



---

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

Time: 17:00-18:00, January 30th 2020

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

- a. Meeting opening at:  
*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 17:17*
- b. Invited: chapter board, head of educational affairs and chapter auditors.  
*Attendees:*  
*Emma Riese,*  
*Mohit Daga,*  
*Karl Johan Westin,*  
*Lorenzo Marchetti.*
- c. Choice of meeting chairperson.  
*Emma Riese*
- d. Choice of meeting secretary.  
*Mohit Daga*
- e. Choice of meeting minutes checker.  
*Lorenzo Marchetti*
- f. Approval of meeting agenda  
*Approved*
- g. Latest protocol checking and signing.  
*Deferred due to the absence of Alessandro Enrico who had been delegated to attend SCI-School PhD Council.*

### §2. Reports & updates [17:10-17:15]

- a. Board reports (see: [PM on doctoral representation 2020](#))  
*- The presidium of the PhD Chapter Board met with the THS Central Management Team. Emma, reported the discussion points with them to the Board.*
- b. THS central (KL/KS) and KF



*N/A*

**§3. Discussion points [17:15-17:35]**

- a. Supervisor of the year award: [see draft rules](#)  
*At the THS Management meeting with the PhD Chapter board, it was suggested by Elisabet (president THS) to hand out the Supervisor of the Year Award in one of the Diploma Ceremonies. These happen in the month of May (27th and 28th) and December.*  
*If we aim for the May deadline then the board feels that award need to be announced early, by the 3rd week of February.*  
*The PhD Chapter Board will communicate with Elisabet and inquire about the deadline of decision if it is to be handed out in the May diploma ceremony.*  
*The board also expressed concerns about jury member nominees from the councils, especially if it will not be found.*
- b. Survey - analyzing the results:  
*The survey data could be very crucial for representation. The PhD Chapter has used a part of the survey data in the representation submitted on the Language Policy.*  
*It was decided that board members will meet on 6th February at 10.00 am to work on the survey results. Karl-Johan and Lorenzo were given access to the survey data.*
- c. Workshop/meeting 12/2 15:00-21:00: [Schedule](#)  
*It is decided to be held on the 12th February. The invited speakers are: Tage, Robin, Ingrid and CFUs from THS Management Team.*
- d. Email policy (Internal, DR and School Level Councils)  
*The board is drafting an Internal Email Policy which will govern the different shared emails and the email lists. As per the new email policy the different school council chairpersons will be given permission to edit the school level email shared folders and email list.*
- e. Guide on representation in Future Faculty (FF) Meeting, Promotion (Prom.) Meetings



---

*The board is in the process of creating a guide of representations that will help PhD Student representatives to take part in the FF and Prom. Meetings. Some documents already exist.*

#### **§4. Decision points [17:35-17:55]**

- a. CBH council board appointments  
*Emma explained the background. It was decided to appoint the CBH council as per the communication from the new Council Chairperson Eva Soledad Marra.*
- b. Time-compensation for [HT2019 all levels of representation](#)  
*Approved*
- c. Prognosis for time-compensation [VT2020 all levels of representation](#)  
*Approved*
- d. Representative in the scholarship council (stipenierådet)  
*It was decided to appoint Mohit Daga as the representative of the Scholarship Council and Karl Johan Westrin as a substitute.  
The email for these errands shall be social @ dr.kth.se*

#### **§5. Development of Current Events/Initiatives [17:55-18:00]**

- a. Activity report from the plan of operation (see attachment)

#### **§6. Meeting closure [18:18]**

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

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

Minutes checked by:  
Signature: \_\_\_\_\_



# Attachments



## Attachment: Board Reports

Written reports before the meeting

Alessandro Enrico	<p>I could not attend the CBH council meeting, but I have been in contact with the CBH council de facto presidium. I will contact them again to get a formal email to recognized their presidium and Council board and complete the prognosis for the spring.</p> <p>I will also attend the first SCI council meeting on Thursday, which is going to be held at the same time as for our Chapter Board meeting. I can leave the SCI meeting if my presence is necessary for taking a decision.</p> <p>I will also attend the first ABE council meeting on February 6th.</p>
Emma Riese	<ul style="list-style-type: none"> <li>* Attended working group meeting about the subject-specific study plans.</li> <li>* Had a meeting together with Mohit with THS management team (Elisabet, Johan, Oscar and Filip) to get to know each other and talk about plans for the semester.</li> <li>* Drafted additional input regarding the language policy based on survey results.</li> <li>* Set up the meeting for Sthlm PhDs (@KTH next week).</li> <li>* Worked with the finalizations of the report of hours for time spent in the commission of trust positions for HT19 and prognosis for VT20, assisted Alessandro some in the reaching out to the councils.</li> <li>* Had lunch with Ingrid to update her on the PhD Chapter's activities and progress.</li> <li>* Put together the schedule for board activity 12/2, booked 1537 for us and invited Ingrid, CFUS and presidium 18/19 who all accepted to come and talk to us then.</li> <li>* Been in contact with the nominating committee.</li> <li>* Reached out to the new TC responsible from the Flight chapter (lokalansvarig) and requested a meeting to discuss bookings of the Chapter hall.</li> <li>* Posted info regarding THS international pub event on our fb-page</li> <li>* Been in contact with Federico regarding pubs for the spring (and Chapter meeting). Plan to meet with the new MoC for the Flight Chapter next week.</li> <li>* Reached out to an artist concerning the making and design of our award.</li> </ul>



	<ul style="list-style-type: none"> <li>* Finally got the Dr-pins from Robin - remind me to bring them!</li> </ul>
mohit	<ul style="list-style-type: none"> <li>* Prepared a draft rules of Best PhD Supervisor Award</li> <li>* Set up the meeting for Sthlm PhDs (@KTH next week).</li> <li>* Had a lunch meeting with the Faculty Council.</li> <li>* Prepared for upcoming faculty council meeting</li> <li>* Set-up a pre-meeting for faculty Council meeting with CFUs from THS and Anders (Dean).</li> <li>* started working on a draft for a vision for KTH Faculty Council</li> <li>* Had a meeting together with Emma with THS management team (Elisabet, Johan, Oscar and Filip) to get to know each other and talk about plans for the semester.</li> <li>* Worked with the finalizations of the report of hours for time spent in the commission of trust positions for HT19 and prognosis for VT20</li> <li>* Prepared a partial draft of Email Policy and Guide for Representation.</li> </ul>
Karl Johan Westrin	N/A (A bit ashamed for this...)

# 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](http://www.dr.kth.se), E-mail: [contact@dr.kth.se](mailto:contact@dr.kth.se)

Postal address: Drottning Kristinas väg 15 – 10044 Stockholm



## Table of Contents

<b>Background</b>	<b>14</b>
<b>Focus Areas during 2019/2020</b>	<b>14</b>
<b>Visibility and social events</b>	<b>14</b>
<b>Creating a stronger community</b>	<b>15</b>
<b>Welcoming new PhD students</b>	<b>15</b>
<b>Birthday Party</b>	<b>15</b>
<b>Collaborations</b>	<b>15</b>
<b>Educational Advocacy</b>	<b>16</b>
<b>Doctoral students influence on every level</b>	<b>16</b>
<b>Sustainable engagement</b>	<b>17</b>
<b>Communication and transparency</b>	<b>17</b>
<b>Synchronisation with school councils and PADs</b>	<b>18</b>
<b>External Collaboration</b>	<b>18</b>
<b>Survey to identify issues</b>	<b>18</b>
<b>PhD students' environment</b>	<b>19</b>





## 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
- Chapter event with christmas theme or/and Pub - November/Dec 2019

To do:

- Stockholm's doctoral event - May 2020?
- 40th anniversary party - March 2020, pub?
- 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

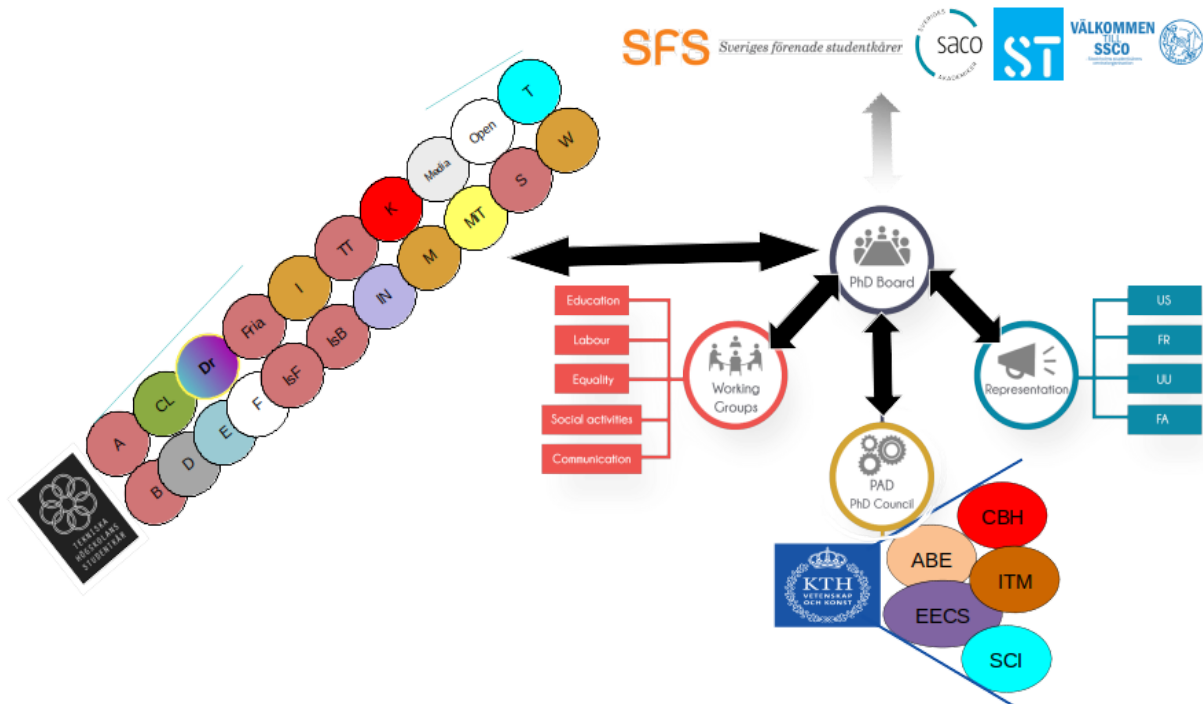
To do:

- Monthly pubs on jan-

## 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). Working group appointed in December, but the work has not started yet.
- Updated of PM on guide on representation

#### To do:

- School Council: Educational bootcamp (with help of PhD adviser)
- Update of working directives
- Contribute to working group regarding time-compensation.

### 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
- 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 12 – January 30th 2020

Minutes



PhD Chapter at KTH

---

• -

---

**Doktorandsektionen vid Tekniska Högskolans Studentkår**

Drottning Kristinas väg 15 – 10044 Stockholm

**[www.dr.kth.se](http://www.dr.kth.se)**