



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

Time: 17:00-18:00, April 23th 2020

§1. Opening formalities [17:05-17:12]

- a. Meeting opening
The meeting was declared opened 17:05
- b. Invited: chapter board, head of educational affairs and chapter auditors.

Attendees:

*Emma Risse,
Mobit Daga,
Sofia Broomé,
Gloria Samosir,
Inês Lourenço,
Deniz Yildiz (joined at 17:12, §2)
Tharagan Kumar and
Karl Johan Westrin.*

- c. Choice of meeting chairperson.
Emma Risse elected as chairperson
- d. Choice of meeting secretary.
Tharagan Kumar elected as secretary
- e. Choice of meeting minutes checker.
Karl Johan Westrin 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 [17:12-17:18]

- a. Board reports (see: [PM on doctoral representation 2020](#))
- b. THS central (KL/KS) and KF

§3. Discussion points [17:18-17:55]

- a. Covid-19 situation



Emma briefed on recent news, the results from survey for doctoral students conducted by the PhD Chapter are used and discussed around KTH. It will remain open as long as needed.

b. Virtual events during spring

Deniz discussed the online talks to be arranged for mental health. Deniz needs help in coordinating and sending out emails. Sofia agreed on helping in taking the coordination further. Tomorrow, Friday 24/4 the PhD Chapter will host a virtual AW event, that everyone is welcome to join.

c. THS International Reception

Emma and Inês attended a meeting with THS International Reception to discuss future collaboration. Social events like pub night, board game night and introduction to the PhD students.

Mohit, Inês and Tharagan will form a group and take this meeting further. Emma will send an email tomorrow and put them together.

d. Chapter meeting (29/5?)

Emma participated in a workshop for the online voting system VoteIt, that could be used during the Chapter meeting. Karl Johan could possibly be incharge of this system during the meeting.

Proposed chapter meeting on 27th May 2020 (Wednesday) at 17:15

Emma is working on Newsletter. Deniz will contribute to the newsletter with info regarding the virtual event. Soifa also offered to help with proofread before it's distributed.

e. Discussion about PhD Students' survey and presentation of partial results.

Mohit presented the charts prepared out of the survey data.

Sofia, Deniz and Gloria volunteered to also help in writing the report, Emma will also do so.

Mohit suggested that one person should take ownership of each section to make this report writing to be efficient. The aim is to have it finished until the Chapter meeting.

§4. Decision points [17:55-18:12]

a. Rules for Supervisor of the Year Award: [rules drafted](#)

Inês drafted the rules and made all the corrections, based on the feedback given prior to the last board meeting.

Mohit proposed to also do an information video to announce it or as teaser for the award.



The rules were approved by acclamation. Inês and Emma will take this forward by contacting THS and filling out the associated form.

§5. Development of Current Events/Initiatives [18:12-18:12]

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

§6. Meeting closure [18:12]

Protocol,
Meeting chairperson: Emma Riese

Signature: _____

Secretary of the meeting : Tharagan Kumar
Signature: _____

Minutes checked by: Karl Johan Westrin
Signature: _____

Attachment: Board Reports

Written reports before the meeting

Tharagan Kumar	N/A
Inês Lourenco	Corrections to the final version of the form and rules of the Supervisor of the Year award, according to the suggestions. Attended the first meeting with THS international to discuss the possibility of in the future including new PhD students in the integration weeks, and have specific activities for our chapter.
Deniz Yildiz	Contacted Lisa from Innovation to received help regarding the career aspect of a potential webinar for Covid crisis relief, held a meeting with Emma and put together a webinar for the upcoming Friday (April 24th), Prepared the announcement text for this event, Communicated and received confirmation from a local yoga teacher for a mini yoga class at the webinar, Strategised for potential approaches to increase outreach.
Gloria Samosir	<ul style="list-style-type: none"> - Was meeting secretary during previous Chapter Board meeting (April 14th). - Checked, signed, and uploaded notes of previous meeting. - Informed Mohit of interest in FF meetings. Am scheduled to attend hiring meeting on April 29th.
Sofia Broomé	<p>-It was brought up at the last EECS school council meeting that the page about Avonova and företagshälsovård (occupational healthcare) was not translated into English. I've been in contact with HR and there is now an English version.</p> <p>-Weekly meetings with head and vice head of my division (RPL/EECS)</p>
Alessandro Enrico	<p>Nothing to report.</p> <p>I have been very busy with my research activities this month, so I will adjust (decreasing) my time compensation when we file the document for time compensation later in May/June.</p> <p>I will contact the PhD Councils next week to get feedback regarding the organization of the elections and I am planning to attend the upcoming PhD Council meetings - ITM in particular -.</p>



Emma Riese	<ul style="list-style-type: none">* Attended meeting with Forskarutbildningsutskottet 17/4. We discussed the salary ladder for PhD students, add for PhD positions, and tools for checking thesis for plagiarism. We also briefly discussed the upcoming quality dialogue and I pointed out that PhD representatives from the School councils should be invited. We have asked for this before but had not gotten an answer and the question had been somewhat forgotten. Leif then said I should contact the Dean, which I did, and now the council chairs have now gotten invites, and next year it should be part of the routine so they should get the invites with far better notice. Very happy about this result!* Worked together with Mohit to prepare a presentation with some survey results, for the meeting with KTHs Management, also attended a prep meeting with Elisabet (THS president) and Ingrid to discuss and set the agenda for the upcoming meeting -third cycle education was the main focus.* Attended and held a presentation at the meeting between THS and KTHs Management (Rektor, unfortunately, did not attend the meeting, but Leif Kari, Mikael Östling and Kerstin Jacobsson did, together with members from THS management team and Ingrid, PhD student advisor). Time-compensation was the main topic, but we also touch on other questions based on some survey results and I briefed on our plans to initiate the Supervisor of the Year Award.* Attended prep-meeting with THS's rep. for University board meeting.* Attended University board meeting 22/4. Elisabet held a presentation about THS, and I briefly pointed out some PhD specific questions - prerequisites for student influence at 3rd cycle level.* Attended a workshop about the tool VoteIT that we can use for votes in the upcoming chapter meeting. The downside is that it is only in Swedish.* Contacted Federico about virtual Pubs.* Meet with Deniz to discuss future events, and helped some with spreading the word about the AW on Friday.* Together with Inês meet with THS International Reception to talk about future collaborations.* Brief contact with EECS school council regarding the EE-program and stress seminar.* Started to draft summer newsletter.
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Board Meeting no 18 – April 23th 2020

Agenda



PhD Chapter at KTH

Mohit	Attended FR möte 22/04 Attended V Rådexecutive tasks
Karl Johan Westrin	N/A

Board Meeting no 18 – April 23th 2020

Agenda



PhD Chapter at KTH

Doktorandsektionen vid Tekniska Högskolans Studentkår

Drottning Kristinas väg 15 – 10044 Stockholm

www.dr.kth.se



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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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**, **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.
- We posted about the Birthday on Facebook and our website.
- 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.

To do:

- Establish the Supervisor of the Year 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:

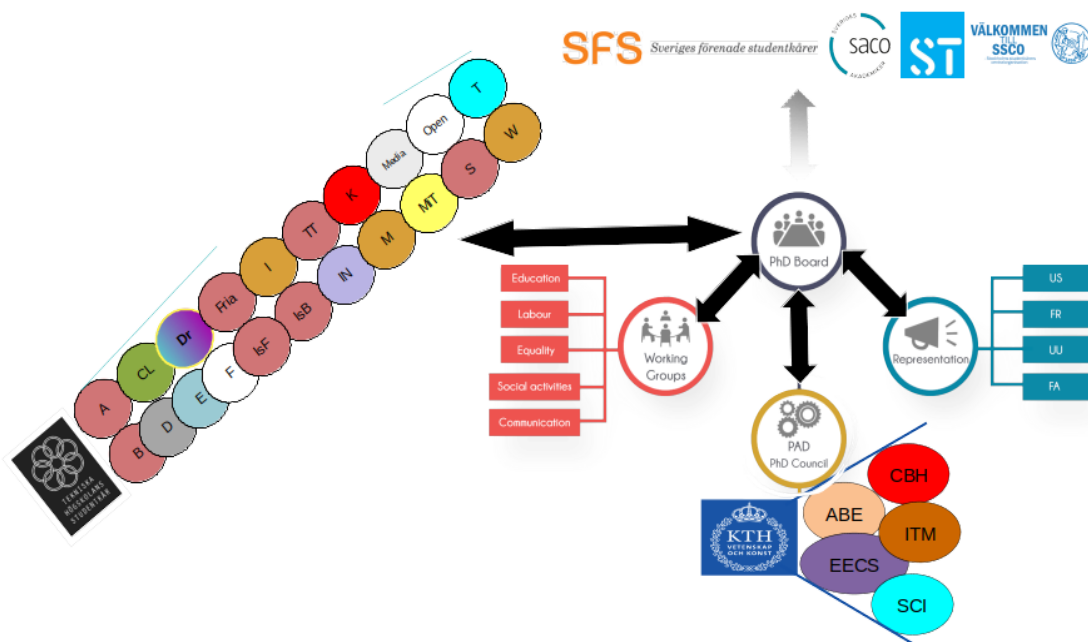
- Monthly pubs on March-



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 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 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:

- -