



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

Time: 17:00-18:00, November 7th 2019

§1. Opening formalities

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 to conduct business at 17:05.

b. Attendees:

Emma Riese

Tage Mohammadat

Rinat Yapparov

Ksenia Loskutova (co-opted)

c. Choice of meeting chairperson.

Emma Riese was elected as meeting’s chairperson.

d. Choice of meeting secretary.

Tage Mohammadat was elected as meeting’s secretary.

e. Choice of meeting minutes checker.

Rinat Yapparov was elected as minutes checker.

f. Approval of meeting agenda

Approved.

g. Latest protocol checking and signing.

Approved.

§2. Reports & updates

a. Board reports

See attachments (done by filing in the form), in addition:

Rinat reported on the distribution of the welcome letter to officers at the schools and commented on how the doctoral education support offices at the



schools received the idea with various degrees of positivity. All schools except ABE, expressed intentions to process the inclusion of letter for admitted PhDs.

Rinat briefed on capacities of rooms at Nymble for the 40th anniversary. The discussion went on targeting ~100 participants. Ksenia noted on possible arrangement with event management team.

Emma gave pointers on budgeting and level of arrangement.

- Notification on PMs, in accordance to delegations 20191024 §4a & §4b
 - Appointment of Workgroup manager (Dr2019-CP-06/WM01)
 - Re: On Resignation of Cevin Zhang (Dr2019-PB-07/CB01)
- Notification on upcoming updates on PMs (Nov 21 meeting):
 - [Guide on representation](#) (working routines + stress handling).
 - [Working directives](#) (delegation order & appointment process).

b. THS central (KL/KS) and KF (Ksenia)

Ksenia reported on KF1 & 2 for 2019/20 and the concretising of the operational plan. Furthermore, Osqledaren's orientation was discussed and updates on election of Ryll Aman as new THS auditor was highlighted. Ksenia reported on the possibility of sending a KF motion to improve the nomination to KF, if the board wants to.

§3. Discussion points

a. Elections for school councils

Emma reported on the possibility of getting the council election at T-Centralen and emphasised on giving equal opportunities for councils to do so. Possible dates include:

25/11

27/11

3/12

9/12 (chapter meeting)

11/12

12/12

Tage discussed on giving a possibility to put on a motion to re-elect current council representatives for 2020 by default as a chapter decision on Dec 9 in case there are no



plans/capacity to make local councils election before the end of the year.

b. WoP (Ksenia)

Ksenia reported on WoP event in Oct. Ksenia also reported on varying levels of engagement from current members of the committee with emphasis on most members are about to graduate. Ksenia & Emma discussed on applying for a separate bank account for WoP and that the process would require formalities as in formal decisions on signatories and that in general bank applications could take time (~1 year with some of the issues).

§4. Decision points

a. Next Chapter meeting

Emma suggested December 9 based on the polls for best availability. The board decided to summon the chapter meeting on December 9.

b. Representative in working groups regarding publication & research misconduct.
Decision delegated to the presidium.

c. Should the Chapter pay for the Standard bearer to attend the party after Nobel?
Emma introduced the issue.

The board discussed the issue and presented on how different chapters and non-profit organisation handle. Given that the chapter's prime annual income is membership within 45'000 SEK per year and that money shall be primarily targeted to members' activities, the board found that a consistent position can not be maintained on granting money for all our representatives in external events, hence the clause on Dnr: Dr2019-PB-01/0004 working directives "§6.4. Dr representatives shall aim to follow relevant KTH guidelines and work to minimise costs associated with expenditures subject to compensation in connection with their work". The board decided on not paying for the party in view of limited budget and on the ground that, the board shall make decisions that are consistent and give equal opportunities for the representatives.

d. Dr2019-PB-00 Archiving of PMs
Approved.



- e. Token of appreciation for survey-participants?

Emma discussed the status of survey.

*The board decided to allocate up to 5 gifts within 300 SEK e.g. from Pocket shop.
Ksenia left at 18:21.*

- f. Application for funds - Gloria Samosir (See: [application](#), [attachment](#))

In light of the short notice to improve the application further, the board decided to not approve of it in its current form as it is a division specific and chapter activities are university-wide. The board decided to delegate the presidium to get in touch with Gloria for more feedback.

§5. Development of Current Events/Initiatives

- a. Birthday Party - Chapter is turning 40
- b. Survey to all PhD students (Emma)
- c. PhD student welcoming (Rinat)
- d. Routine/guidelines to appoint PADs and role descriptions for local representatives and plan for workshop (Emma and Alessandro)
- e. Activity report from the plan of operation (see attachment)
- f. Testaments for Council Manager & Vice chairperson by chapter meeting.
- g. National level: Government proposition on research 2020:
 - i. [SULF input](#)
 - ii. [ST input](#)
 - iii. [Swedish Young Academy](#)

§6. Meeting closure

Emma, the meeting chairperson, adjourned the meeting at 18:29.

Protocol,

Meeting chairperson: Emma Riese

Signature: _____

Secretary of the meeting: Tage Mohammadat

Signature: _____

Minutes checked by: Rinat Yapparov

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.

Doktorandsektionen vid Tekniska Högskolans Studentkår

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

Postal address: Drottning Kristinas väg 15 – 10044 Stockholm



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Document History

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



Nomenclature

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

THS: Tekniska högskolans studentkår (KTH student union)

Dr: Doktorandsektion

CFU: Chef för utbildninginflytande (Head of educational affairs)

KS: Kårstyrelsen (The union board)

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

FR: Fakultetsrådet (The faculty council)

US: Universitetstyrelsen (The university board)

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

DrInK: Doktorand Integrerade Klubbmästeriet (Master of ceremonies group)

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

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



Background

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

The purpose of the operational plan is to guide the executive work of the board of directors throughout the operational year 2019/2020. The operational plan has been prepared using the input of previous board and refined during the introduction day for operational year 2019/2020 held on the 14th of August 2019. All elected board members *Emma Riese*, *Tage 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 of Operations 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:

- Organisations: External Representation & contact in/with THS councils, KTH labour unions, Stockholm's doctoral associations.
- Members: Newsletter - Fall/2019, Pubs & chapter event Oct 2019.
- School councils: Meeting Councils
- Public: Improvement of website and communication on Facebook

To do:



- Organisations: Continue external Representation & contact in/with THS councils, KTH labour unions, Stockholm's doctoral associations.
- Members: Newsletters - Winter/2019, - Spring/2020, - Summer/2020; Pubs & chapter events; Regular posts on social media
- Public: Improvement of information on website and communication on Facebook
- School Council: 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 christmas theme or/and Pub - November/Dec 2019
- Stockholm's doctoral event - March 2020
- 40th anniversary 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.
- Circulating the letter to respective officials.

To do:

- -

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 for oct, nov, dec.
- Monthly pub on oct

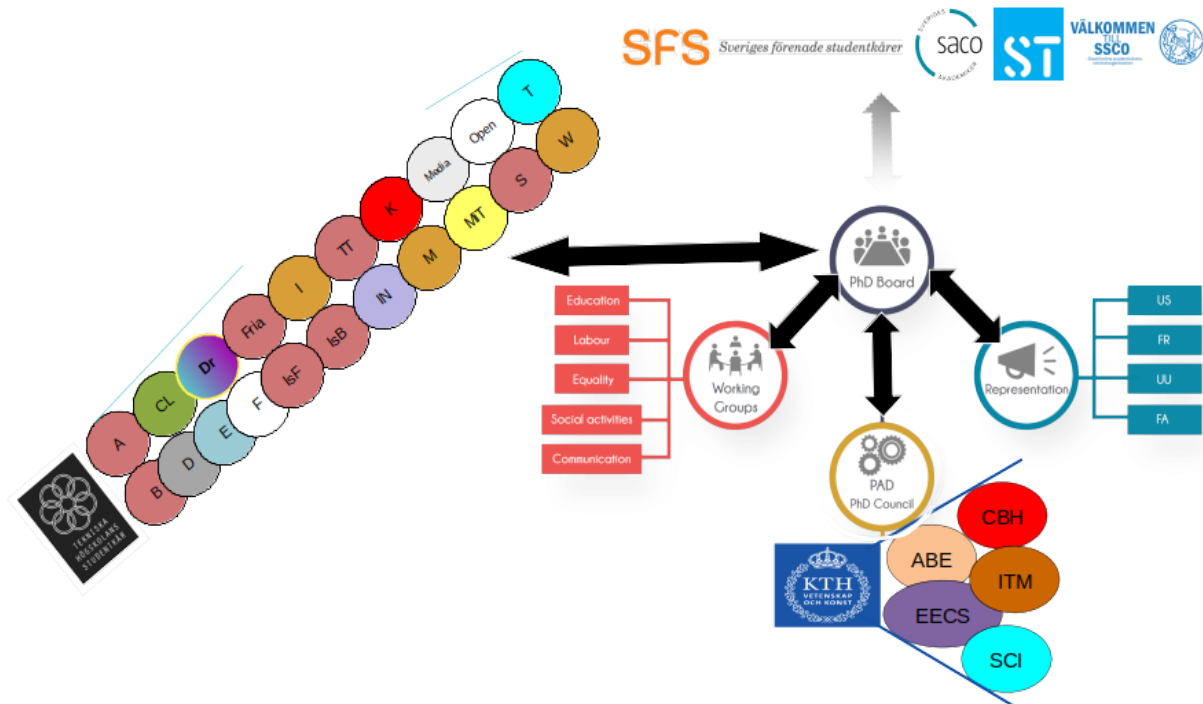
To do:

- Monthly pubs on nov-

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:

- Referral on THS delegation order

To do:

- School Council: Educational bootcamp (with help of PhD adviser)
- Update of PM on guide on representation and working directives

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 HT19 as work baseline.

To do:



- Request for new policy draft for time compensation.
- Workshop with representatives on roll description and working routines.

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:

- New clause on PM on working directives detailing framework for communication

To do:

- -

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
- Meeting with CBH council

To do:

- Central elections for councils



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.
- Formulating strategies for future collaborations. For example, setting up some [formal grounds](#).

To do:

- -

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:

- 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.

Done:

- A survey was made with Stockholm's doctoral associations on the matter and identified the practices at Stockholm's university and Karolinska Institute to be similar to the spirit of this formulation.
- Pre-discussions were raised at labour union ST at SACO on the matter in September. An enquiry to the respective salary negotiation groups. Both SACO and ST share concerns on the system and to various degrees agree with ST assessed that the question is mainly a quality question and not strictly a salary increase issue usually discussed during 'lönerrevision' meetings. As such it can't be brought up during this year salary review meeting for the collective agreement meeting concerning PhD students' salary ladder. According to ST representatives, the earliest this issue can be brought up during spring-fall 2020. SACO explained that the issue had been discussed for a while, but what is in this year's proposal is 500SEK increment on 24th Oct meeting, and all other questions are postponed to next year's meeting.

To do:

- -



Attachment: Board Reports

Written reports before the meeting

Ksenia Loskutova	I have attended 2 KFs
mohit daga	N/A
Alessandro Enrico	N/A
Kasra Khatami	I was the PhD representative of the KTH sustainability meeting where the upcoming climate strategy was discussed. Furthermore, the study of the implementation of solar panels on ten more KTH buildings were reported. I was the PhD representative in the promotion board of a professor from ABE school. Also, I attended the Education meeting with all the representatives of different schools.
Rinat Yapparov	Some answers about welcoming letter distribution Different types of Nymble's areas
Tage Mohammadat	<p>External Affairs:</p> <ul style="list-style-type: none"> - Participating in Stockholm's doctoral association meeting in W46 for possible strategic discussion. - 'Promotion and professor installment function' in November for possible <p>Internal Affairs:</p> <ul style="list-style-type: none"> - Processing of Chapter meetings decisions 20191018 and board meeting decisions 20191024, through PMs. - Updating PMs for representation, working directives and archiving, in additional, requesting folder for archiving (at home.ug.kth.se). <p>Representation:</p> <ul style="list-style-type: none"> - FR: Ongoing discussion on 'misconduct on research' from an ethical perspective. Highlighted the value for doctoral perspective there (in same reasoning with disciplinary board where students' representation is present) - FF: So far, Dr filled on representation on all errands except for ANs (due to its general nature where the head of educational affairs ususally is present).



Emma Riese	<ul style="list-style-type: none">* Discussion with DrInk and meeting with Adam and Emil from the aerospace chapter to discuss how we can better communicate around the pubs and events in T-Centralen.* Meeting with Robin Palmberg to try to sort all financial issues from last year (since we did not have access to the chapter's account then).* Continued the discussion with Ingrid about our survey as well as with IT and Ladok, which resulted in that the survey should be possible to distribute during next week. Some minor work still needs to be done.* Worked with preparations for UKÄs visit in November.* Worked with resigning board report.* Been in contact with THS central and KTH ceremonies regarding the promotion ceremony.* Prepared and attended Forskarutbildningsutskott meeting 6/11:<ul style="list-style-type: none">• Talked to PhD students part of the CSC scholarship programme, regarding their conditions.• Prepared and gave a presentation regarding time compensation for PhD students at the local school level (also about how central rep. works currently)* Prepared for and attended working group meeting regarding alumni PhD student survey.* Attended meeting regarding JML organized by THS
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