

Chapter Meeting no 1 – October 18th 2019

Agenda



PhD Chapter at KTH

Place: T-Centralen, Drottning Kristinas Väg 29 (KTH Main Campus)

Time: Wednesday, October 18th 2018, 17:17

1. Opening formalities

- a. Meeting opening
- b. Attendees
- c. Choice of meeting chairperson.
- d. Choice of meeting secretary.
- e. Choice of meeting minutes checker.
- f. Approval of the latest protocol:
- g. Approval of the meeting agenda

2. Introductions and Reports

- a. Board Reports^{*1}

3. Decision points

- a. Proposition - Introduce a second master of ceremonies (approved 2019-06-03, but since it implies a change in our statutes it need to be approved twice)*
- b. Proposition - New election periods following the decision of the new board definitions with split mandate periods*
- c. Proposition - Updating Bylaws for Better Consistency*

4. Elections

- a. By-election of Webmaster
- b. By-election of Working group manager
- c. By-election for Treasurer
- d. By-election for Communication manager
- e. By-election for Business manager

5. Additional issues and information

6. Meeting closing

¹ *=see attached files

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chapter board on the 12 of september 2019 and shall henceforth be valid till 30 june 2020 unless amended, replaced or repealed.



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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

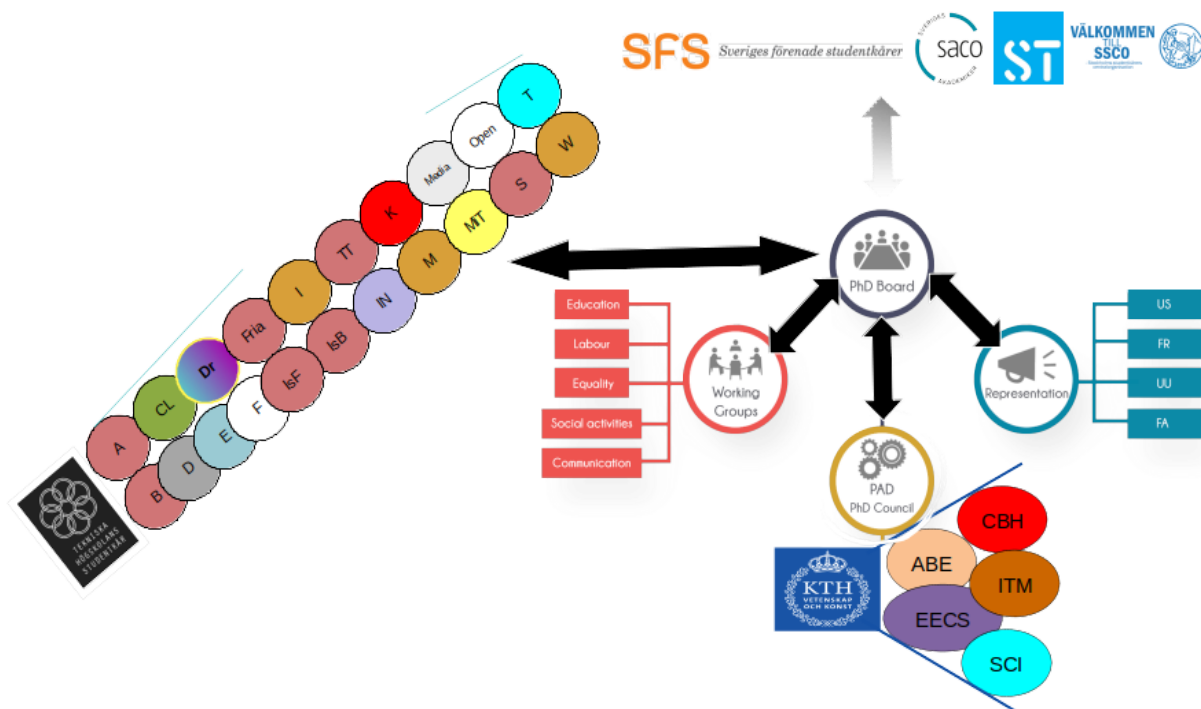
To do:

- 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

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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.



Motion - Chapter Meeting 2019-06-03

Introduce a second master of ceremonies

Background

The chapter currently has a master of ceremonies that is solely responsible for all party activities of the PhD Chapter. As similar work is commonly done by a group of people in other chapters, with two masters to guide them, the board suggests adding a second master of ceremonies. To follow the new trend set by the board, one master should be elected from July to June and the other from January to December. That way, the masters will overlap, and it will be easier to spread knowledge within the group.

Suggestion

To₁ Append “f) Elect one PhD Chapter Master of Ceremonies”

To₂ Append “c) Elect one PhD Chapter Master of Ceremonies”

To₃ Change “The PhD Chapter Master of Ceremonies” in section 5.12.3 in the statutes to “The PhD Chapter Masters of Ceremonies”

To₄ Change section 5.12.4 in the statutes to:

“5.12.4 PhD Chapter Masters of Ceremonies

The PhD Chapter Masters of Ceremonies leads and are responsible for the PhD Chapter MC group operations and functions as hosts/hostesses at PhD Chapter MC Group events.”

On behalf of the Master of Ceremonies Group, DrInK,

Robin Palmberg & Kateryna Morozovska
Stockholm 27 May 2019



Proposition - Chapter Meeting 2019-10-18

New election periods following the decision of the new board definitions with split mandate periods

Background

During the PhD Chapter's regular meetings on December 10th, 2018 and on February 27th, 2019, the chapter meeting decided to approve changes to the statutes regarding the PhD Chapter board composition §3.1 and introduced split mandate periods, July to June and December to January. However, in our statutes §2.8 Calender, it is stated that the PhD Chapter board members should be elected during the spring. Following the split board decisions the board members with mandate period January - December should instead be elected during the fall.

Suggestion

To₁ add to section "2.8.1.Fall":

- f) Elect members to the PhD Chapter Board for all positions with a mandate period January-December.

To₁ replace "a) Elect members to the PhD Chapter board" in section "2.8.2.Spring" with:

- a) Elect members to the PhD Chapter Board for all positions with a mandate period July-June.

On behalf of the board,

Emma Riese
Stockholm 10 October 2019



Proposition - Chapter Meeting 2019-10-18

Updating bylaws for better consistency

Background

The PhD Chapter's bylaws had been enacted provisionally on June 8th, 2017 to clarify the role of councils after the big school reorganisation and partially as a vision for how the school councils should work. On February 7, 2019 after the chapter laid grounds for better PhD chapter and PhD councils communication through councils' coordinator role, the chapter board in HT19 managed to reach out to the PhD councils and get a better idea about what actually works better for the PhD councils and what does not match reality. As such, the board on 2019-10-10 §3.b came up with a version that update inconsistencies observed summarised in the meeting proceedings Dr2019-CM-02/0002.

Suggestion

To₁ replace Dr2019-CM-02/0001 with Dr2019-CM-02/0002² to be the valid PhD chapter bylaws effective from the chapter meeting approval date till next chapter meeting.

To₂ endorse automatically Dr2019-CM-02/0002 as valid PhD chapter bylaws indefinitely in the absence of any requests from affected bodies regulated in the bylaws to revert to Dr2019-CM-02/0001 by next chapter meeting.

On behalf of the board,

Emma Riese
Stockholm 10 October 2019

Tage Mohammadat
Stockholm 10 October 2019

Alessandro Enrico
Stockholm 10 October 2019

² [Dr2019-CM-02/0002](http://www.dr.kth.se) is available on www.dr.kth.se in the proceedings of 2019-10-10 §3.b.