



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

Time: 17:00-18:00, February 27th 2020

### §1. Opening formalities [17:00-17:05]

- a. Meeting opening

*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 17:05*

- b. Invited: chapter board, head of educational affairs and chapter auditors.

*Kasra Khatami Mashbadi*

*Thagrangan Kumar*

*Alessandro Enrico*

*Emma Riese*

*Mobit Daga*

*Karl-Johan Westrin*

- c. Choice of meeting chairperson.

*Emma*

- d. Choice of meeting secretary.

*Mobit*

- e. Choice of meeting minutes checker.

*Karl Johan*

- f. Approval of meeting agenda

*Approved by Acclamation*

- g. Latest protocol checking and signing.

*Signed and posted on the website.*

### §2. Reports & updates [17:05-17:15]

- a. Board reports (see: [PM on doctoral representation 2020](#))

*Uniform email for FN, AN, BN errands was suggested at Anställningsnämnden. The school councils were suggested to start discussion about administrative steps for doctoral time representation*

*Lorenzo joins at 17.15*

*Kasra gave some background to his decision to resign as Education Manager.*

*Kasra Left. 17.22*

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



**§3. Discussion points [17:15-17:45]**

- a. Upcoming chapter meeting 6th of March  
*Discussions about the Chapter meeting were undertaken. Responsibilities about the motion, agenda and other chapter meeting errands were delegated. Karl Johan and Tharagan will buy the snacks for the meetings.*
- b. Time for next board meeting (Emma will be on vacation week 11)  
*Decision on rescheduling the Meeting from 12th March to 19th March was undertaken.*
- c. Budget  
*Discussion on preparation of the budget was undertaken. It was advised to the treasurer to draft a proposed budget and share with the board members.*
- d. Supervisor of the Year Award, rules drafted  
*Discussion was conducted and the board suggested drafting a nomination form for Supervisor Year Award*
- e. Email-policy  
*Tharagan has been delegated to drive the discussion on Email-Policy.*

**§4. Decision points [17:45-17:55]**

- a. Updated operational plan  
*Approved by acclamation.*
- b. Representative in the Ethic committee  
*Tabled.*
- c. Representative in Utbildningsnämnden  
*Tabled.*
- d. Representative in the Sustainable council  
*Tabled.*

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

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

**§6. Meeting closure [18:00]**

*Meeting closed at 18.07*

# Board Meeting no 14 – February 27th 2020

## Minutes



PhD Chapter at KTH

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Protocol,

Meeting chairperson: Emma Riese

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

Secretary of the meeting: Mohit Daga

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

Minutes checked by: Karl Johan Westrin

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

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**Doktorandsektionen vid Tekniska Högskolans Studentkår**

Drottning Kristinas väg 15 – 10044 Stockholm

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



# Attachments



## Attachment: Board Reports

Written reports before the meeting

Emma Riese	<ul style="list-style-type: none"> <li>* Attended pre-meeting for the US-meeting with Emma and Elisabet.</li> <li>* Attended prep-meeting for the US-meeting with Rektor together with Emma</li> <li>* Attended US-meeting. One of the questions on the agenda was concerning scholarship funded PhD Students.</li> <li>* Attended meeting in the working group regarding ASPs</li> <li>* Send feedback on "Riktlinje om utbildning på forskarnivå" to Alice and Margareta at GVS.</li> <li>* Updated the website with some more information about Ingrid and health care. Uploaded weekend tips from KTH Relocation on the website.</li> <li>* Been in contact with KTH Innovation who liked to inform us of possibilities for future collaboration and that we can apply for funds from them.</li> <li>* Been helping Federico with correspondence around WoP-events and STAD-training</li> <li>* Prepared the newsletter with help from Lorenzo and Mohit</li> <li>* Met with Tharagan and started the process on getting him access to our accounts and showed him the process for reimbursements.</li> <li>* Helped Mohit with finalizing the rules for the "Supervisor of the year Award"</li> <li>* Started working on the trophy for the "Supervisor of the year Award".</li> <li>* Helped SCI-council to book the meeting room in the Chapter hall for their board meetings</li> <li>* Worked towards finishing the updates on the operational plan, after our workshop last meeting.</li> <li>* Drafted agenda for the upcoming Chapter meeting</li> <li>* Helped Mohit some with email policy document</li> <li>* Meet with the presidium of the EECS council, together with Mohit and Alessandro. We plan to have lunch meetings with all the councils ASAP.</li> <li>* Continued to write on the report of the Survey results</li> </ul>
Tharagan Kumar	<ol style="list-style-type: none"> <li>1) Meeting with Emma and setting up the Nordea account.</li> <li>2) Process on claiming bills through Nordea bank.</li> <li>3) Overlook on previous year budgets.</li> </ol>



Lorenzo Marchetti	<p>ITM council: second meeting has appointed a board. Improved the social group with more clear information and contacts <a href="https://www.kth.se/social/group/itm-school-pad-counc/page/itm-phd-student-council/">https://www.kth.se/social/group/itm-school-pad-counc/page/itm-phd-student-council/</a>. The social group will keep evolving. Started the discussion with ITM representatives (HR and finance) for time compensation. Synchronised with some FA for missing PADS</p> <p>Board: Helped Emma on Newsletter and event communications.</p>
Karl Johan Westrin	N/A
Alessandro Enrico	<p>I have been at a meeting with the ITM council, and I am planning to attend the upcoming meetings of the different School Council, given that we receive an invitation. I have also met the EECS student council presidium together with the Chapter Board presidium and we are planning to meet with the presidii of the other schools.</p>
Mohit Daga	<ul style="list-style-type: none"> <li>* Worked a bit on the rules for the ""Supervisor of the year Award""</li> <li>* Worked with Emma on the ""Draft Guidelines of DR Email Access""</li> <li>* Worked with Emma to organize the lunch with different School Council. We had a lunch with EECS School Council.</li> <li>* Prepared for Appointments Committee Meeting.</li> <li>* Other general executive tasks for Board errands and Future Faculty errands.</li> </ul>

# 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	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

- The operational plan is going to be updated, which was decided during this meeting, this is still the older version.

## 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, Spring 2020, 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 - 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?
- Chapter meeting and pub 6th of March 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.
- Instead of a Birthday party during spring 2020, the board has decided to establish the “Supervisor of the Year” award, to promote good supervision in third cycle education.

### **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

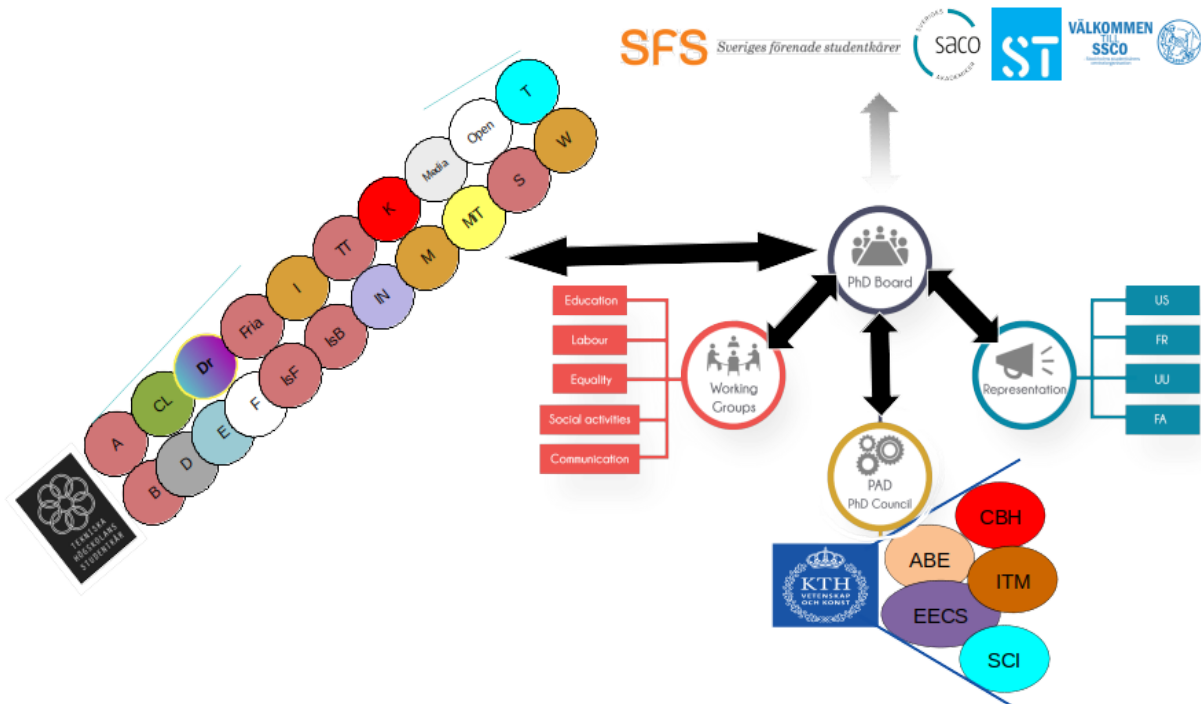
To do:

- Monthly pubs on March-

## 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 was 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). Working group was appointed in December, but the work has not started yet.

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 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 have 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
- Central elections for councils

To do:

- Meeting with the presidiums of each school council 2020
- Continue to have an ongoing dialogue with school council representatives and be present at council meetings when possible.

### 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.
- Hosted meeting at KTH in February 2020.

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 Licentiate 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:

- -