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

Time: 17:00-18:00, November 21st 2019

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

- a. Meeting opening at 17:03  
*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 17:03.*
- b. Choice of meeting chairperson.  
*Emma Riese was elected as a meeting chairperson.*
- c. Choice of meeting secretary.  
*Alessandro Enrico was elected as a meeting secretary.*
- d. Choice of meeting minutes checker.  
*Mobit Daga was elected as a minutes checker.*
- e. Approval of meeting agenda  
*Approved.*
- f. Latest protocol checking and signing.  
*Rinat will have to sign the latest protocol.*
- g. Attendees  
*Emma Riese*  
*Tage Mohammadat*  
*Alessandro Enrico*  
*Mobit Daga*  
*Ksenia Loskutova (co-opted)*  
*Milan Jocevski (co-opted)*

### §2. Reports & updates [17:10-17:30]

- a. Board reports  
*Alessandro joined a meeting concerning finance and HR concerning practical implementation of time-compensation.*  
*The general scheme for time compensation at local level is being discussed at the FUU-meeting.*



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

*3rd December, meeting agenda highlights:*

- *THS election, logistics*
- *Redistribution of programs in the different Chapters.*
- *Discussion regarding the language of documents which are not bound to be in Swedish.*

### §3. Discussion points [17:30-18:35]

- a. Guide on representation (working routines + stress handling). (Tage)

*Discussion on whether to keep all role descriptions in the same document or to split them.*

*One document: comprehensive (but maybe overwhelming?), easier to maintain.*

*Many documents: requires a lot of repetitions and references to other documents.*

*The current document is also including a section on stress and guidelines/suggestions regarding how to handle stress.*

- b. Working directives (delegation order & appointment process). (Tage)

*The board discussed the current THS delegation order and possible implications for our working directives.*

- c. Supervisor of the year award?

*Tage described the award present in Luleå tekniska universitet. PhD could have the possibility to nominate their supervisors explaining the reason behind the nomination. A committee would then shortlist the applications and interview the best candidates.*

- d. Event together “with Stockholm PhDs”

*Tage and Emma met Stockholm PhDs with the idea of organizing a seminar about ethics with inviting speakers. To be organized in May in Moderna museet. Next meeting is going to be in February, but we will correspond during December.*

- e. Testaments

*Resigning members of the board should write a ½ to 2 page-report regarding challenges and state of the art concerning the role. (Look at the template in our folder, should be done before the end of the mandate period)*



*The first board meeting in January could include additional time for a knowledge transfer session for the new members of the Board.*

*Agenda for Chapter meeting by December 2nd: councils should communicate with the Board regarding their decision regarding elections/appointment*

#### **§4. Decision points [17:45-17:45]**

#### **§5. Development of Current Events/Initiatives [18:35-19:00]**

- a. Birthday Party - Chapter is turning 40  
*Under discussion, depending on the Board capabilities.*
- b. Survey to all PhD students (Emma)  
*December 15th, last day to fill out the survey. Reminders will be sent out (again) and also communicated through our newsletter and some Facebook post.  
Processing and report(s) planned for spring 2020.*
- c. PhD student welcoming (Rinat)  
*Rinat not present.*
- d. Routine/guidelines to appoint PADs and role descriptions for local representatives and plan for workshop (Emma and Alessandro)  
*Workshop for PAD should be planned for spring 2020.*
- e. Activity report from the plan of operation (see attachment)

#### **§6. Meeting closure [19:00]**

Protocol,  
Meeting chairperson: Emma Riese  
Signature: \_\_\_\_\_

Secretary of the meeting: Alessandro Enrico  
Signature: \_\_\_\_\_

Minutes checked by: Mohit Daga  
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	Operational plan enacted by Chapter Board	2019-09-12
Dr2019-PB-02/0001	Editorial revision of operational plan	2019-09-15
Dr2019-PB-12/0001	Adding follow-up actions based on meeting n.4	2019-09-26
Dr2019-PB-12/0002	Adding follow-up actions based on meeting n.5	2019-10-10
Dr2019-PB-12/0003	Adding follow-up actions based on meeting n.6	2019-10-24
Dr2019-PB-12/0004	Adding follow-up actions based on meeting n.7	2019-11-07
Dr2019-PB-12/0005	Adding follow-up actions based on meeting n.8	2019-11-21



## 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 - May 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

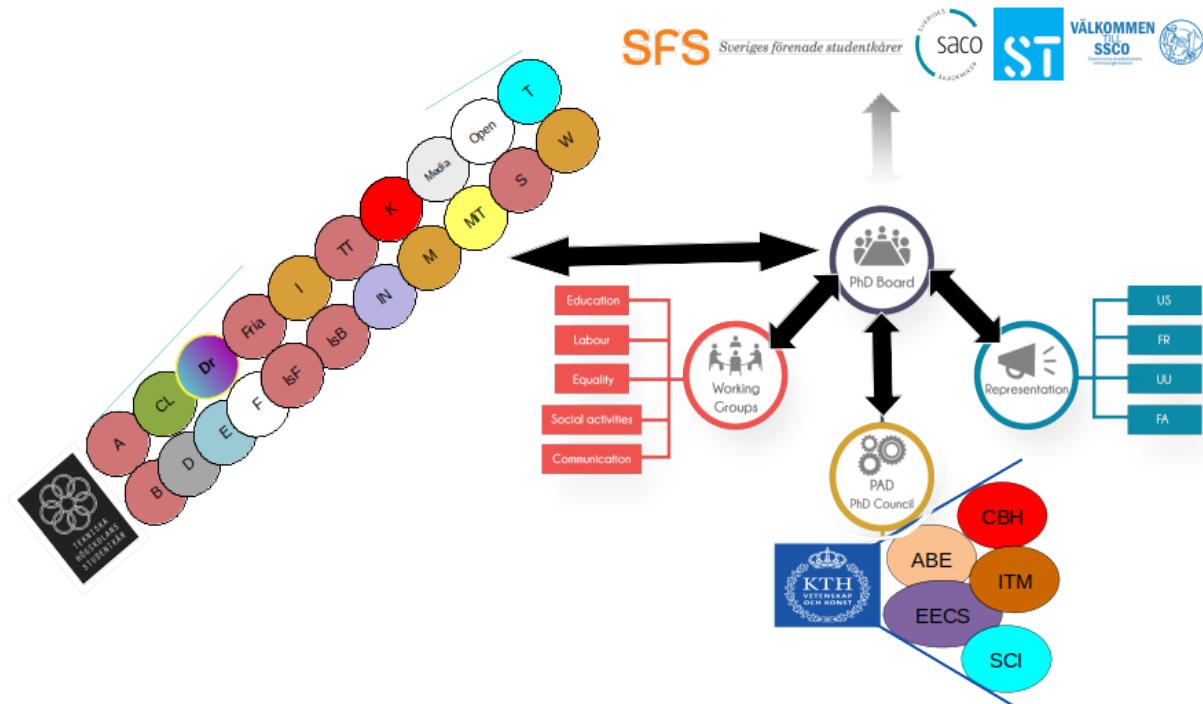
To do:

- 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
- Request for new policy draft for time compensation, currently a discussion point in FU (Forskarutbildningsutskottet) which will probably be decided to appoint a working group for this.

#### 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.
- Request for new policy draft for time compensation, currently a discussion point in FU (Forskarutbildningsutskottet) which will probably be decided to appoint a working group for this.

To do:

- 
- 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 and are 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.



- Circulated to doctoral students with a registered study activity in Ladok during fall semester 2019 (around 1400 PhD students).

### To do:

- Analyze/summarize and present the data.

### 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 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 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 'lönerevision' 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	N/A
Rinat Yapparov	N/A
Mohit Daga	<ul style="list-style-type: none"> <li>- Preparation of a proposal for Ice Skating with SSSK is underway.</li> <li>- Working on the new guidelines on research ethics/deviation from good research.</li> <li>- Working with Tage on organization of Stockholm PhD meetup.</li> </ul>
Emma Riese	<ul style="list-style-type: none"> <li>* Worked with our survey (finalizing list to respondents n = 14000 and all info) which is now distributed (current response rate at 26%).</li> <li>* Attend prep-meeting with Arvid for SR as well as the SR-meeting</li> <li>* Together with Tage meet with Stockholms PhDs at Handels to discuss future collaboration and events.</li> <li>* Attended working group meeting regarding alumni survey to PhD students</li> <li>* Attend OR, where the process for handing over where discussed</li> <li>* Drafted Newsletter</li> <li>* Posted Call for the Chapter meeting</li> <li>* Tried to contact people who might like to apply for board positions</li> <li>* Preparation meeting with Kasra about UN</li> <li>* Preparation for the UKÄ-visit</li> <li>* Sorted the backlog with all reimbursements and expenses, now everything for 18/19 and up to this date is handled and paid.</li> </ul>
Alessandro Enrico	<p>I have met with the EECS council on Tuesday. In that occasion we planned the logistics for the upcoming Council elections and I have received some feedback that I can talk about during the upcoming UKÄ interview.</p> <p>I will meet with David and the ABE council next week on Wednesday and discuss how to implement the selection of candidates for the council 2020, and communicate with the Board about the decision (most likely it is going to end up in a list of candidates that the Chapter meeting can then appoint/elect).</p> <p>I will communicate with the representatives at ITM and SCI before the end of this week and hopefully do the same as for ABE council.</p> <p>(I have met Valentina (CBH) and the situation seems under control there)</p>
Kasra	<p>Brief report form UN yesterday:</p> <p><b>§7 (Member of the grading committee online)</b></p> <p>There'll be some pilot testing</p> <p>-only with PhD students who really want to</p>





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	<ul style="list-style-type: none"><li>-only one member of the committee will be on videolink at a time</li><li>-KTH will make sure the technology works and there will be reserves if it doesnt.</li></ul> <p><b>§10 (ASPs)</b></p> <ul style="list-style-type: none"><li>-There is a template and it is good, the problem is that it isn't always followed</li><li>-The attached examples haven't been translated because they are not established yet. Once they are, they will be available in english. From what I understood, there are good ASPs and they are available in english.</li><li>-There will be a working group which will investigate ASPs in general, one of the PhD students should be a member.</li></ul>
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