

Chapter Meeting no 3 – March 6th 2020

Agenda



PhD Chapter at KTH

Place: T-Centralen, Drottning Kristinas Väg 29 (KTH Main Campus)

Time: Friday, March 6th 2020, 17:17

1. Opening formalities (17:17)

- a. Meeting opening
After verifying that the meeting had met the quorum and other conditions as per clause §2 of the statutes and on account of §1.b, the meeting was declared opened at kl: 17:21
- b. Attendees
See attached attendance list.
- c. Choice of meeting chairperson.
Emma Riese was appointed. None opposed or abstained.
- d. Choice of meeting secretary.
Alessandro Enrico was appointed. None opposed or abstained.
- e. Choice of meeting minutes checker.
Karl Johan Westrin was appointed. None opposed or abstained.
- f. Approval of the latest protocol, 9th of December.
Approved.
- g. Approval of the meeting agenda
Tage moved to include the nomination committee's report to the agenda. The Chapter Meeting approved the inclusion.

17:50 Mobit moved to switch the order of elections, specifically 4.a.II to 4.a.IV with the reason of having a smooth flow of Q&A as the nominee for 4.a.II is absent from the chapter meeting.

The motion was approved. None opposed or abstained.

2. Introductions and Reports (17:25)

- a. Activity Report from the board^{*1}
Emma presents the highlights:
 - 1) *Survey results being processed,*
 - 2) *"Supervisor of the Year" award, and*
 - 3) *improved collaboration between Chapter Board and School Councils.*

3. Decision points (17:35)

- a. Approval of resignation - Kasra Khatami Mashhadi from the post of Education Manager
Emma presents the reason for Kasra Khatami's resignation. Resignation approved. None opposed or abstained.
- b. THS Kamratstipendium (Fellowship Scholarship)

¹ *=see attached files



- *Emma presents the scholarship. Mobit chairs the discussion and decision about this item.*
- *Mobit explained that the nominations were opened along with the summon of the Chapter meeting. He added that three nominations were received. He further explained the process of voting for the three candidates.*
- *The first nomination was Tage Mohammadat. Mobit read the motivation filled by the nominating person.*

“Tage was the Vice Chairperson of the PhD Chapter during the year 2019. He was an important pillar of the PhD chapter. He organized and has created guidelines for sustainable PhD activities. Tage's leadership and grooming style is unique. He is a great listener. I have met few School Council PhD Members who recognize the PhD Chapter with Tage. He played a vital role in many PhD decisions at KTH central level and was the member of the Faculty Council and Appointments Board. I think Tage truly deserves this scholarship.”

The chapter meeting was asked to vote on the nomination

Nomination accepted by acclamation.

None opposed or abstained.

The second nomination was Alessandro Enrico. Mobit read the motivation filled by the nominating person.

“Alessandro Enrico has been an active member of the PhD Chapter Board in the year 2019-20. He worked as the council manager. Alessandro is a leading example of how a PhD Chapter board member be like. He is an active, confident, and responsible person. He had a very successful year where he led by example. He organized the school councils and created structure. Due to his efforts we now have active school councils at all the schools. This is a very important feature of the PhD Chapter. I would recommend the PhD Chapter to award Alessandro this scholarship and recognize his work at the PhD chapter Board.”

The chapter meeting was asked to vote on the nomination

Nomination accepted by acclamation.

One opposed, none abstained.

The third nomination was Emma Riese. Mobit read the motivation filled by the nominating person.

“Emma Riese is the current Chairperson of the PhD Chapter. She is the nicest person I have ever met. She took the responsibility of the PhD Chapter in



troubled times. She has led with example. She is the member of various committees and the working groups at KTH Central level. She has pushed for time compensation for PhD Students. She has been partially successful. She has great ideas which will improve PhD Studies or enhance it. I think it will be very hard to emulate the success of Emma's term as the Chairperson. The PhD Chapter Should recognize her efforts by giving her this scholarship."

*The chapter meeting was asked to vote on the nomination
Nomination accepted by acclamation.
None opposed, one abstained.*

The chapter meeting decided to nominate Tage Mohammadat, Alessandro Enrico and Emma Riese for Kamratstipendium

4. Elections (17:40)

a) Board positions

Tage presented the nomination process, report, and decisions with a special note about the importance of Swedish speaking and understanding capabilities. The summary of which is below

received six(6) applications/nominations for the chapter board positions on the deadline. Two (2) males and four (4) females. ITM (2), ABE(2), EECS(1), CBH(1).

- two (2) declined

- Three (3) out of the nominated six (6) accepted the nomination. Four (4), 3 nominated and 1 applied, have eventually been interviewed.

- The application/nominations received were:

- Bhavana Vaddadai for Events Manager

- Erik Almlöf for Education Manager (withdrew).

- Gloria Samosir for Events Manager.

- Inês De Miranda De Matos Lourenço for Business Liaison

- Siegfried Evens for Business Liaison (declined)

- Sofia Broomé for workgroups manager.

Tage explained that the nominating committee recommends the chapter meeting:

To₁ elect Bhavana Vaddadi as board member of directors; Events Manager.

To₂ elect Gloria Samosir as board member of directors; Education Manager.

To₃ elect Inês De Miranda De Matos Lourenço as board member of directors vacancy; Business Liaison.



*To₄ elect **Sofia Broomé** as board member of directors vacancy; **Workgroups Manager**.*

To₅ elect for functionary positions as follows:

- *Steward position within Master of Ceremonies group, DrInK*
 - ***Inês De Miranda De Matos Lourenço***
- *WoP committee members:*
 - ***Deniz Yildiz***
 - ***Mina Ferizbegovic***
 - ***Joana Filipa Gouveia Fonseca***

i.) By-election of Workgroups Manager (board member) - until June 2020

- Tage (member of nomination committee) administered the election for Workgroups Manager.

- *Candidate Sofia Broomé introduced herself.*
- *Sofia was escorted out to proceed with the election.*
- *Voting By Acclamation.*
- *All in favor, none opposed, none abstained.*

*- **Sofia Broomé** was elected as **Workgroup Manager (board member)***

ii.) By-election of Event Manager (board member) - until June 2020 (Discussed as 4.a.IV)

- Tage (member of nomination committee) administered the election Bhavana Vaddadi was absent but introduced by Tage as “interested and experienced in organizing events”.

- Deniz Yildiz moved to open up for elections for positions of Event Manager.

Voting by Acclamation: All in favor, none opposed, none abstained. motion accepted.

- Deniz nominated herself for Event Manager.

Voting by Acclamation:

All except one in favor, One abstained, none opposed.

Nomination accepted.

- Deniz introduced herself

- Deniz was escorted out to proceed with the election.

- Results

12 votes in favour of Deniz,

0 votes in favour of Bhavana

7 abstained



- (19:10) Sofia moved to open for election of Bhavana as an Event Manager as a functionary position in the PhD chapter on the condition that she accepts the nomination.

Voting by Acclamation:

All but 2 in favor, 2 abstained, none against.

Deniz Yildiz was elected as Event Manager (Board Member) and Bhavana Vaddadi was elected as a functionary of the PhD Chapter board with events as primary function. The latter was conditioned to Bhavana's acceptance of the role.

iii.) By-election of Business Liaison (board member) - until December 2020 (Discussed as 4.a.ii)

- Tage (member of nomination committee) administered the election
- Candidate Inês De Miranda De Matos Lorenço introduced herself
- Inês De Miranda De Matos Lorenço was escorted out to proceed with the discussion

-Voting by Acclamation:

-All in favor, None opposed or abstained.

Inês De Miranda De Matos Lorenço was elected as Business Liaison (Board Member)

iv) By-election of Education Manager (board member) – until June 2020 (Discussed as 4.a.iii)

- Tage (member of nomination committee) administered the election
- Candidate Gloria Samosir introduced herself

- Gloria Samosir was escorted out to proceed with the election

-Voting by Acclamation:

-All in favor, None opposed or abstained.

Gloria Samosir was elected as Education Manager (Board Member)

a. Chapter Functionaries:

- i. Election of Female Doctoral Committee: Head of the Committee – until December 2020**



Inês De Miranda De Matos Lorenço introduced herself again and activities of WOP.

*-Voting by Acclamation:
-All in favor, None opposed or abstained.*

Inês De Miranda De Matos Lorenço was found elected as Female Doctoral Committee: Head of the Committee

ii. **By-election of Master of Ceremonies (one of two positions) – until December 2020**

Declined by the nominee Elin Sandberg.

Tage moves to include the election of the female doctoral committee after receiving the spontaneous nomination of candidates. The nominees are:

- Deniz Yildiz*
- Mina Ferizbegovic*
- Joana Filipa Gouveia Fonseca*

*-Voting by Acclamation:
-All in favor, None opposed or abstained.*

The nominees are found elected.

Tage moves to include the election of Steward's position within Master of Ceremonies group, DrInK.

Nominee : Inês De Miranda De Matos Lorenço

*-Voting by Acclamation:
-All in favor, None opposed or abstained.*

Inês De Miranda De Matos Lorenço is found elected as a steward within Master of Ceremonies group, DrInK.

6. **Additional issues and information (19:25)**

Chapter Meeting no 3 – March 6th 2020

Agenda



PhD Chapter at KTH

Alessandro (Council Coordinator) acknowledged the tremendous work of the school councils and thanked everyone.

5. Meeting closing (19:30)

Activity Report 2019/2020



Baserat på verksamhetsplanen antagen av doktorandsektionens styrelse den 12 september 2019, updaterades 27 februari 2020 och gäller till 30 juni 2020.

Based on the operational plan enacted by PhD chapter board on the 12 of september 2019, updated on 27 th of February 2020, and shall henceforth be valid till 30 june 2020 unless amended, replaced or repealed.



Table of Contents

Table of Contents	2
Document History	3
Nomenclature	3
Background	5
Focus Areas during 2019/2020	5
Visibility and social events	5
Creating a stronger community	5
Welcoming new PhD students	5
Birthday Party	5
Collaborations	6
Educational Advocacy	6
Doctoral students influence on every level	6
Sustainable engagement	6
Communication and transparency	7
Synchronisation with school councils and PADs	7
External Collaboration	7
Survey to identify issues	7
PhD students' environment	7



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-02/0002	Editorial revision	2019-09-15
Dr2020-PB-02/0001	Updates based on workshop with the new board	2020-02-27



Nomenclature

KTH: Kungliga tekniska högskolan (The Royal Institute of Technology)

FR: Fakultetsrådet (The faculty council)

US: Universitetstyrelsen (The university board)

THS: Tekniska högskolans studentkår (KTH student union)

Dr/THS: Doktorandsektionen vid Tekniska Högskolans Studentkår (PhD chapter at KTH)

KS: Kårstyrelsen (The union's board)

KL: Kårledning (The union's management team)

KF: Kårfullmäktige (The union council or the general assembly)

CFU: Chef för utbildningsinflytande (Head of educational affairs)

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. A second workshop was held 12/2 2020 with the board members of spring 2020: *Emma Riese*, *Mohit Daga*, *Alessandro Enrico*, *Lorenzo Marchetti*, *Karl Johan Westrin* and *Tharagan Kumar*. During the workshop changes and updates were proposed and discussed, which led to this new version of the operational plan.

Focus Areas 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:

- Organizations: External Representation & contact in/with THS councils, KTH labour unions, Stockholm's doctoral associations.
- Members: Newsletter - Fall/2019, Winter 2019, Spring 2020 ,
- Pubs & chapter events October 2019 and December 2019.
- School councils: Meeting Councils

Chapter Meeting no 3 – March 6th 2020

Agenda



PhD Chapter at KTH

- Public: Improvement of website and communication on Facebook
- Sport event (Ice skating December 2019)

To do:

- Organizations: 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. The PhD Chapter would like to continue to work with offering social events for all PhD Chapter's members. We are also collaborating with PhD students from Stockholm University, Karolinska Institutet, Handelshögskolan i Stockholm och Södertörns högskola, to be able to share experiences and maybe even offer events together.

Done:

- Collaborative event with PhDs in Stockholm - September 2019
- Chapter event with board games and Pub - October 2019
- Chapter event with Christmas theme and Pub - December 2019

To do:

- Chapter meeting and pub March 2020
- 40th anniversary pub?
- Stockholm's doctoral event - May 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. We could also work towards being represented in introduction meetings, if they are given especially for PhD Students.

Done:

- Welcome letter drafted.

Chapter Meeting no 3 – March 6th 2020

Agenda



PhD Chapter at KTH

- Circulating the letter to respective officials.

To do:

- -

Supervisor of the year award

The PhD Chapter is turning 40 years the 24th of March and this will have to be acknowledged. Our initial idea was 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. But due to the lack of an event manager, we decided to instead of a party established an award to promote good supervision at the third cycle level at KTH.

Done:

- Pre-discussions on possible venues and arrangements for a Birthday party.
- Rules are drafted for the Supervisor of the year award.

To do:

- 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.
- Establish the award.

Collaborations

The PhD Chapter shares 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.

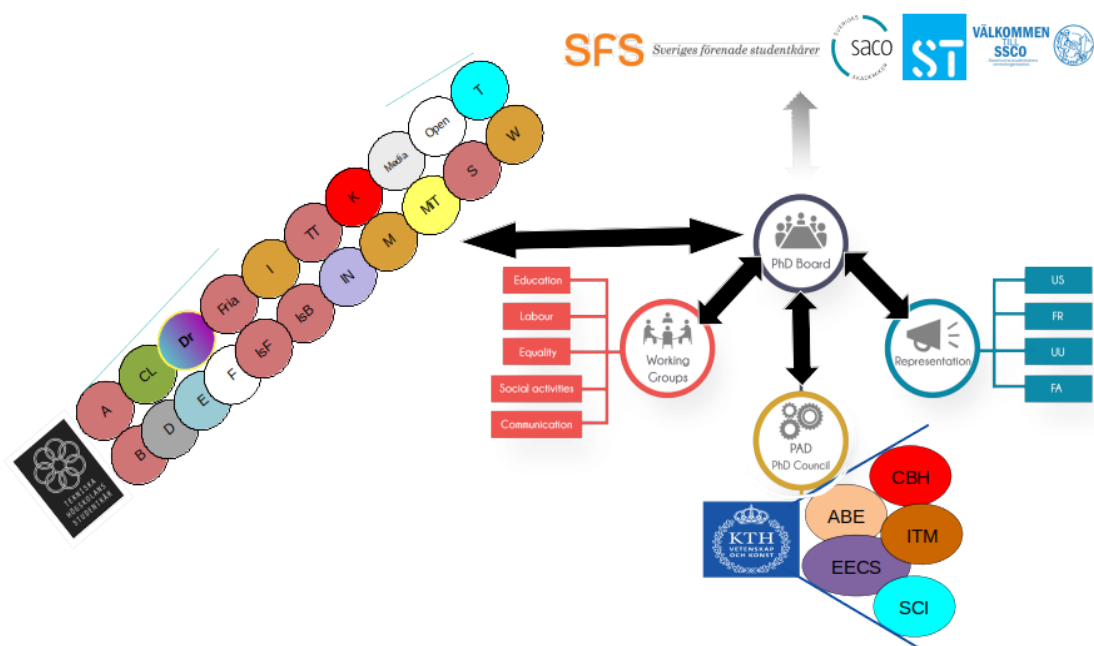
Chapter Meeting no 3 – March 6th 2020

Agenda



PhD Chapter at KTH

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). The working group was appointed in December, but the work has not started yet.
- Updated of PM on guide on representation
- Feedback given on an initial draft of the Language policy.

To do:

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

Chapter Meeting no 3 – March 6th 2020

Agenda



PhD Chapter at KTH

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 at all levels 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 descriptions 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 a 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 meets and discusses 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 2019.
- Formulating strategies for future collaborations. For example, setting up some formal grounds.
- Hosted meeting at KTH in February 2020.

To do:

- Continue the collaboration and possibly host an event together.



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 had it distributed in December 2019. During spring semester 2020 the PhD Chapter board will work with analysing and reporting of the results.

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 inquiry to the respective salary negotiation groups. Both SACO and ST share concerns on the system and to various degrees agree with PhD chapter stance.

Chapter Meeting no 3 – March 6th 2020

Agenda



PhD Chapter at KTH

ST assessed that the question is mainly a quality question and not strictly a salary increase issue usually discussed during 'lönerrevision' 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:

- -