



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

Time: 17:00-18:00, October 24h 2019

### §1. Opening formalities [17:00-17:10]

- a. Meeting opening  
*After verifying quorum and summon order as per statutes, “§3.7. Conduct of Business” and clauses of working directives “§23. Board meetings”, the meeting was declared opened 17:05.*
- b. Attendees:  
*Emma Riese*  
*Tage Mohammadat*  
*Alessandro Enrico*  
*Mobit Daga*  
*Rinat Yapparov*
- c. Choice of meeting chairperson.  
*Emma Riese was elected as a meeting chairperson.*
- d. Choice of meeting secretary.  
*Mobit Daga was elected as a meeting secretary.*
- e. Choice of meeting minutes checker.  
*Tage Mohammadat was elected as a minutes checker.*
- f. Approval of meeting agenda  
*Approved with changes briefed by Emma.*
- g. Latest protocol checking and signing.  
*Signed and approved.*

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

- a. Board reports - *See attachments (done by filing in the form)*  
*In addition, the following were lifted up during the meeting:*
  - i) *Tage gave updates about Faculty Council meeting*



- *Faculty Council is working on new publication guidelines and misconduct.*
  - *Tage explained that PhD student representation is crucial here because errands like Plan-S and its implications are expected to be discussed in the council.*
  - *The board is in the opinion that PhD student representation is a must in this kind of discussion.*

*ii) Emma updated about:*

- *getting some feedback on the representation prognosis ([Dr2019-CP-04/0001](#)) from ABE school:*
  - *Concerns about the issues with time compensation of PhD students who are not employed according to clauses of KTH doctoral studentship (Högskoleförordning kap 5) are not granted to have their time prolonged as employed PhD student (for eg scholarships or industrial PhD candidates). David Leffler, the ABE council chair, had informed the council's members about this and will also send out reminders.*
  - *This is an issue in general across different schools that (after the outdated previous decision Dnr 930-2005-0345 in 2017) there still is no decision for time-compensation on school level, and that PhD students that are not employed by KTH, are especially less guaranteed to be time-compensated as employed PhD.*
- *Emma updated the board about her correspondence to KTH central about time compensation of current PhD board members and council members.*
- *Emma updated on the results from STAD:  
The board congratulated Fredrico and Emma on success.*

b. THS central (KL/KS)

*N/A*

### **§3. Discussion points [17:20-17:50]**

a. PhD student welcoming letter (Rinat)

- i. It was discussed about finding correct resource persons at different schools who could hand out our welcoming letter to newly admitted PhD students. The primary issue here was that there are different types of PhD students e.g.: employed, scholarships etc. Hence HR at KTH-central may not have all the*



*information on newly admitted PhD students. It was suggested that perhaps the doctoral education support at each school would be the best contact point to find relevant information.*

- b. Routine/guidelines to appoint PADs and role descriptions for local representatives (Emma and Alessandro)

*Emma had been in contact with Ingrid our PhD student advisor, who expressed an interest in attending and giving a presentation if the board would conduct a workshop with PADs. Emma suggested that the board to draft some material and that when then hosting a workshop for all current PADs in which the discussion on the development of guidelines and a “start-pack” with information for new PAD could be conducted.*

- c. Elections for school councils

*Alessandro briefed on the matter. The PhD councils welcomed the idea. Emma will talk to the aerospace chapter about booking TC for the elections.*

- d. Motion from the CBH council<sup>1</sup>

- Resignation received via e-mail to chapter’s presidium on Oct 22.

*Briefly discussed in order to make a decision on 4.b.*

- e. Co-opted member of the Board<sup>2</sup>

*Tabled.*

- f. UKÄ’s visit in November

*Emma briefed about UKÄ visit in November.*

#### **§4. Decision points [17:50-17:55]**

- a. Decisions on work distribution for the decisions made during the Chapter meeting.

*The presidium was tasked to implement the decisions of the chapter meeting.*

- b. Decision on resignation from CBH board for Cevin Zhang.

- Resignation received via e-mail to chapter’s presidium on Oct 22

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<sup>1</sup> See attachments

– 2019-10-15 CBH PhD Council Meeting Minutes (see meeting’s folder)

– 2019-10-07 CBH PhD Council Meeting Minutes (see meeting’s folder)

– Dr2019-CB-01 CBH Motion (see meeting’s folder)

<sup>2</sup> Refer to [§2.2 working directives](#)



*Decision to accept the resignation was taken unanimously.*

c. Outlay form

*A new design of Outlay form (Dr2019-PB-07) was approved to be enforced.*

**§5. Development of Current Events/Initiatives [17:55-18:00]**

a. Birthday Party - Chapter is turning 40

*i. Rinat will check with Nymble about the availability for the event.*

b. Survey to all PhD students (Emma)

*Emma briefed about the progress regarding the survey.*

c. Activity report from the plan of operation (see attachment)

**§6. Meeting closure [18:35]**

Protocol,

Meeting chairperson: Emma Riese

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

Secretary of the meeting: Mohit Daga

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

Minutes checked by: Tage Mohammadat

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



# Attachments

# 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**

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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 Mohammadat*, *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

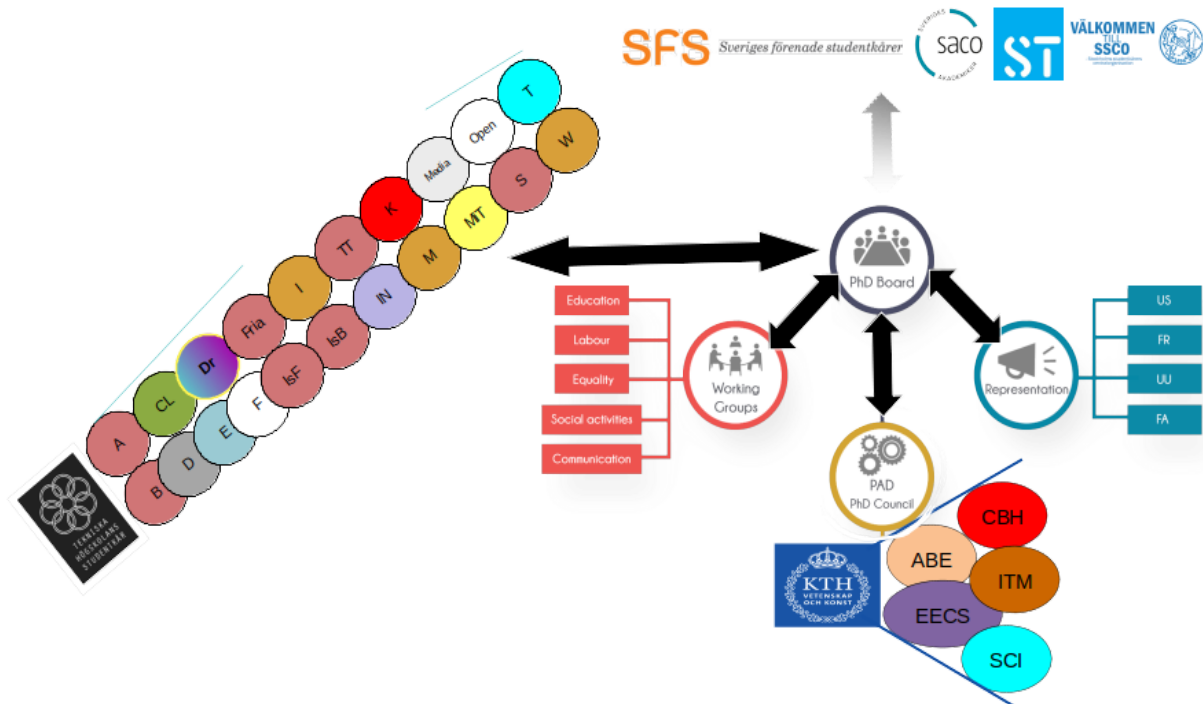
#### To do:

- 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 Liciante 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.





## Attachment: Board Reports

### Written reports before the meeting

Rinat Yapparov	N/A
Alessandro Enrico	No activity to report in the past 2 weeks in my capacity of Council Coordinator. I am planning to have meetings with the PhD student representatives of the different School and make sure they show up during the upcoming school council elections in December. I have been working with the EECS Ph.D. school council to prepare a survey for the students regarding the minimum credit requirement in the EE doctoral program.
Kasra Khatami	Attended the education board meeting on central level as the PhD representative. On the agenda of this month's meeting the items were mostly regarding the first and second cycle studies and nothing specific regarding the doctoral studies or students
Emma Riese	Prepared agenda and spread info regarding the Chapter meeting (specially approached WoP). Held the meeting that the whole board was part of and involved in. Attended OR meeting (organized by THS) where we discussed strategies for how to get members to attend chapter meetings and shared experiences concerning the distribution of surveys. Attended prep meeting with Rektor and student representatives for US, as well as the US meeting 16/11. Worked with the decision from the Dr2019-CP-02/0004 and Dr2019-CP-04/0001, which are now communicated. Together with Tage handled email and correspondence to the chapter that had been quite heavy these last couple of weeks (mainly due to all of our decisions and the motion sent by CBH council). I had a discussion with the chairperson of the aerospace chapter concerning the chapter hall and continued the discussion with the persons in charge of T-C and the pubs from the aerospace chapter. Set up a meeting with them next week. STAD results have come back and been communicated to those it concerns. New regulations regarding FEST, that will not be given by KTH anymore but replaced by a fire safety training (not decided when). I asked how that will impact who can be responsible for non-alcoholic events but have not received an answer yet. I had a meeting with the PhD student advisor to talk through what is going on in the chapter and future plans. I have also made some efforts to try to move forward with our survey and approached Ladok-admin and IT with questions concerning this. Been in contact with THS management team concerning UKÅs visit in November. Approached THS to get an updated members list which I have now received, we currently have 640 members (22/10).
Mohit	N/A