

# Board Meeting no 5 – October 10th 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, October 10th 2019

### §1. Opening formalities [17:00-17:07]

- a. Meeting opening  
*The meeting was declared opened kl 17:07*
- b. Attendees: chapter board, head of educational affairs and chapter auditors.  
*Emma Riese*  
*Tage Mohammadat*  
*Rinat Yapparov*  
*Alessandro Enrico*  
*Kasra Khatami*
- c. Choice of meeting chairperson.  
*Emma Riese was elected as a meeting chairperson.*
- d. Choice of meeting secretary.  
*Tage Mohammadat was elected as a meeting secretary.*
- e. Choice of meeting minutes checker.  
*Rinat Yapparov was elected as meeting minutes checker.*
- f. Approval of meeting agenda  
*An item was added for discussion on ECTS on EE program (§3.g). The agenda was approved with the addition.*
- g. Latest protocol checking and signing.  
*Approved and signed.*

### §2. Reports & updates [17:10-17:20]

- a. Board reports  
See attachments (done by filing in the form)  
*Kasra reported on his positive experience with promotion meetings attended.*
- b. THS central (KL/KS)  
*N/A.*

### §3. Discussion points [17:21-17:40]

- a. PhD student welcoming (Rinat)  
*Reported on the status and discussed actions to move forward with the letter.*
- b. Chapter meeting ([drafted agenda](#))  
*Emma briefed on the draft. Tage & Alessandro discussed on introducing a proposition to update the bylaws (Dr2019-CM-02/0002).*



- c. Newsletter  
*Emma briefed on the newsletter.*
- d. Routine/guidelines to appoint PADs and role descriptions for local representatives (Emma and Alessandro)  
*Emma proposed to start with it after the chapter meeting. An idea is to draft a proposal and discuss it with the PADs (example PAD workshop, see §3.f).  
Alessandro suggested to prioritise time compensation for local representatives.*
- e. Delegation order, new proposal from THS  
*Emma briefed on the delegation order status.*
- f. PAD workshop  
*Emma briefed on the idea.*
- g. Minimum ECTS requirement for courses in EES program  
*Alessandro reported on the 75 ECTS for EES program citing quality concerns and how the EECS PhD council wants to reduce the requirement to 60 ECTS.  
The board of PhD chapter stood behind the position of EECS PhD council.*

**§4. Decision points [17:41-17:47]**

- a. [PM for Doctoral representatives, HT19](#)  
*The board of PhD chapter approved the PM.*
- b. [Delegation order, new proposal from THS](#)  
*The board of PhD chapter approved of the referral.*

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

- a. Birthday Party - Chapter is turning 40  
*Rintat briefed on the current status.*
- b. Survey to all PhD students  
*Emma briefed on the current status.*
- c. Activity report from the plan of operation (see attachment)

**§6. Meeting closure**

*The chair adjourned the meeting kl 18:14.*

Protocol,

Meeting chairperson: Emma Riese

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

Secretary of the meeting: Tage Mohammadat

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

Minutes checked by: Rinat Yapparov

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



# Attachments

Board Meeting no 5 – October 10th 2019  
Minutes



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## Attachment: Board Reports

Written reports before the meeting

Rinat Yapparov	Some website improvements	
Alessandro Enrico	<p>I have met with all the student representatives at the local level. Even the CBH council is more than happy to synchronize our activities and improve the communication between the local and the central level.</p> <p>I have not had time to revise the Bylaws and the proposal for the time compensation at the local level. The EECS meeting regarding "Administering doctoral students' commission-of-trust" was canceled last minutes and rescheduled for October 24th. In any case, a fixed percentage would simplify the work of HR and finance, so I believe that our proposal goes in the right direction. However, we should carefully consider the % value that we want to propose.</p> <p>For instance, you can find in attachment the current time log for this year for EECS. Considering the school council only (without its chairman), the number of our is doubled the one from last year (now 44% per semester). Applying a baseline of 7.5% per representative + bonus for pads would increase this number by 2 times.</p>	<p><a href="https://drive.google.com/open?id=1Wk3VheHVXDZqDXjYwhdMWzfAs7LJ4yG">https://drive.google.com/open?id=1Wk3VheHVXDZqDXjYwhdMWzfAs7LJ4yG</a></p>



Tage Mohammadat	<p>Internal affairs (Executive):</p> <ul style="list-style-type: none"> <li>- Updated the PM on doctoral representatives based on input of EECS, ABE, SCI. ITM and CBH expressed no concerns.</li> <li>- Updated our templates for documents and made them accessible on website: <a href="https://www.dr.kth.se/dr-governing-docs/">https://www.dr.kth.se/dr-governing-docs/</a></li> <li>- Updated a PM for 'registry of PMs' and fixed formatting issues of statutes and bylaws following our working directives.</li> <li>- Updated, in consultation with the chair, a draft for testaments and guide on representation.</li> <li>- Prepared, in consultation with the chair, a draft for referral on THS delegation order, which came after one year of discussions.</li> <li>- In absence of working groups manager, I helped to get in touch with nominating committee regarding election works.</li> <li>- Helped event manager with T-centralen information and now they are public, <a href="http://dr.kth.se/t-centralen">dr.kth.se/t-centralen</a>.</li> <li>- Helped on newsletters.</li> </ul> <p>External affairs:</p> <ul style="list-style-type: none"> <li>- Advocated with SACO-S on PhD stance about salary ladder for PhDs and got a positive answer about possibilities to lift the issue up in the ongoing salary revision.</li> <li>- Invited KI/SU/SSE PhD representatives for more ceremonial participation.</li> </ul> <p>FR:</p> <ul style="list-style-type: none"> <li>- FR discussed thoroughly in the intranet about collegiality influence and the role of FR following the new changes to FR structure. From a doctoral perspective, a stronger FR influence helps in getting a doctoral influence working (e.g. new guidelines on admissions and doctoral education were results of advocacy.)</li> <li>- An important upcoming guidelines concerning research misconduct and publishing guidelines are upcoming, where a doctoral representative would be expected.</li> </ul> <p>FF:</p> <ul style="list-style-type: none"> <li>- BN: Good status with doctoral representatives.</li> <li>- AN: Would be started this week.</li> <li>- RN: Very good status with doctoral representatives.</li> <li>- Docent: Good status with doctoral representatives.</li> </ul>	
Emma Riese	<p>UKÄ came to KTH on October 1st and the PhD Chapter was represented during the interviews with THS. Attended STAD-training 1st and 3rd of October. I have also started to prepare for the upcoming chapter meeting, the call is posted on the webpage.</p> <p>Newsletter about the chapter meeting and general information</p>	

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	<p>also put together and distributed. The agenda should be finalized and published on the webpage by Friday.</p> <p>I have also been in contact with the bank, and finally managed to get access to our accounts and removed previous board members that are no longer part of the board. Contacted Robin (chairperson 18/19) about it and we need to sit down together and go through all transactions since July 2018, since none of them has been done from the chapters account and reimburse people. Attended the EECS-school councils fika event. Attended working group meeting regarding a survey to follow up on people who were admitted for PhD studies 7-5 years ago. Attended FU-meeting (Forskarutbildningsutskottsmöte), where I again raised the issue regarding time compensation for PhD students that are representatives on the local (school) level, however, the agenda was packed with other questions so no discussion during this meeting, but hopefully on the agenda for next FU-meeting. I also met with new PAD from the ITM-programme "Teknik och lärande" and we talked about the role and I showed her where to find useful info and gave her contact info to ITMs school council. I have also had a prep-meeting with THS, for US. Been in contact with Arvid (Head of Education at THS) regarding representation in SR, where I now have a place. Forwarded to Elisabet (president of THS) our thoughts and concerns regarding the new decision that the kth-email should be deleted once employment and/or studies have finished.</p>	
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# 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.

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**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





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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
- Newsletter - Fall/2019
- Meeting Councils
- Improvement of website

#### To do:

- External Representation
- Newsletters - Winter/2019, - Spring/2020, - Summer/2020
- 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:

- Collaborative event with PhDs in Stockholm - September 2019
- Chapter event with board games and Pub - October 2019

To do:

- Chapter event with board games and Pub - November 2019
- Stockholm's doctoral event - March 2020
- Birthday party - March 2020
- Chapter event with board games and Pub - May 2020

### **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

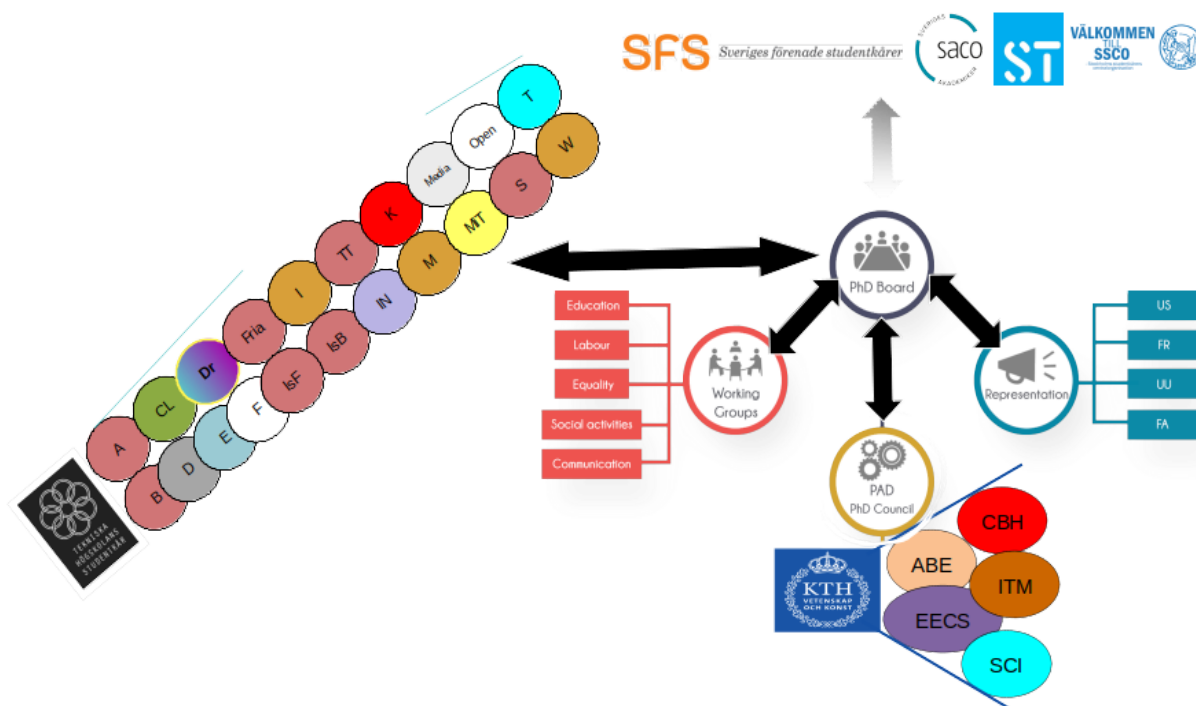
#### To do:

- 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 Licentiate thesis. The PhD Chapter should advocate to have a consistent progression criteria preferably based on time that also incentivise accomplishments.

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### 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.