



Place: Zoom (digitally)

Time: 17:00-18:00, March 19th 2020

§1. Opening formalities [17:00-17:05]

- a. Meeting opening [17.08]

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 17:08 on Zoom (digital platform).

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

Attendees:

Emma Risse,

Mohit Daga,

Sofia Broomé,

Gloria Samosir,

Inês Lourenço,

Deniz Yildiz,

Alessandro Enrico,

Tharagan Kumar and

Karl Johan Westrin

- c. Choice of meeting chairperson.

Emma Riese was elected

- d. Choice of meeting secretary.

Mohit Daga was elected

- e. Choice of meeting minutes checker.

Sofia Broomé was elected

- f. Approval of meeting agenda

Approved.

- g. Latest protocol checking and signing.

§2. Reports & updates [17:05-17:15]

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

- *Mohit informed that a new research publication policy was discussed at fakultetsrådet.*
- *Deniz informed that the grant application for KTH Innovation was submitted.*



- *Alessandro Enrico informed about ongoing progress in advocating the changes to EECS School's Credit Disparity between different PhD programs.*
 - *Emma had discussions with Vice President for Education Leif Kari about PhD thesis defenses and other errands concerning PhD students due to COVID-19.*
- b. THS central (KL) and KF
From the PhD Chapter, Mobit and Emma have nominated themselves for KF.

§3. Discussion points [17:15-17:45]

- a. Budget
Tabled
- b. Supervisor of the Year Award, rules drafted
Alessandro Enrico, Inês Lourenço, Mobit Daga and Sofia Broomé will collectively draft a form for Supervisor of the year award and report to the board.
- c. Email-policy
Tabled. Unchanged. All members are requested to read this and give feedback if any.
- d. Time-compensation prognosis
All the board members should review their time compensation number by next meeting. As a guideline, the activity at the local school - level should be reported separately from the central one.
- e. Collaboration on Trello
Future ToDo Lists to be maintained on Trello. All members should send email addresses to Mobit on Slack.

§4. Decision points [17:45-17:55]

- a. Representative in the Ethic committee
Sofia Broomé was appointed.
- b. Representative in Utbildningsnämnden
Gloria Samosir was appointed.
- c. Representative in the Sustainable council
Deniz Yildiz was appointed.
- d. Representative Language committee
Sofia Broomé was appointed.
- e. Representative Scholarship Work Group
Sofia Broomé was appointed.
- f. Time-compensations prognosis for new board members



Tabled. All the new board members should look into this.

§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]

- a. Meeting closed at 18.25

Attachments

Board reports

Deniz Yildiz	<p>1) Follow up discussions with 3 members of the PhD community regarding the grant application with KTH Innovation</p> <p>2) Responding to event suggestion from</p> <p>2) Formulating and researching various event options to propose for the grant application</p> <p>3) Meeting with Lisa Bäckman from KTH innovation to discuss potential event options 11/03/2020 at 15:00</p> <p>4) Preparing the KTH Innovation Application submitted on 14/03/2020</p> <p>5) Submission of KTH Innovation grant application 16/03/2020 after receiving feedback from Emma and Sofia</p>
Inês Lourenco	Nothing to report
Gloria Samosir	N/A
Alessandro	<p>-- I will be attending the next meeting via Zoom --</p> <p>I have participated in a Zoom meeting this morning to discuss about the 60vs75credit requirement for the EE doctoral program in the EECS school.</p> <p>Attending the meeting: Jan Scheffel (PA, or doctoral program in Electrical Engineering), Lars Herre (current Chairperson of the EECS PhD student council), Leif Kari (Vice President KTH, responsible for education), and Håkan Hjalmarsson (FA at EECS). While the FA keeps refusing to change the requirement, the PA is supporting and promoting the reform. Leif said that we should</p>



	<p>solve the problem internally and that it is up to the PA to decide on the specific number of credits, BUT the decision belongs to the FA eventually. Impasse in short.</p>
Emma Riese	<ul style="list-style-type: none"> * Lunch meetings with the councils, ABE and CBH * Attended prep-meeting for the FU-meeting with Leif (Vice president of Education), Oscar (THS) and Alice (GVS). Had previously been in contact with Oscar and submitted feedback on "Riktlinje för forskarutbildning", which is under review for an update. * Attended FU-meeting. For instance, raised the lack of guidelines for courses in third-cycle education. * Had a meeting with Lisa from KTH Innovation to discuss future collaboration activities. * Attended meeting with Sthlm PhDs, together with PhDs from SU and KI. We have now finished the draft on a document for our collaboration. * Prepared the agenda and other necessary things for the Chapter meeting * Held the Chapter meeting 6th of March * Drafted a time-compensation prognosis for our newly elected members (on the agenda for the board meeting). * Brief discussion with Oscar and Filip on the SR-meeting, which I, unfortunately, could not attend. * I attended a working group meeting regarding ASPs. * Assisted some with the writing of a proposal for the KTH Innovation grant application. * Been in close contact with Elisabet (president of THS) about the Corona situation. Posted some links on our fb-page regarding this and have also been in contact with SFS-Dr. * Meeting with Oscar and Filip about quality ensures dialogues that are going to take place during the semester. * Been in contact with Zofia about the new LGBTQI+ initiative and posted info concerning that. * Assisted Tharagan with the reimbursement for the chapter meeting expenses.



<p>Mohit Daga</p>	<p>+++ Meetings Attended THS V+Råd 2nd March Met Elisabeth for PhD Scholarship 4th March Attended Anställningsnämnd 12th March Attended Scholarship Meeting 9th March Attended Faculty Council Meeting 18th March Attended a Docent Interview Meeting on 3rd March +++ Chapter Meeting - Attended and finalized the chapter meeting minutes +++ Executive Errands - Feedback to THS's CFU on an internal report - Lunch meeting with ABE and CBH councils - Coordinated the on-boarding of new Board members - coordinated with Deniz about the KTH Innovation Proposal - coordinated with Pil from SFS DK about corona guidelines - Other Executive Errands and coordination of FF errands..</p>
<p>Tharagan Kumar</p>	<p>1) Budget proposal. 2) Snacks arrangements for chapter meeting. Reason for not attending: I am sick from last week and would like to avoid meetings. If the meeting is gonna be held via Zoom I will try to join depending on my situation.</p>

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.



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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-02/0002	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, Mobit 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
- 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.



- 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-

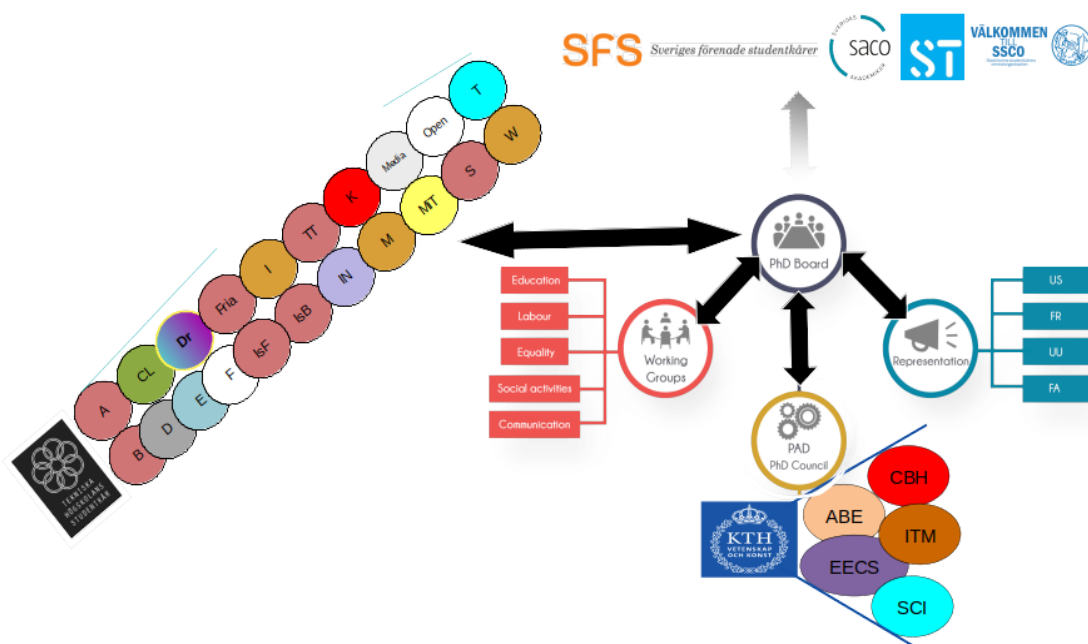
Educational Advocacy

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.



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.



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. 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:

- -