



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

Time: 17:00-18:00, May 7th 2020

§1. Opening formalities [17:00-17:05]

- a. Meeting opening
The meeting was declared opened 17:05.
- b. Invited: chapter board, head of educational affairs and chapter auditors.
 - i. *Attendees: Emma, Sofia, Gloria, Mobit, Tharagan, Inês, Karl Johan, Deniz (joined 17:12)*
- c. Choice of meeting chairperson.
 - i. *Emma is chosen as chairperson.*
- d. Choice of meeting secretary.
 - i. *Gloria is chosen as secretary.*
- e. Choice of meeting minutes checker.
 - i. *Sofia is chosen as minutes checker.*
- f. Approval of meeting agenda
 - i. *Mobit requested to add 3f: PhD student involvement in social events.*
- g. Latest protocol checking and signing.
 - i. *Previous protocol has not yet been signed yet, but it is ongoing.*

§2. Reports & updates [17:05-17:15]

- a. Board reports (see: [PM on doctoral representation 2020](#))
 - i. *Everyone has uploaded board reports.*
- b. THS central (KL/KS) and KF
 - i. *No new reports from THS central. No feedback yet on Supervisor of the Year Award.*

§3. Discussion points [17:15-17:55]

- a. Virtual events during spring
 - i. *Ideas for low-key event. Previous fika did not have a lot of attendees. It might be nice to organize fika during next PhD Chapter Meeting. Plan to advertise upcoming elections in newsletter.*
 - ii. *Speakers that were being looked into for the virtual wellness/mental health webinar might not be the best choices due to their focus on spirituality. It might be best to postpone to make sure we get good speakers.*



- iii. Emma and Deniz will talk further about how to frame the announcement of an upcoming event in newsletter.*
- iv. Online games on zoom, e.g. guessing drawing game, Cards Against Humanity.*
- v. Structure is important to zoom meetings (even social ones).*
- vi. We have an "Ideas" channel in Slack, where we can continue this discussion.*
- b. THS International Reception
 - i. THS is open to hosting the Reception event in NYMBLE.*
 - ii. We can have boxed wine and finger foods, e.g. salami, cheese, chips, toast, frozen pizza nights.*
 - iii. The main goal is to build a kind of "culture" or "tradition" around an inaugural event for PhD students.*
 - iv. We have to get in touch with Nymble kårmästeri (NKM), who will issue the liquor necessary for the event.*
- c. Chapter meeting 27/5
 - i. Emma had a talk with Robin about running the elections through Zoom.*
 - ii. We need to elect two people who may help us to count the votes.*
 - iii. Karl Johann might help with the technical side of the meeting.*
- d. Discussion about PhD Students' survey
 - i. So far, Mohit, Sofia, Alessandro, Gloria, and Emma are working on the reports. Further discussion about survey reports can take place in the Slack channel. Deadline for the report is the Chapter meeting 27/5. Deniz and Inês are willing to help as well.*
- e. Newsletter
 - i. Newsletter is planned to be sent out on Tuesday. Monday is the last day to send in items that need to be included in the Newsletter.*
- f. Ideas for future events for PhD Involvement
 - i. There seems to be a good demand for organizing social events among PhD students as reflected by the PhD Survey. Mohit suggested starting a Meetup group for KTH PhD students to allow students to start social initiatives.*
 - ii. There exists a general consensus among the board members to start it after the Covid pandemic.*
 - iii. This is tabled for future discussions.*

§4. Decision points [17:55-17:55]



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

- a. Activity report from the plan of operation (see attachment)
- b. *The next PhD Chapter meeting will take place on May 27th and the next PhD Chapter Board meeting will take place on May 28th.*
- c. *For those whose mandate period is ending, write testament for the next person about your experiences on the PhD Chapter Board by the end of June.*

§6. Meeting closure [18:00]

Protocol,
Meeting chairperson: Emma Riese

Signature: _____

Secretary of the meeting : Gloria Samosir
Signature: _____

Minutes checked by: Sofia Broomé
Signature: _____



Attachment: Board Reports

Written reports before the meeting

Alessandro Enrico	<p>- regarding the absence: I was accepted in a workshop-based program organized by KTH Innovation and Sting. The original schedule was not clashing with the meeting but due to Covid they have rescheduled and the next meeting is conflicting with the Board Meeting this week (https://www.kth.se/en/innovation/test-drive-deeptech/test-drive-deeptech-1.943016) -</p> <p>I have worked mostly on the data analysis of the survey - supervision section - and uploaded a related file on Gdrive. I am planning to either turn the analysis into a partial report or analyse another section of the survey results, based on the input of the other collaborators.</p> <p>On Monday 27 I have sent an email to all PhD School Council regarding the possible of the PhD Chapter meeting to include full or partial elections for the School Councils. I have not received any response by email.</p> <p>I have attended the school council meeting at ITM on Thursday 30. There the council expressed the interest in opening for election of a new chairperson after the resignation of Lorenzo and would like the Chapter to "host" the elections. Also, Lorenzo clarified the reasons for his resignations from the Chapter Board and form the role of ITM council chairperson, that are, time and un-cooperative interaction with the faculty. In particular, many meetings were held in Swedish disregarding the fact he was not fluent and members of the faculty referred to time-compensation and student representation as something "serving the personal goals of the involved students", which is somewhat insulting given the good work and service that representatives put into helping the schools.</p> <p>I will attend the following meeting this week: - ABE council meeting February 6th 10.30-12.00 - EECS Quality Council February 5th 8.30-10.00</p>
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	<p>- EECS Student Council Meeting (should be this week)</p> <p>This week I will also send a reminder email to all PhD School Councils regarding the reported time of activity as preparatory work for the request of time compensation for the past semester.</p>
Gloria Samosir	<p>- 28/4 Attended full-day FF hiring meeting for an Associate Professor in Mobility and Urban Planning</p> <p>- 4/5 Met with Filip from THS for briefing and preparation for the following day's Utbildningsnämnden (the latter which I was unable to attend due to a scheduling conflict with a course meeting)</p> <p>- 5/5 Met with Emma, Mohit, Alessandro, and Sofia to discuss approaches to writing the survey report.</p> <p>- Ongoing: working on my section of the report (Workplace Administration, as a start).</p>
Sofia Broomé	<p>- Will take care of the survey results for the stress and well being section. 1h meeting with Mohit, Emma, Gloria about how to structure this work on 5/5.</p> <p>- Meet 1h per week with the head+vice-head of my division RPL/EECS. Discussed two generalizable things this week: 1. Insurance situation for students that have gone back home during the pandemic and 2. mental health situation during covid and how to reach out to students that "disappear" for a while. We discussed suicide awareness, given that isolation increases the risk of depression, for an already vulnerable group.</p> <p>- Doctoral programme in computer science council meeting, 5/5, 1h.</p> <p>- For the language committee, phone call with Rebecca Hincks at KTH Language and communication about whether employee courses should give credits. Also about giving these swedish courses in kista.</p> <p>- Looking into rules for having meetings in swedish vs english, for the language committee.</p>
Deniz Yildiz	<p>Prepared for and attended academic reference group meeting. The preparation involved review of two extensive documents on sustainable development and climate goals of KTH; as well as, brainstorming and doing a general background research in the field.</p>
Tharagan Kumar	<p>Preliminary skatteverket document preparation for the year 2019-2020</p>



Emma Riese	<ul style="list-style-type: none"> * Attended OR-meeting with THS * Helped hosting virtual AW with the PhD Chapter * Meeting about the survey with Mohit * Worked on survey charts * Contacted THS international reception on behalf of the board * Reached out to Elisabet regarding "Supervisor of the Year Award". Filled out the Swedish form about initializing the prize. Waiting on a formal response from THS to send it in. * Talked to Federico (MoC) about access to T-Centralen and have now reported back to THS that I and Federico are the two persons from the PhD Chapter who will have access for now (will only be able to enter T-Centralen during set times and according to KTH's decision). * Got access to Nymble so that I could collect the mail to the Chapter * Reached out to Robin regarding the tax declaration to get clarity about what was counted for 2018 (since the Chapter didn't have access to its account during the whole operation year 2018/2019). Set up a meeting with him tomorrow. I also talked to Tharagan about this too. * Prep-meeting with Oscar and Filip regarding SR. * Back at Campus to sign a paper (as University board member). * Some work regarding terms for Ph.D students with the commission of trust positions and SSSB housing (Mohit did most of the work on this). * Attended SR-meeting. One of the things on the agenda was regarding plans for the fall semester. * Some prep-work in the working group regarding ASPs. * Meeting about the survey report. * Sent email to Leif regarding the working group for time compensation (which has still not started)
Inês Lourenco	Finished final details of Supervisor of the Year award and dealt with ideas for the International Reception.
Mohit	<p>Attended AN 23/04</p> <p>Continued my work on the PhD Survey.</p> <p>Attending Faculty Kollegial meeting. I think this could be a very important forum for PhD students in future.</p> <p>I had to miss AN 6/05 because of preoccupation. I had a brief discussion with CFUs about the new faculty positions announcements in EECS school which were discussed in this.</p> <p>-Met with AE, Emma, Alessandro, and Sofia to discuss approaches to writing the survey report</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.
- 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:

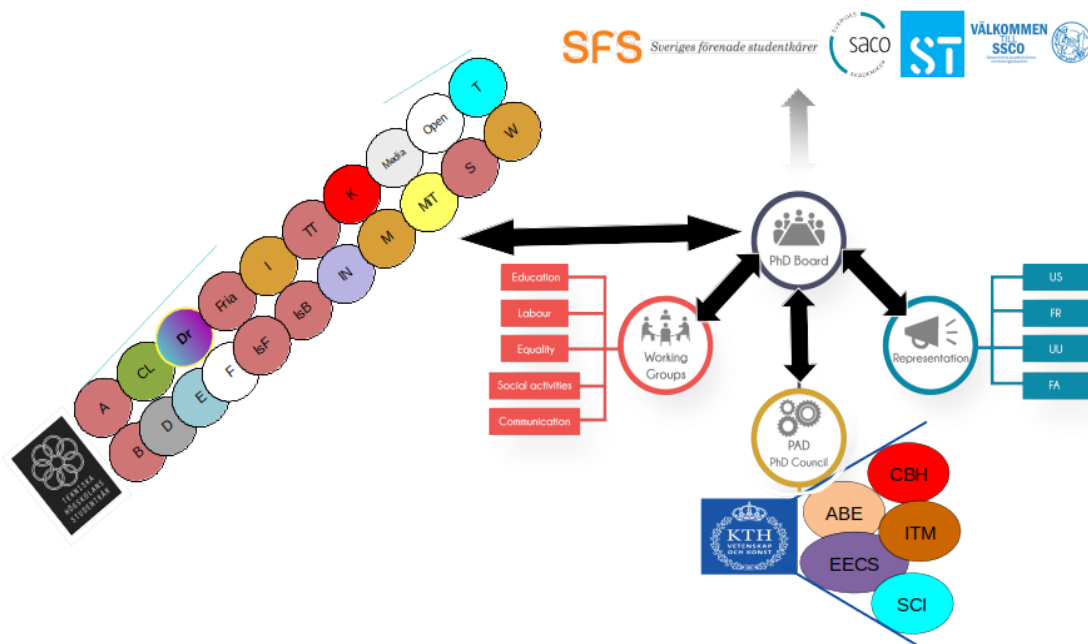
- Monthly pubs on March-



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:

- -