



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

Time: 17:05-18:05, January 16th 2020

### §1. Opening formalities [17:05-17:10]

- a. Meeting opening at 17:10  
*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 17:10.*
- b. Invited: chapter board, head of educational affairs and chapter auditors.  
*Attendees: Emma Reise  
Alessandro Enrico  
Mobit Daga  
Lorenzo Marchetti  
Karl Johan Westrin*
- c. Choice of meeting chairperson.  
*Emma*
- d. Choice of meeting secretary.  
*Lorenzo*
- e. Choice of meeting minutes checker.  
*Alessandro*
- f. Approval of meeting agenda  
*Approved*
- g. Latest protocol checking and signing.  
*Checked and signed.*

### §2. Reports & updates [17:10-17:25]

- a. Board reports (see: [PM on doctoral representation 2020](#))  
*ITM board report received which includes new members and communication about members ending the tenure.  
EECS school council has met and sent the list of new representatives.  
ABE, SCI and CBH councils still has to meet.*
- b. THS central (KL/KS) and KF  
*Heads from THS central have been invited to the future board meetings (Filip Axelsson and Oscar Stenström).*



*Discussion about the abolishing of KTH email. Consultation is still going on regarding this errand.*

*Emma will meet Ingrid, PhD student advisor in the upcoming week. She will propose to Ingrid to come and meet the new chapter board.*

- c. Short introduction of the new board members who start 1st January  
*Introduction of the board members to Lorenzo as it is his first board meeting.*

### **§3. Discussion points [17:25-17:35]**

- a. Hand over and testaments  
*Testaments for IT (ask Rinat and Tage).*  
*There is no testament for communication manager, but Lorenzo will be handed over the access to social media accounts (e.g. fb, instagram).*
- b. Introduction day for the board -decide on possible dates  
*Tentative meeting dates proposed:*  
*12th february, 15:30 to 20:00*  
*13th february, 15:30 to 20:00*  
*The board meeting can be moved accordingly to meet during this time.*
- c. Language policy - feedback due 16/1 (day of meeting)  
*Done. At the time when we have a review of the feedback, the board shall have a second chance to modify it.*
- d. Ideas for future social events  
*There is some request for sport events. (Ideas are innerbandy, run during summer, etc). We will have to think about some ideas. Last year we successfully organized the ice skating event.*

### **§4. Decision points [17:35-17:40]**

- a. Time-compensation for [HT2019 all levels of representation](#)  
*Tabled.*
- b. Prognosis for time-compensation [VT2020 all levels of representation](#)  
*Tabled.*



**§5. Development of Current Events/Initiatives [17:40-18:05]**

- a. Birthday Party - Chapter is turning 40  
*In the absence of an event manager, the board is open to giving opportunity to volunteers if we can find for this event. Mobit proposed to invite volunteers from different schools councils and form an organizing committee for this Birthday Party. The proposal was accepted.*
  - b. Event together “with Stockholm PhDs”  
*The suggestion is to have an event regarding “ethics”, which is preliminary planned to be happening during the late spring. Presidium of PhD Chapter is meeting the different PhD Chapters from Universities in and around Stockholm in the first week of February.*
  - c. Supervisor of the year award  
*Details of the award is put for deliberations in an internal shared folder for the board. Further, discussions could be done in next meeting*
  - d. Survey to all PhD students (Emma)  
*The survey was distributed and closed in december. We shall look at the results in the spring and based on the results plan eventual actions.*
  - e. PhD student welcoming  
*Proposed to include group picture.*
  - f. Routine/guidelines to appoint PADs and role descriptions for local representatives and plan for workshop (Emma and Alessandro)  
*A tentative plan would be to have it in March. Emma will also discuss this with Ingrid during next week.*
- See: [§2 Bylaws](#), [§1-3,§8](#), [§13-§14 of working directives](#), [guide on representation](#)
- g. Activity report from the plan of operation (see attachment)  
*Since the board has gotten new members, and updated and follow-up session of the operational plan should be done together during the introductory day in February.*

**additional**



*Alessandro proposed 90-120 minutes workshop to be included in the introduction day do deal with long standing items (e.g. section 5).*

**§6. Meeting closure [18:34]**

Protocol,

Meeting chairperson: Emma Riese

Signature: \_\_\_\_\_

Secretary of the meeting: Lorenzo Marchetti

Signature: \_\_\_\_\_

Minutes checked by: Alessandro Enrico

Signature: \_\_\_\_\_



# Attachments

# Attachment: Board Reports

## Written reports before the meeting

Alessandro Enrico	I have contacted the different School Councils through their Chairpersons to start their activity in 2020. The EECS council will meet on Wednesday 15th, while the others will meet later in January.
Kasra Khatami	I have nothing to report for the upcoming board meeting.
Lorenzo Marchetti	I might ask 5-10 min to update you ITM board: -Held a first meeting with the ITM PhD student council board (Alessandro kindly joined). -Updated together the member list and time compensations for 2020. Roughly estimated the time compensations for 2019. Communication manager: gathering ideas and where is priority to do something, but i would like to have suggestions from the board.
Emma Riese	I have worked with assisting in finalizing the time-compensation for Fall 2019 and prognosis for spring 2020. We have now also got the time-compensation for central representation for Fall 2019 and prognosis for spring 2020 approved by THS president and vice president (was approved by the board during our last board meeting in December). I have attended a pre-meeting with Arvid for SR (Strategiska rådet) as well as the SR meeting, where I also informed that we will put soon distribute the time-compensation document (and briefly mentioned that we still lack a decision regarding time-compensation on the school level). I have continued to have a dialogue with Elisabet about the decision on e-mails, and she has talked to the KTH Library about ORCID and the information concerning it. I have read and given feedback on the language policy (together with Tage and Mohit) and forwarded it to the language committee. Given the email we received regarding third cycle courses, I have looked into the matter about administration and organization of third cycle courses and found that it was discussed 2018-11-08 in UU (utbildningsutskottet), and that it prior to that had been a working group appointed to look into the issue. However, I was not able to find any follow up on the matter since. I have raised that we (THS) would like to have that and it is on the agenda for next FUU (Forskarutbildningsutskott) meeting in the beginning of february. I have also been in contact with Ingrid (PhD student advisor) and will meet with her next week.
Mohit Daga	I have added different members to the mailing list of different. I have got handover of different executives tasks. I have assisted in finalizing the time-compensation for Fall 2019 and prognosis for spring 2020. I have worked on the Language Policy. Apart from this, handled other executive

# Board Meeting no 11 – January 16th 2020

## Agenda



PhD Chapter at KTH

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	tasks regarding the day-to-day functioning of the board and as in my capacity as a PhD Representative in the Faculty Concily.
Karl Johan Westrin	N/A



# 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 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
- Sportevent (Ice skating Dec)

#### 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

### **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

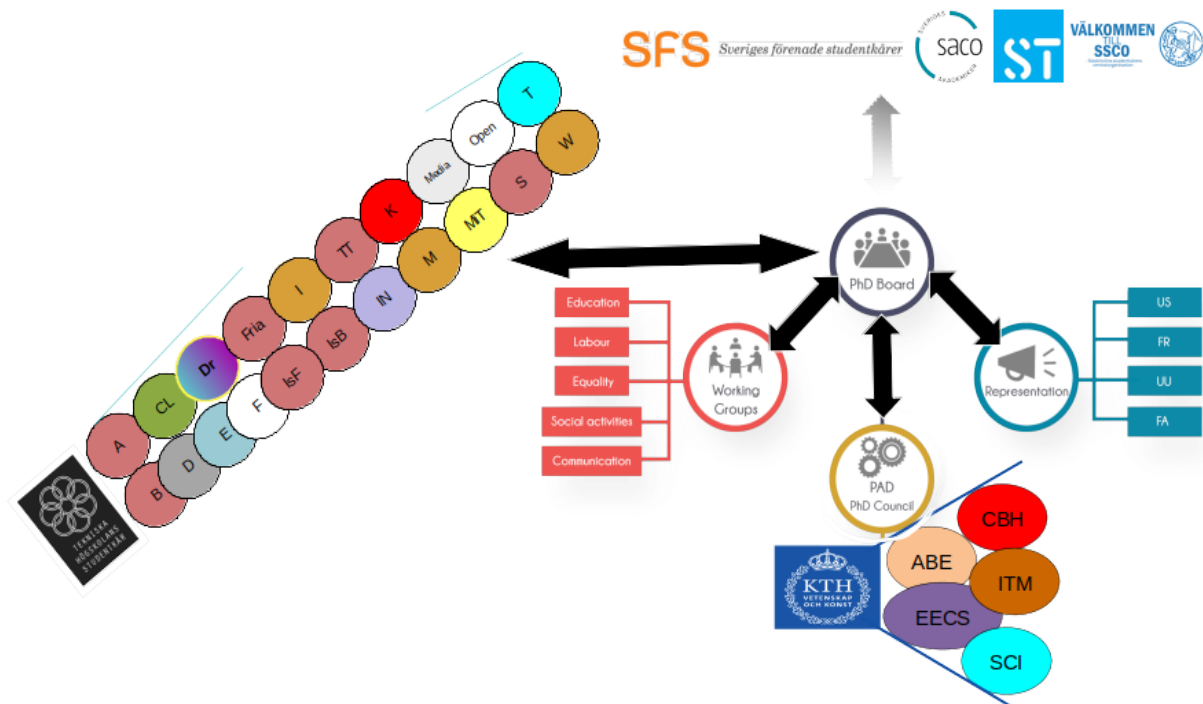
To do:

- 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.
- Updated of PM on guide on representation

#### To do:

- School Council: Educational bootcamp (with help of PhD adviser)
- Update of 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
- Slack-channels between the PhD Chapter board and all school councils has been established.

### 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 PhD chapter stance.

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:

- -

Board Meeting no 11 – January 16th 2020

Agenda



PhD Chapter at KTH

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