



Place: Zoom: <https://kth-se.zoom.us/j/976645876>

Time: 17:00-18:00, March 26th 2020

§1. Opening formalities [17:07-17:14]

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 17:10 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 elected as chairperson.

d. Choice of meeting secretary.

Inês elected as secretary.

e. Choice of meeting minutes checker.

Sofia elected as minutes checker.

f. Approval of meeting agenda

The meeting agenda has been approved.

g. Latest protocol checking and signing.

The protocol checking and signing has been discussed.

§2. Reports & updates [17:15-17:40]

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

- *Deniz informed the board of ongoing investigations in KTH regarding the possibility of providing supplies of protective personal equipment or other services to support the healthcare system. Emma suggested that the Councils could also be involved.*



- *Deniz proposed having an interactive PhD day where students can receive credits to motivate interaction, but this could be something that would take time. Emma suggested that something easier could be a more relaxed Zoom event, such as a fika event.*
- b. THS central (KL/KS) and KF
 - *Emma informed that transforming the campus-based education to online versions has been the main focus.*
 - *Emma informed about the discussion with the THS management team regarding how THS and KTH are handling the Covid-19 situation. Currently, all campuses, chapter halls as well as the Student Union house are closed.*

§3. Discussion points [17:40-18:00]

- a. Analysis of the survey results
 - *We should do the analysis in a useful but not too time-consuming way this semester. Maybe SPSS is not the best way. Tableau could be a better option. Emma, Mohit, and Alessandro will look into this.*
- b. Results from UKÄ
 - *Emma gave a short summary about the results, KTH received an overall “Approval with reservations”. The reservations were mainly in the category of equality but also regarding communication. Given the results, KTH should now work to develop these areas and report back in 2 years.*
- c. Covid-19 situation
 - *Possibility of a simple Zoom event. The board had a discussion about how it should be held, maybe virtual board games or just make rooms for conversations.*

§4. Decision points [18:00-18:30]

- a. Budget
 - Tharagan presented the budget. Some questions were raised about whether we should buy more online storage for archiving, but we decided that this was not a priority. Details clarified about the budget points but no major changes. The budget was approved with the changes.*
- b. Rules for Supervisor of the Year Award: rules drafted



Tabled. Inês will incorporate the comments in the draft of the rules and draft a form by 1st of April, that the rest of the board members will review and that we can decide upon during the next board meeting.

c. Email-policy

Approved with the suggested changes that were made prior to the meeting. Emma and Mohit have been delegated to finalize it.

d. Time-compensation prognosis

Tabled. Emma encourages everyone to keep track of their time and make changes to the document as needed.

e. Time-compensations prognosis for new board members

Approved. Emma will finalize the document (some additional editorial changes) and distribute it. In light of some of the comments given on the attachment Guide on Time compensation for PhD representatives at KTH, a decision was also taken to make editorial updates to the Guide on Time compensation for PhD representatives at KTH, Dr-2020-PB-03, which replaces the old version of the document Dr-2019-PB-03.

§5. Development of Current Events/Initiatives [18:30-18:30]

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

§6. Meeting closure [18:30]

Protocol,

Meeting chairperson: Emma Riese

Signature: _____

Secretary of the meeting Inês Lourenço:

Signature: _____

Minutes checked by: Sofia Broomé

Signature: _____

Board Meeting no 16 – March 26th 2020

Minutes



PhD Chapter at KTH

Doktorandsektionen vid Tekniska Högskolans Studentkår

Drottning Kristinas väg 15 – 10044 Stockholm

www.dr.kth.se

Attachment: Board Reports

Written reports before the meeting

Emma Riese	<ul style="list-style-type: none"> * Continued dialogue with Leif and THS regarding the covid-19 situation and implications for us as PhD students. I am using our Slack #general channel to also reach out to the councils with updates and to get input. * Meeting with OR/VR (ordföranderådet/vice ordföranderådet, all chairpersons and vice chairperson of THS's chapters and THS president and Vice president) regarding the Covid-19 situation, information regarding the chapter halls for instance. * Extra FN meeting (Forskarutbildningsutskott meeting) regarding the Covid-19 situation, focus on defenses conducted online. * Posted info with links to KTH's and THS's info pages on the Covid-19 situation on our fb-page and website. * Birthday post on fb and website. * Notified all committees of the newly appointed members, decided on last board meeting. * Brief meeting with Deniz about her role as Event Manager and rep. in the sustainability council. * Meeting with Gloria about her role as Education Manager. * Worked with finalizing the prognosis for the new board members.
Karl Johan Westrin	N/A
Tharagan Kumar	N/A
Sofia Broomé	Went through a day of recruitment/promotion committee training. Made comments to the email policy, Supervisor of the year-award rules draft, and Guide on Time compensation for PhD Representatives at KTH documents. Otherwise N/A
Alessandro Enrico	<p>I have attended two meetings concerning the EECS school, that are, the quality council meeting on Tuesday and the doctoral program council meeting for Electrical Engineering program today (Wednesday).</p> <p>The ABE student council met on Monday, but I could not attend that meeting.</p>
Gloria Samosir	<ul style="list-style-type: none"> - I met with Emma on March 23rd to go through my tasks as Education Manager. I gained a general picture of Utbildningsnämnden, some of the people involved, and the key issues they have engaged with in the past. - I've been put in touch with Karin Almgren, who has given me access to the social groups "Utbildningsnämnden" and "Beredningsgrupp UN." - I'll be attending my first Utbildningsnämnden meeting on April 1st. - I'll be in touch with Swedish-speaking student representatives from THS as preparation for my first meeting.
Inês Lourenco	Read the information and material about the Supervisor of the Year Award.



Mohit Daga	Attended Anställningsnämnd 26th March coordinated FF errands. other executive tasks
Deniz Yildiz	-Started discussion with the CBH Chemical Engineering department proposing the potential for donation of personal protective equipment to the Stockholm Region in line with the COVID-19 issues. -Received a response regarding the bureaucratic limitations of such a donation. - Planning to escalate the discussion with the CBH School Council



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-

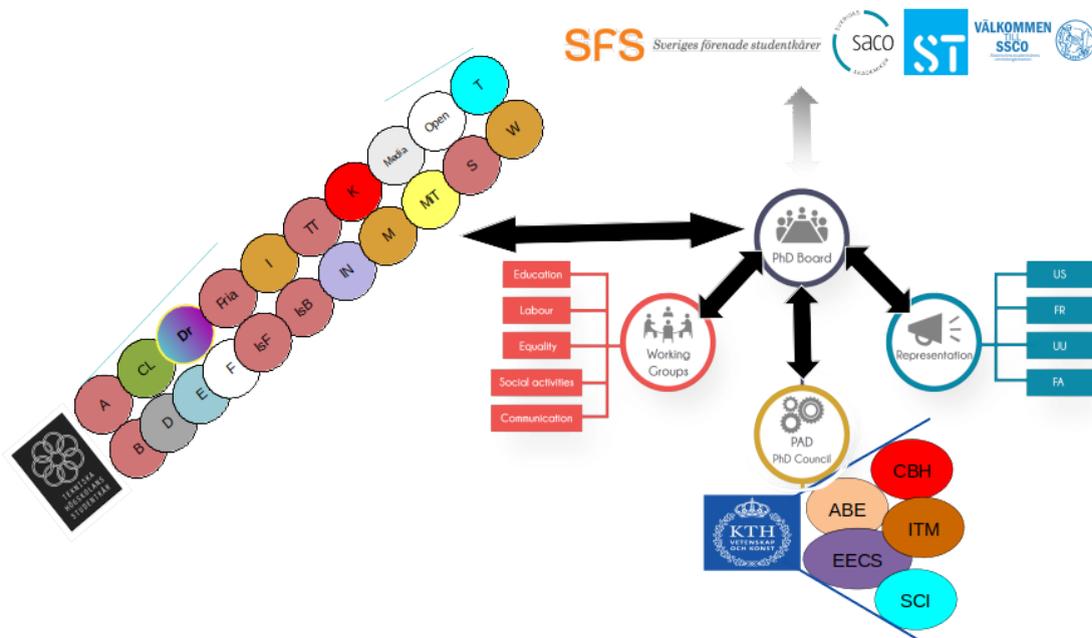
Educational Advocacy

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:

- -