



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

Time: 17:00-18:00, December 5th 2019

§1. Opening formalities [17:00-17:10]

- a. Meeting opening at 17:05

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. Attendee

Emma Riese

Alessandro Enrico

Rinat Yapparov

Mobit Daga

Tage Mohammadat

- c. Choice of meeting chairperson.

Emma Riese was elected.

- d. Choice of meeting secretary.

Mobit Daga was elected.

- e. Choice of meeting minutes checker.

Rinat Yapparov was elected.

- f. Approval of meeting agenda

Approved.

- g. Latest protocol checking and signing.

Approved.

§2. Reports & updates [17:10-17:20]

- a. Board reports

i. Emma reported about the new working group about Representation Errands

ii. Alessandro reported about UKÄ Meeting and the upcoming meeting at EECS regarding discussion credit requirements.



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

§3. Discussion points [17:20-17:45]

- a. Working directives (delegation order & appointment process). (Tage)
THS has changed the delegation order vide <file the order number> . Hence, this issue is settled.
- b. Event together “with Stockholm PhDs”
Tage appraised the board about the upcoming event with different universities in Stockholm. This will be an event regarding philosophy and ethics followed by a mingling event. At the moment we are at a stage of finalizing speakers and the venue.
- c. Testaments
All the board members whose mandated period is ending were requested to write a testament document. This will help the newly recruited members in the day to day functions at the KTH.
- d. Chapter meeting
The errands regarding the upcoming chapter meeting on the 9th were discussed and appropriate responsibilities were assigned.

§4. Decision points [17:45-17:45]

- a. Supervisor of the year award.
 - i. *Mobit briefed the board about supervisor of the year award and the discussion he was tasked to have with universities who already have such an award.*
 - ii. *Emma apprised the board about her discussion with Chef of THS who was positive about this initiative.*
 - iii. *Approved to be inaugurated in 2020 in connection with the chapter anniversary.*
- b. Guide on representation (working routines). (Tage)
Approved with recommendation of reallocation the last section in different document.



§5. Development of Current Events/Initiatives [17:45-18:00]

- a. Birthday Party - Chapter is turning 40
- b. Survey to all PhD students (Emma)
Emma briefed about the progress regarding the survey. We have had more than 500 (<40%) participations until now. The deadline for the survey is 15th December.
- c. PhD student welcoming (Rinat)
- d. Routine/guidelines to appoint PADs and role descriptions for local representatives and plan for workshop (Emma and Alessandro)
 - i. We must have such a workshop in spring
- e. Activity report from the plan of operation (see attachment)
 - i. N/A
- f. ICE Skating Event (Mohit)
Around 25 participants have registered for the event. SSSK will arrange instructors and ICE Skates for us. We also plan to organize sub's sandwiches for the event.

§6. Meeting closure [18:00]

- a. Meeting closed 17.55

Protocol,
Meeting chairperson: Emma Riese
Signature: _____

Secretary of the meeting: Mohit Daga
Signature: _____

Minutes checked by: Rinat Yapparov
Signature: _____



Attachments



Attachment: Board Reports

Written reports before the meeting

Rinat Yapparov	N/A
Mohit Daga	<ul style="list-style-type: none"> - The registrations for ICE Skating are set up. We have more than 20 participants already registered. - I represented KTH in a future faculty meeting vide diary number vl-2019-0080 - I and Tage have completed an errand of STHMLPhD
Tage Mohammadat	- FR: communicated with the dean of faculty about having a special seat for a PhD student in school assemblies.
Emma Riese	<ul style="list-style-type: none"> * Meeting with Elisabet and Tage to discuss the delegation order, which is now updated. * Prep and organization regarding UKÄ's visit * Newsletter -winter edition * Agenda for the Chapter meeting * Prep meeting for US with THS and Rektor * US meeting * Working group meeting about survey for alumni * FU - working group for time-compensation for PhD students on school level and we will also review the decision for central level. * Talked to Elisabet about the email decision as well as our tentative plans for a supervisor of the year award. * Handled a scholarship question regarding Gösta Lundeqvists stiftelse * Helped Mohit a bit with the planing of the Ice-skateing event
Alessandro Enrico	<ul style="list-style-type: none"> * UKÄ's visit <p>I have also met with with EECS admins (finance, HR, and doctoral student administration) to discuss about how to administering doctoral students' commission-of-trust. It seems that it would be good if this action point is taken by the students:</p> <p>"In December each year, the PhD Student Council (and/or the PhD Chapter Board) will send out the internal decision for Time Compensation (see attached email) to at least the following recipients in EECS professional support: hr-support@eecs.kth.se, ekonomi@eecs.kth.se and doctoral-education-support@eecs.kth.se."</p>



	<p>I guess this approach could also be extended to the other Schools, as the requirements for HR and finance are probably very similar (if not the same). We also started the discussion about how to administer time-compensation fro scholarship and industrial PhD students.</p> <p>I have attended the last ABE council meeting on Wednesday 27th, where we discussed the transition to 2020 in terms of student representative and council.</p> <p>On Thursday 28th I had a meeting with Isabelle Matthiesen (Female PhD student Network), Charlotte Holgersson, Alice Marshall to discuss about "a workshop with EECS doctoral students regarding workshop on inclusion" (spring 2020). I suggested that Emma/someone from the PhD Chapter could be involved in the planning of it and we could use the information from our survey.</p> <p>Together with the student representatives from the E2DOC (committee for EE doctoral program), I will meet the FA and all the PA from EECS, present the results of the survey Survey regarding min credit requirement, and discuss about what to do with this information.</p> <p>I am also in contact with Erik Berglund (social event responsible in the EECS council) to organize/advertize the upcoming elections.</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.

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 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, Winter 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 - 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
- Sportevent (Ice skating Dec)

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, nov

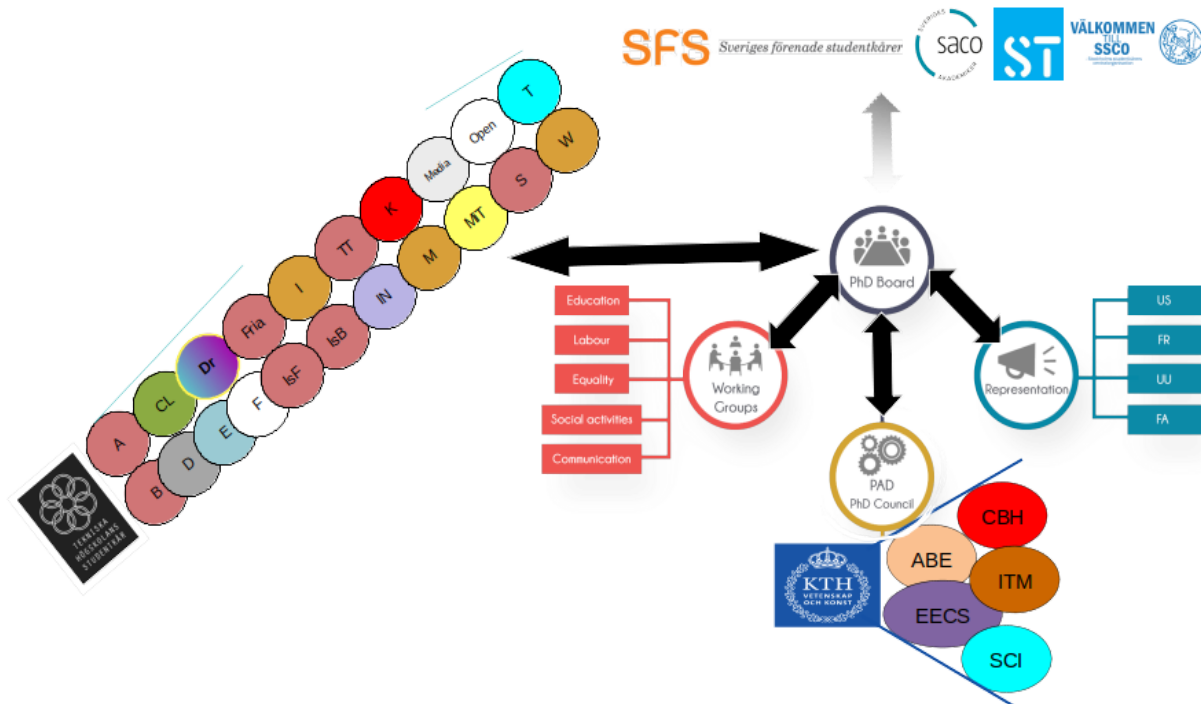
To do:

- Monthly pubs on dec-

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 in December.

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 role 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.



- 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:

- -