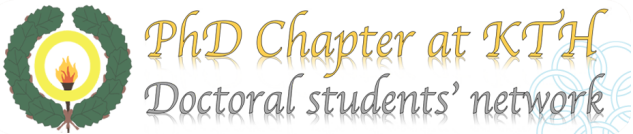


Time compensation for Doctoral Representatives/ KTH central level HT 2019 and VT 2020

<p>To: KTH doctoral administrations at KTH schools; KTH doctoral education quality responsables; KTH head of schools;</p>	 <p>Doktorandsektionen vid Tekniska Högskolans Studentkår</p>
<p>Attention to: THS/Dr chapter board; THS/Dr auditors;</p>	<p>Copy to: THS head of educational affairs; THS board;</p>
<p>Date of Issuance/revision: 2019-09-12/20191219 Effective Date: 2020-01-01</p>	<p>PM Type: Decision Responsible: PhD chapter board, e-mail: board@dr.kth.se</p>
<p>Period: 2019-07-01 to 2020-06-30</p>	<p>Diary number: Dr2019-CP-02/0005</p>

Decisions

To₁ endorse the following time compensation budget for July 2019 - December 2019

	Namn	Skolan	Arb. dd. ¹	%(/866 tim ²)
1	Kasra Khatami Mashhadi	CBH	22	20
2	Rinat Yapparov	SCI	20	18
3	Emma Riese ³	EECS	65	60
4	Alessandro Enrico	EECS	27	25
5	Tage Mohammadat ⁴	EECS	49	45
6	Mohit Daga ⁵	EECS	17	16

¹ Approximated numbers for corresponding workload in percentages. In case of conflicts, the percentages apply.

² 1732 hours/year or 866 hours/semester corresponds to contractual working hours for employees aged 30-39 according to "Arbetstid och arbetstidsberoende ersättningar för lärare"

³ More time than the prognosis due to increased workload which includes being part of a working group about KTH's PhD student survey, making and distribution of the PhD Chapter's survey, UKÅs visit as well as administration, communication and treasurer tasks.

⁴ More time than the prognosis due to increased workload with managing the future faculty group, as well as administration and communication tasks including updating and finalizing our PMs.

⁵ Mohit Daga was elected to working group manager on the chapter meeting 2019-10-18.

7	Ksenia Loskutova ⁶	CBH	11	10
Total		Tt (Dd)	211/217	194/200%

To₂ endorse the following time compensation for following representatives for January 2020 - June 2020

	Namn	Skolan	Arb. dd.⁷	%(/866 tim⁸)
1	Kasra Khatami Mashhadi	CBH	22	20
2	Mohit Daga	EECS	37	34
3	Emma Riese	EECS	53	49
4	Alessandro Enrico	EECS	19	18
5	Tharagan Kumar	CBH	16	15
6	Karl Johan Westrin	CBH	13	12
7	Lorenzo Marchetti	ITM	27	25
Total		Tt (Dd)	187/217	173/200%

Background

With reference to the rector's decision Dnr. V-2016-0451 detailing time compensation policy for PhD students at KTH and as per decisions in 20191209 PhD chapter (Doktorandsektion, Dr) meeting no. 2 and PhD chapter board decisions during fall 2019 on appointment of representatives for 2019/2020, time compensation is proposed as aforementioned. Details in attachments 2 and 3.

On behalf of Tekniska högskolans studentkår (THS),

 Emma Riese,
 Chairperson (Dr/THS)

 Tage Mohammadat,
 Vice Chairperson (Dr/THS)

 Elisabet Lövkvist,
 Chairperson (THS)

 Tobias Edwards,
 Vice Chairperson (THS)

⁶ Ksenia has been a member of KF (Kårfullmäktige) and an auditor for the board.

⁷ Approximated numbers for corresponding workload in percentages. In case of conflicts, the percentages apply.

⁸ 1732 hours/year or 866 hours/semester corresponds to contractual working hours for employees aged 30-39 according to "Arbetstid och arbetstidsberoende ersättningar för lärare"

Attachments

Attachment 1

Guide on time compensation for PhD students at KTH

BACKGROUND

Time compensation for commission-of-trust positions for PhD students officially appointed by KTH student union at the central and national level is subject to rector's decision Dnr. V-2016-0451 in effect since the 1st of July 2017. As per PhD chapter board protocol on September 19, 2017, a work-group, had been created to investigate and propose how time-compensation can be managed with the aim to provide guidelines for the board members. On the 28th of February 2018, the board decided to adopt a procedure on how to work with time compensation. This document details this procedure in effect.

GUIDING PRINCIPLES

- 1- Transparency: representational work to be compensated needs to be communicated. This in practice means that individual work (to be done, or already done) needs to be communicated with the board and be verifiable by means of supporting documents such as meeting minutes.
- 2- Sustainable representation: representational work to be compensated shall take into account preparation work, documentation and handover. This in practice means reading up on relevant policy documents, reporting highlight work to relevant representatives in the different levels, updating relevant testaments and participating in handover.
- 3- Representational effectiveness: a base time shall be allocated for educational purposes about the post and should be allocated for trying out ideas and explore possibilities without being accounted. This in practice means the allocation of time equivalent to approximately 3 ECTS per academic year as a fixed rate (~5% in percentage).
- 4- Inclusiveness: representational work to be done or already done needs to consider members who serve national wide representation in connection with representational duties at KTH, this includes the union of students union (SFS), Eurodoc, European Student Union (ESU)⁹.
- 5- Experience-based time factor for prognosis: this implies that for budgeting purposes, time prognosis shall be made based on input of past members. This is to reduce bias when budgeting.

Based on the above, the following is proposed:

- i. Members of intensive working bodies with more strategic duties tied to them, e.g. chapter board at KTH central or other representatives at national and european level should be allocated 5 days per their involvement for one term. This also includes chairpersons of school councils. Regardless of the member's extent of involvement, this fixed rate of unaccounted time can be granted.
- ii. Representation work should be compensated as incurred.
- iii. To assist scheduling and planning for engaged members, an initial estimated workload duties can be obtained as follows:

Estimated workload duties (/term, %) = 5% + $\frac{\text{Sum}(\text{workload multipliers} \times \text{meetings in hours})}{8.5}$ ¹⁰ The numbers to be actually claimed by each member shall be compensated as incurred, i.e. could be different from the estimated numbers. Additionally, national representations and european-level representations are included.

⁹ Participation within workers unions, e.g. professional unions (SACO) and civil servant trade union (FCO/ST) are usually compensated using different guidelines.

¹⁰ According to KTH local agreement on working hours for teachers, "Lokalt avtal om arbetstid för lärare", PhD students have an average of 850*-878 hours/term or 106 days/term for simplicity.

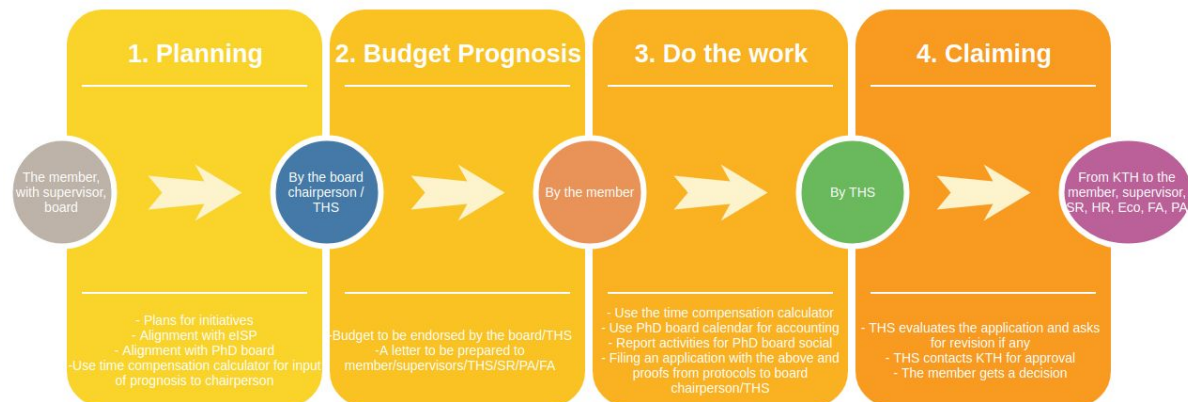
The workload multipliers can be described as follows:

Meeting Type**	workload multiplier (xNumber of hours)
US	3-5*
FR	2.5-4*
BN/RN	2.5
AU	2
UU/FA	2-4*
RU/Språk/Stipen/Sustainability	2-4*
Board/Chapter meetings	2-3*
Other representations	2-5*

*: depending on whether the participant made some extra efforts such as raising issues that require extra time.

** : see the overview of vacancies for the meeting type.

PROCESS



1.a. Planning: starting with the board member planning whereby the member, within the capacity of her/his involvement would self-describe what activities he/she would like to take part. At this stage, the member can make use of time compensation calculator spreadsheet in the 'summary tab' ([Time compensation log,calculator -Individuals,Doktorandsektionen.xlsx](#)). The stage ends by submitting application for 'Prognosis of workload within commission of trust to the chapter board chairperson or to THS educational affairs representative in case the member is the board chairperson or whomever is delegated with this task.

1.b. Budget prognosis: the board chairperson/THS, or whomever is delegated with this task, takes responsibility of endorsing the application and sending a letter to the member's respective supervisor SR/FA/PA and CC: member/THS. Application template concerning [Prognosis of workload within commission of trust -Individuals.dotx](#). At this point, if not done yet, the board member can already report the prognosis in the eISP, under section 3.4. "Past and planned leaves/appointments eligible for extensions", with reason being "commission of trust".

1.c. Doing the work: here the member is responsible to use PhD chapter board group to register for activities in its calendar and sub-pages. Reporting is part of compensated time and would enable quality improvement, transparency and accountability. During this period, the activities can be recorded in the time compensation calculator in the corresponding tabs. This stage ends by filing

application for time compensation to the chapter board chairperson/THS for approval. The document Application for time compensation is attached: [Application for time compensation -Individuals.dotx](#).

1.d. Claiming: This is done by THS where it takes responsibility of approving the claims and making sure it is within the total possible claimable budget. Then, the member would file the application to KTH HR where successful compensation claims will result in issuance of letters to the member and respective supervisors, SR, FA,PA, economy, HR, THS. At this point, once applicable, the board member can commit the actual "commission of trust" in the eISP, under section 3.4. "Past and planned leaves/appointments eligible for extensions". The member takes responsibility for applying for extension at the respective department citing, KTH policies and agreed time. The local HR can always get in contact with central HR for any further information/details necessary.

2. For budgeting, time compensation factor used for prognosis are to be used from experience of previous representatives within THS. This is to avoid making the factors purely subjective, speculative and biased.

3. Actual time to be compensated for activities, beyond the fixed proportion, is to be based on 'as incurred'. Proofs by means such as certificates and minutes would be needed. As long as it is not 20% beyond the experience of previous representatives it might not be subject for revision.

Other documents (mainly can be used by THS, PhD chapter chairperson, or whomever is delegated with this task):

[Application for time compensation -Doktorandsektionen.docx](#)

[Budget prognosis -Doktorandsektionen.docx](#)

ANNEX I: KTH POLICIES

[Dnr 930-2005-0345 Time compensation policy for school-level representation](#)

[Dnr V-2016-0451 Time compensation policy for central and national level representation](#)

ANNEX II: TEMPLATES

1. Time compensation log,calculator -Individuals,Doktorandsektionen: A Microsoft Excel file that may be used, by all members, for I. prognosis: produce prognosis in days for workload, tab 1: "Prognosis-Summary"

II. claiming hours: the tabs other than "Prognosis-Summary" acts as a log. "Prognosis-Summary" acts as a summary. As per experience (see acknowledgements), the following multipliers, i.e. 'workload multipliers', apply as rule of thumb for time to be compensated:

Meeting Type**	workload multiplier (xNumber of hours)
US	3-5*
FR	2.5-4*
BN/RN	2.5
AU	2
UU/FA	2-4*
RU/Språk/Stipen/Sustainability	2-4*
Board/Chapter meetings	2-3*
Other national level representations	2-5*

*: depending on whether the participant made some extra efforts such as raising issues that require extra time.

**: see the overview of vacancies for the meeting type.

These multipliers are embedded in the excel sheet provided for activity log.

2. Prognosis of workload within commission of trust -Individuals: A Microsoft Word Template file used, by all members, to write/produce a PDF file for claiming hours.

3. Application for time compensation -Individuals: A Microsoft Word Template file used to write/produce a PDF file for claiming hours. It is expected that this document is appended with other supporting materials such as meeting protocols to substantiate the application.

4. Budget prognosis -Doktorandsektionen: A Microsoft word document used by the chapter presidium/THS central, or whomever is delegated with this task , to document the aggregate of all members prognosis workload. This is expected to be used to tell KTH in advance how much time is expected to be incurred.

5. Application for time compensation -Doktorandsektionen: A Microsoft word document used by the chapter presidium/THS central, or whomever is delegated with this task, to document the aggregate of all members approved incurred workload. This is expected to be used to tell KTH at the end of each semester to tell how much time has been incurred. This is to be substantiated by the individual applications.

Reference webpage: <https://www.kth.se/social/group/ths-phd-chapter-boar/page/3-example/>

ANNEX III: EXAMPLES

Chapter:

Overall application (HT17): Application for time compensation -Doktorandsektionen

	Namn	Skolan	Arb. dd./year	%
1	Abdullah Khan	ABE	-	
2	Andrea de Giorgio	ITM	32	18
3	Antonio Adaldo	EECS	-	
4	Bahram Saadatfar	ITM	6	3
5	Cong Wang	ABE	7	4
6	Elena Malakhatka	ITM	7	4
7	Fareed Khan	ITM	6	3
8	Milan Jocevski	ITM	8	5
9	Muhammad Afzal	ITM	13	8
10	Tage Mohammadat	EECS	25	14

Example for individual time log:

Item	Hours
Fixed rate	5x8
Board meetings	3x5
Chapter meetings	-
FR meetings	2x6x2.5
Seminars/events	11
Workgroup (school reorganisation+time compensation)	15+17
Promotion meetings	15x3x1.5
Total (days, hours/8)	25

FR:

See issues driven: <https://www.kth.se/social/group/th-s-phd-chapter-boar/page/current-issues/> and minutes:

FR 2017-11-08 protokoll webb.pdf

FR 2017-12-20 protokoll webb.pdf

BN:

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

VL-2017-12-14 protokoll och sakkunnigutlåtanden 171214.pdf
 VL-2017-0111 protokoll och sakkunnigutlåtanden 171204.pdf
 VL-2017-0074 protokoll och sakkunnigutlåtanden 171201.pdf
 VL-2017-0076 protokoll och sakkunnigutlåtanden 171120.pdf
 VL-2017-0037 protokoll och sakkunnigutlåtanden 171109.pdf
 VL-2017-0078 protokoll nr 24 och sakkunnigutlåtanden.pdf
 VL-2016-0136 protokoll och sakkunnigutlåtanden.pdf
 VL-2017-0038 protokoll nr 23 och sakkunnigutlåtanden.pdf
 VL-2016-0145 protokoll nr 22 och sakkunnigutlåtanden.pdf
 VL-2017-0043 protokoll nr 21 och sakkunnigutlåtanden.pdf
 VL-2017-0044 protokoll nr 16 och sakkunnigutlåtanden.pdf
 VL-2017-0042 protokoll nr 18 och sakkunnigutlåtanden.pdf
 VL-2016-0138 protokoll nr 17 och sakkunnigutlåtanden.pdf
 VL-2017-0042 protokoll nr 15 och sakkunnigutlåtanden.pdf

Seminar:

How to succeed as researcher: see

page: <https://www.kth.se/social/group/th-s-phd-chapter-boar/page/how-to-succeed-as-a-researcher/>

Workgroups:

1. Time compensation: <https://www.kth.se/social/group/th-s-phd-chapter-boar/page/time-compensatio/>
2. School reorganisation: <https://www.kth.se/social/group/th-s-phd-chapter-boar/page/workgroups/>

eISP example:

3.4 Past and planned leaves/appointments eligible for extensions

Year	Semester	% / Day(s)	Reason	Description
2016	Autumn	5 Day(s)	Commission of trust	Board member at THS PhD student chapter
2016	Spring	5 Day(s)	Commission of trust	Board member at THS PhD student chapter
2017	Spring	5 Day(s)	Commission of trust	Board member at THS PhD student chapter
2017	Autumn	24 Day(s)	Commission of trust	Board member at THS PhD student chapter
2018	Spring	24 Day(s)	Commission of trust	Board member at THS PhD student chapter

SUGGESTION**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

To suggest the PhD chapter board to adopt the following time compensation budget for Jul 2019 - December 2019

	Namn	Skolan	Arb. dd.¹¹	%(/866 tim¹²)
1	Kasra Khatami Mashhadi	CBH	22	20
2	Rinat Yapparov	SCI	20	18
3	Emma Riese ¹³	EECS	65	60
4	Alessandro Enrico	EECS	27	25
5	Tage Mohammadat ¹⁴	EECS	49	45
6	Mohit Daga ¹⁵	EECS	17	16
	Total	Tt (Dd)	200/217	184/200%

¹¹ Approximated numbers for corresponding workload in percentages. In case of conflicts, the percentages apply.

¹² 1732 hours/year or 866 hours/semester corresponds to contractual working hours for employees aged 30-39 according to "Arbetsstid och arbetstidsberoende ersättningar för lärare"

¹³ Spent more time than the prognosis due to more involvement in a working group (regarding survey to PhD student alumni), UKÄs visit, the distribution of the PhD chapters's survey and presidium work.

¹⁴ Spent more time than the prognosis due to increased workload in managing the future faculty group, administrative tasks and presidium work.

¹⁵ Mohit Daga was elected to working group manager on the chapter meeting 2019-10-18.

Attachment 3

Time compensation prognosis for January 2020 - June 2020

BACKGROUND

As per election results of 20190613 PhD chapter meeting no.4, 20191018 PhD chapter meeting no.1 and 20191209 PhD Chapter meeting no.2. 20191209 PhD chapter board decisions on appointment of representatives and allocation of tasks and using the time compensation guide adopted by the PhD chapter board, the following time compensation prognosis is derived¹⁶.

Emma Riese/EECS		
Item	Hours	%
Fixed rate	-	5%
Board meetings	5x10x1	
Chapter meetings	5x2x4	
US meetings	5x5x4	
SR/FA meetings	5x5x4	
Miscellaneous strategic errands	24	
Dr x THSC meetings	2x4x4	
Dr x STHLM meetings	2x4x4	
Total		49%

Mohit Daga/EECS		
Item	Hours	%
Fixed rate	-	5%
Board meetings	4x10x1	
Chapter meetings	4x2x4	
FR meetings	4x5x4	
FF coordination meetings	0.5x20	
Miscellaneous executive errands	24	
Dr x THSC meetings	2x4x4	
Dr x STHLM meetings	2x2x4	
Total		34%

¹⁶ For more details on meetings multipliers and fixed rate, consult [Attachment 1](#)

Alessandro Enrico/EECS		
Item	Hours	%
Fixed rate	-	5%
Board meetings	2x10x1	
Chapter meetings	4x1x5	
EECS council/board meetings	4x5x1	
FF meetings	2x3x4	
Miscellaneous KTH Councils errands	24	
Dr x THSC meetings	-	
Dr x STHLM meetings	-	
Total		18%

Tharagan Kumar/CBH		
Item	Hours	%
Fixed rate	-	5%
Board meetings	2x10x1	
Chapter meetings	4x2x2	
FF meetings	2x3x4	
Miscellaneous Budget and financial errands	24	
Dr x THSC meetings	-	
Dr x STHLM meetings	-	
Total		15%

Karl Johan Westrin/EECS		
Item	Hours	%
Fixed rate	-	5%
Board meetings	2x10x1	

Chapter meetings	4x2x2	
Miscellaneous IT and webmaster errands	24	
Dr x THSC meetings	-	
Dr x STHLM meetings	-	
Total		12%

Kasra Khatami Mashhadi/CBH		
Item	Hours	%
Fixed rate	-	5%
Board meetings	2x10x1	
Chapter meetings	4x1x5	
UN meetings	4x4x2	
Sustainability questions	3x2x2	
FF meetings	2x3x4	
Miscellaneous Educational errands	24	
Dr x THSC meetings	-	
Dr x STHLM meetings	-	
Total		20%

Lorenzo Marchetti/ITM		
Item	Hours	%
Fixed rate	-	5%
Board meetings	2x10x1	
Chapter meetings	4x1x5	
ITM council/board meetings	5x5x3	
ITM doctoral program council meetings	3x2x2	
FF meetings	2x3x4	
Miscellaneous communication errands	24	
Dr x THSC meetings	-	

Dr x STHLM meetings	-	
Total		25%

SUGGESTION

To suggest the PhD chapter board to adopt the following time compensation budget prognosis for Jan 2020 Jun 2020

	Namn	Skolan	Arb. dd. ¹⁷	%/(866 tim ¹⁸)
1	Kasra Khatami Mashhadi	CBH	22	20
2	Mohit Daga	EECS	37	34
3	Emma Riese	EECS	53	49
4	Alessandro Enrico	EECS	19	18
5	Tharagan Kumar	CBH	16	15
6	Karl Johan Westrin	CBH	13	12
7	Lorenzo Marchetti	ITM	27	25
	Total	Tt (Dd)	187/217	173/200%

¹⁷ Approximated numbers for corresponding workload in percentages. In case of conflicts, the percentages apply.

¹⁸ 1732 hours/year or 866 hours/semester corresponds to contractual working hours for employees aged 30-39 according to "Arbets- och arbetstidsberoende ersättningar för lärare"