.5% Karan Ahmadzadeh; Time compensation: 7.5% Tamara Sloboda; Time compensation: 15% Aleksandra Stojanovic; Time compensation: 7.5% Wenxiang Xuan; Time compensation: 7.5% Fangyuan Chang; Time compensation: 7.5% Mehdi Astaraki; Time compensation: 7.5%

## NOTES

5. CBH PhD council shall be able to appoint further provisional representatives at the program level or the department level.
6. Dr/THS shall establish representatives based on CBH PhD council appointment, CBH school recommendation or applicable THS central frameworks.
7. Time compensation percentages are used as low-bound for budgeting of doctoral representative workload which are often the same for requesting study time prolongation with a special reason due to serving in a commission-of-trust post at VT20, unless otherwise specified.
8. This decision may be revised over the term via Dr2019-CB-04.

## Attachment 4: EECS

School-level doctoral representatives – HT19

### EECS SCHOOL (DR2019-EE-04/0000)

Organ	Sub-organ	Dr Functionary E-mail	Representatives
Executive Group/LG		eeecs-chair@dr.kth.se	Alessandro Enrico; Time compensation: 25%
Strategic Council/SR		eeecs-vicechair@dr.kth.se	Viktoriia Mishukova; Time compensation: 20%
Educational errands	General	eeecs-edu@dr.kth.se	Alessandro Enrico; Time compensation: 25%
	Quality council/3rd cycle	eeecs-edu@dr.kth.se	Alessandro Enrico; Time compensation: 25% Dimitrios Voulgaris; Time compensation: 7.5% Alexey Metreveli; Time compensation: 7.5%
	Quality council/1st & 2nd cycle	eeecs-edu@dr.kth.se	↑ <sup>14</sup>
	Quality council/admin	eeecs-edu@dr.kth.se	** <sup>15</sup>
Electrical Engineering		eeecs-pad@dr.kth.se	Lars Herre; Time compensation: 7.5% Estera Stefániková; Time compensation: 7.5% Erik Berglund; Time compensation: 7.5% Kateryna Morozovska; Time compensation: 7.5%
Information and Communication Technology		eeecs-pad@dr.kth.se	Viktoriia Mishukova; Time compensation: 20% Laura Zurauskaite; Time compensation: 15% Daniel Lundén;

<sup>14</sup> ↑: to be appointed upon request in consultation with respective school students council.

<sup>15</sup> \*\*: to be appointed upon request.



			Time compensation: 7.5% Dimitrios Stathis; Time compensation: 7.5% Alireza Farshin; Time compensation: 7.5%
Computer Science		eeecs-pad@dr.kth.se	Md Sakib Nizam Khan; Time compensation: 7.5%
Mediated Technology		eeecs-pad@dr.kth.se	Pavel Karpashevich; Time compensation: 7.5%
Departments/LG		eeecs-board@dr.kth.se	
	Communication	eeecs-board@dr.kth.se	* <sup>16</sup>
	Computer Science	eeecs-board@dr.kth.se	*
	Electrical Energy Engineering	eeecs-board@dr.kth.se	*
	Electronics and Embedded Systems	eeecs-board@dr.kth.se	*
	Human Centered Technology	eeecs-board@dr.kth.se	*
	Intelligent Systems	eeecs-board@dr.kth.se	*
THS/Dr EECS Council		eeecs-council@dr.kth.se	EECS/Dr council members
	Chairperson, EECS/Dr	eeecs-chair@dr.kth.se	Alessandro Enrico; Time compensation: 25%
	Vice chairperson, EECS/Dr	eeecs-vicechair@dr.kth.se	Viktoriiia Mishukova; Time compensation: 15%
	Presidium, EECS/Dr	cbh-presidium	Alessandro Enrico; Time compensation: 25% Viktoriiia Mishukova; Time compensation: 15%
	Educational Manager, EECS/Dr	eeecs-edu@dr.kth.se	Alessandro Enrico; Time compensation: 25%
	Social Responsible, EECS/Dr	eeecs-social@dr.kth.se	Erik Berglund; Time compensation: 5% Estera Stefániková; Time compensation: 5%

<sup>16</sup> \*: to be appointed.

	Council board, EECS/Dr	eecs-board@dr.kth.se	Alessandro Enrico; Time compensation: 25 % Alexey Metreveli; Time compensation: 7.5% Dan Pettersson; Time compensation: 7.5% Dimitrios Voulgaris; Time compensation: 7.5% Erik Berglund; Time compensation: 7.5% Estera Stefániková; Time compensation: 7.5% Lars Herre; Time compensation: 7.5% Viktoriiia Mishukova; Time compensation: 15%
	PADs, Dr/EECS	eecs-pad@dr.kth.se	
	Council, Dr/EECS	eecs-council@dr.kth.se	Alessandro Enrico; Time compensation: 25% Alexey Metreveli; Time compensation: 7.5% Dan Pettersson; Time compensation: 7.5% Dimitrios Voulgaris; Time compensation: 7.5% Erik Berglund; Time compensation: 7.5% Estera Stefániková; Time compensation: 7.5% Lars Herre; Time compensation: 7.5% Viktoriiia Mishukova; Time compensation: 15% Alireza Farshin; Time compensation: 7.5% Daniel Lundén; Time compensation: 7.5% Dimitrios Stathis; Time compensation: 7.5% Md Sakib Nizam Khan; Time compensation: 7.5% Pavel Karpashevich; Time compensation: 7.5%

**Doktorandsektionen vid Tekniska Högskolans Studentkår**

Organisation number: 802412-5026, Website: [www.dr.kth.se](http://www.dr.kth.se), E-mail: [contact@dr.kth.se](mailto:contact@dr.kth.se)

Postal address: Drottning Kristinas väg 15 – 10044 Stockholm





## NOTES

9. EECS PhD council shall be able to appoint further provisional representatives at the program level or the department level.
10. Dr/THS shall establish representatives based on EECS PhD council appointment, EECS school recommendation or applicable THS central frameworks.
11. Time compensation percentages are used as low-bound for budgeting of doctoral representative workload which are often the same for requesting study time prolongation with a special reason due to serving in a commission-of-trust post at VT20, unless otherwise specified.
12. This decision may be revised over the term via Dr2019-EE-04.

# Attachment 5: ITM

ITM School-level doctoral representatives – HT19

## ITM SCHOOL (DR2019-IT-04/0000)

Organ	Sub-organ	Dr Functionary E-mail	Representatives
Executive Group/LG		itm-chair@dr.kth.se	* <sup>17</sup>
Strategic Council/SR		itm-vicechair@dr.kth.se	*
Educational errands	General	itm-edu@dr.kth.se	*
	Quality council/3rd cycle	itm-edu@dr.kth.se	*
	Quality council/1st & 2nd cycle	itm-edu@dr.kth.se	↑ <sup>18</sup>
	Quality council/admin	itm-edu@dr.kth.se	** <sup>19</sup>
Energy and environmental systems	Energy technology	itm-pad@dr.kth.se	Mohammad Abuasbeh; Time compensation: 7.5%
	Industrial ecology (ABE)	itm-pad@dr.kth.se	*
Industrial economics and management	Industrial economics and management	itm-pad@dr.kth.se	Aziza Al Gahfri; Time compensation: 7.5%
	Economics	itm-pad@dr.kth.se	*
Production engineering		itm-pad@dr.kth.se	Nikolas Theissen; Time compensation: 10%
Machine design		itm-pad@dr.kth.se	*
Materials science and engineering			Devy K. Ratnasari; Time compensation: 10% Axel Forslund; Time compensation: 7.5% Lorenzo Marchetti; Time compensation: 7.5%
Departments/LG		itm-board@dr.kth.se	

<sup>17</sup> \*: to be appointed.

<sup>18</sup> ↑: to be appointed upon request in consultation with respective school students council.

<sup>19</sup> \*\*: to be appointed upon request.



	Energy Technology	itm-board@dr.kth.se	*
	Industrial Economics and Management	itm-board@dr.kth.se	*
	Learning in Engineering Sciences	itm-board@dr.kth.se	*
	Machine Design	itm-board@dr.kth.se	*
	Materials Science and Engineering	itm-board@dr.kth.se	Devy K. Ratnasari; Time compensation: 10%
	Production Engineering	itm-board@dr.kth.se	*
	Sustainable Production Development	itm-board@dr.kth.se	*
THS/Dr ITM Council		itm-council@dr.kth.se	EECS/Dr council members
	Chairperson, ITM/Dr	itm-chair@dr.kth.se	* <sup>20</sup>
	Vice chairperson, ITM/Dr	itm-vicechair@dr.kth.se	*
	Presidium, ITM/Dr	itm-presidium	*
	Educational Manager, ITM/Dr	itm-edu@dr.kth.se	*
	Social Responsible, ITM/Dr	itm-social@dr.kth.se	*
	Council board, ITM/Dr	itm-board@dr.kth.se	Lorenzo Marchetti; Time compensation: 7.5%
	PADs, Dr/ITM	itm-pad@dr.kth.se	Mohammad Abuasbeh; Time compensation: 7.5% Aziza Al Gahfri; Time compensation: 7.5% Nikolas Theissen; Time compensation: 10% Devy K. Ratnasari; Time compensation: 10% Axel Forslund; Time compensation: 7.5% Lorenzo Marchetti; Time compensation: 7.5% Masoud Zafarzadeh; Time compensation: 7.5%

<sup>20</sup> \*: to be appointed.

	Council, Dr/ITM	itm-council@dr.kth.se	Mohammad Abuasbeh; Time compensation: 7.5% Aziza Al Gahfri; Time compensation: 7.5% Nikolas Theissen; Time compensation: 7.5% Devy K. Ratnasari; Time compensation: 10% Axel Forslund; Time compensation: 7.5% Lorenzo Marchetti; Time compensation: 7.5% Masoud Zafarzadeh; Time compensation: 7.5%
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## NOTES

13. ITM PhD council shall be able to appoint further provisional representatives at the program level or the department level.
14. Dr/THS shall establish representatives based on ITM PhD council appointment, ITM school recommendation or applicable THS central frameworks.
15. Time compensation percentages are used as low-bound for budgeting of doctoral representative workload which are often the same for requesting study time prolongation with a special reason due to serving in a commission-of-trust post at VT20, unless otherwise specified.
16. This decision may be revised over the term via Dr2019-IT-04.



## Attachment 6: SCI

School-level doctoral representatives – HT19

### SCI SCHOOL (DR2019-SC-04/0000)

Position	Sub-organ	Functionary E-mail	Representatives
Executive Group/LG		sci-chair@dr.kth.se	* <sup>21</sup>
Strategic Council/SR		sci-vicechair@dr.kth.se	*
Educational errands	General	sci-edu@dr.kth.se	*
	Quality council/3rd cycle	sci-edu@dr.kth.se	*
	Quality council/1st & 2nd cycle	sci-edu@dr.kth.se	↑ <sup>22</sup>
	Quality council/admin	sci-edu@dr.kth.se	** <sup>23</sup>
Aerospace engineering		sci-pad@dr.kth.se	Ross Harnden; Time compensation: 7.5%
Physics	Physics	sci-pad@dr.kth.se	Yulia Mishchenko; Time compensation: 7.5%
	Biological physics	sci-pad@dr.kth.se	
Applied Physics	Physics	sci-pad@dr.kth.se	Felix Vennberg; Time compensation: 5%
	Biological physics	sci-pad@dr.kth.se	Katharina Zeuner; Time compensation: 7.5% Shan Williams Jolin; Time compensation: 5% Kian Shaker Doodran; Time compensation: 7.5% Annie Westerlund; Time compensation: 7.5%
Vehicle and maritime engineering		sci-pad@dr.kth.se	Anders Johansson; Time compensation: 7.5%

<sup>21</sup> \*: to be appointed.

<sup>22</sup> ↑: to be appointed upon request in consultation with respective school students council.

<sup>23</sup> \*\*: to be appointed upon request.

Solid mechanics		sci-pad@dr.kth.se	Petter Lind; Time compensation: 5% Hjalmar Staf; Time compensation: 5% Hjalmar Staf; Time compensation: 5% Carl-Magnus Everitt; Time compensation: 5%
Mathematics		sci-pad@dr.kth.se	Nasrin Altafi Razlighi; Time compensation: 5% Philippe Pierre Haim Moreillon; Time compensation: 5% Samuel Fromm Time compensation: 5%
Applied and computational mathematics		sci-pad@dr.kth.se	Federico Izzo; Time compensation: 5% Thomas Frachon; Time compensation: 5% Lena Leitenmaier; Time compensation: 5%
Engineering mechanics		sci-pad@dr.kth.se	Nicolas Denis J Offermans; Time compensation: 5% Sagar Zade; Time compensation: 7.5%
Departments/LG		sci-board@dr.kth.se	
	Aeronautical & Vehicle Engineering	sci-board@dr.kth.se	* <sup>24</sup>
	Physics	sci-board@dr.kth.se	*
	Applied Physics	sci-board@dr.kth.se	*
	Solid Mechanics	sci-board@dr.kth.se	*
	Mathematics	sci-board@dr.kth.se	*
	Mechanics	sci-board@dr.kth.se	*
THS/Dr SCI Council		sci-council@dr.kth.se	SCI/Dr council members
	Chairperson, SCI/Dr	sci-chair@dr.kth.se	*

<sup>24</sup> \*: to be appointed.



	Vice chairperson, SCI/Dr	sci-vicechair@dr.kth.se	*
	Presidium, SCI/Dr	sci-presidium	*
	Educational Manager, SCI/Dr	sci-edu@dr.kth.se	*
	Social Responsible, SCI/Dr	sci-social@dr.kth.se	*
	Council board, SCI/Dr	sci-board@dr.kth.se	*
	PADs, Dr/SCI	sci-pad@dr.kth.se	<p>Ross Harnden;  Time compensation: 7.5%  Yulia Mishchenko;  Time compensation: 7.5%  Felix Vennberg;  Time compensation: 5%  Katharina Zeuner;  Time compensation: 7.5%  Shan Williams Jolin;  Time compensation: 5%  Kian Shaker Doodran;  Time compensation: 7.5%  Annie Westerlund;  Time compensation: 7.5%  Anders Johansson;  Time compensation: 7.5%  Petter Lind;  Time compensation: 5%  Hjalmar Staf;  Time compensation: 5%  Hjalmar Staf;  Time compensation: 5%  Carl-Magnus Everitt;  Time compensation: 5%  Nasrin Altafi Razlighi;  Time compensation: 5%  Philippe Pierre Haim  Moreillon;  Time compensation: 5%  Samuel Fromm  Time compensation: 5%  Federico Izzo;  Time compensation: 5%  Thomas Frachon;  Time compensation: 5%  Lena Leitenmaier;  Time compensation: 5%</p>

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Postal address: Drottning Kristinas väg 15 – 10044 Stockholm

			Nicolas Denis J Offermans; Time compensation: 5% Sagar Zade; Time compensation: 7.5%
	Council, Dr/SCI	sci-council@dr.kth.se	Ross Harnden; Time compensation: 7.5% Yulia Mishchenko; Time compensation: 7.5% Felix Vennberg; Time compensation: 5% Katharina Zeuner; Time compensation: 7.5% Shan Williams Jolin; Time compensation: 5% Kian Shaker Doodran; Time compensation: 7.5% Annie Westerlund; Time compensation: 7.5% Anders Johansson; Time compensation: 7.5% Petter Lind; Time compensation: 5% Hjalmar Staf; Time compensation: 5% Hjalmar Staf; Time compensation: 5% Carl-Magnus Everitt; Time compensation: 5% Nasrin Altafi Razlighi; Time compensation: 5% Philippe Pierre Haïm Moreillon; Time compensation: 5% Samuel Fromm Time compensation: 5% Federico Izzo; Time compensation: 5% Thomas Frachon; Time compensation: 5% Lena Leitenmaier; Time compensation: 5% Nicolas Denis J Offermans; Time compensation: 5% Sagar Zade; Time compensation: 7.5%

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## NOTES

17. SCI PhD council shall be able to appoint further provisional representatives at the program level or the department level.
18. Dr/THS shall establish representatives based on SCI PhD council appointment, SCI school recommendation or applicable THS central frameworks.
19. Time compensation percentages are used as low-bound for budgeting of doctoral representative workload which are often the same for requesting study time prolongation with a special reason due to serving in a commission-of-trust post at VT20, unless otherwise specified.
20. This decision may be revised over the term via Dr2019-SC-04.

# Attachment 7: Time compensation

Guide on time compensation for PhD students at KTH (Dr2019-PB-03/0004)

## 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. Due to absence of school level policies, similar compensation policy has been adopted for school level representatives.

## 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>25</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 includes 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:
 

**Estimated workload duties (/term, %) = 5% + Sum(workload multipliers x meetings in hours)/8.5<sup>26</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:

<sup>25</sup> Participation within workers unions, e.g. professional unions (SACO) and civil servant trade union (TCO/ST) are usually compensated using different guidelines.

<sup>26</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.

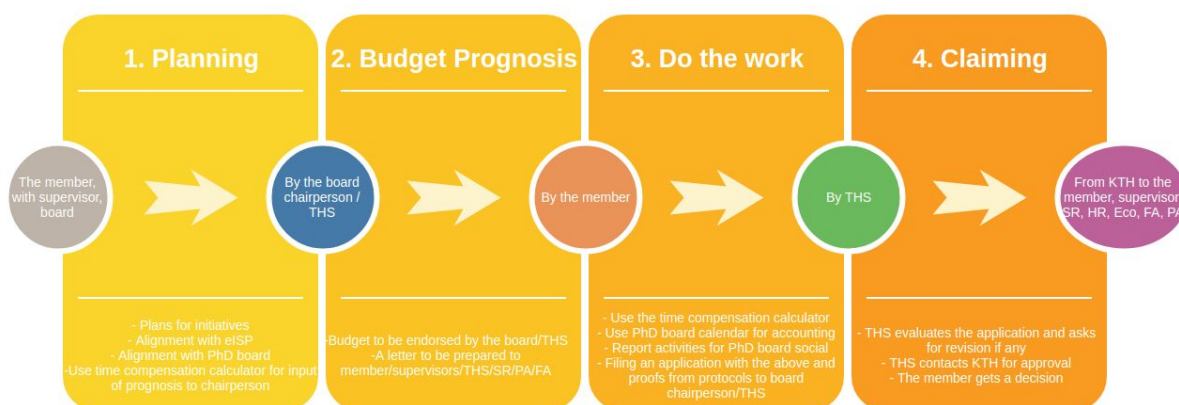


Meeting Type**	workload multiplier (xNumber of hours)
US/LG	3-5*
FR/SR	2.5-4*
FF (BN/RN/Docent)	2.5
FF (AN)	2
UU/UA/FA/KR	2-4*
RU/Språk/Stipen/Sustainability/JML	2-4*
Board/Chapter/Council meetings	2-3*
Other representations	2-5*

\*: 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: EXAMPLES

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	

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FF coordination meetings	0.5x20	
Miscellaneous executive errands	24	
Dr x THSC meetings	2x4x4	
Dr x STHLM meetings	2x2x4	
Total		34%

Alessandro Enrico/EECS		
Item	Hours	%
Fixed rate	-	5%
Board meetings	2x10x1	
Chapter meetings	2x2x2	
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%

PAD, 7.5%(10%) example		
Item	Hours	%
Fixed rate	-	-
Dr Councils meetings	2x4x2	
Chapter meetings	4x1x4	
Doctoral education (Quality/Program Council)	3x4x4	
Committees and workgroups	-(16)	
FF meetings	2x3x4 (4x3x4)	
Miscellaneous Social and E-mail errands	24	
Dr x THSC meetings	-	
Dr x STHLM meetings	-	
Total		7.5% (10%)

More intensive council-level , 15% (20%) example		
Item	Hours	%
Fixed rate	-	-(5%)
Dr Councils meetings	4x4x2	
Chapter meetings	4x1x4	
Doctoral education (Quality/Program Council)	3x4x4	
Executive group meetings	3x4x4	
Committees and workgroups	16	
FF meetings	2x3x4 (4x3x4)	
Miscellaneous Social and E-mail errands	24	
Dr x THSC meetings	4x1x4	
Dr x STHLM meetings	-	
Total		15% (20%)