



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

Time: 16:00-17:00, April 14th 2020

§1. Opening formalities [16:05-16:10]

- a. Meeting opening at 16:05
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 Riese, Mobit Daga, Gloria Samosir (joined att 16:07), Alessandro Enrico (joined at 16:09), Inês De Miranda De Matos Lourenço ,Sofia Broomé, Deniz Yildiz, Thragan Kumar, Karl Johan Westrin*
- c. Choice of meeting chairperson.
 - i. *Emma*
- d. Choice of meeting secretary.
 - i. *Gloria*
- e. Choice of meeting minutes checker.
 - i. *Inês*
- f. Approval of meeting agenda
 - i. *Agenda approved*
- g. Latest protocol checking and signing.
 - i. *The protocol checking and signing has been discussed.*

§2. Reports & updates [16:10-16:25]

- a. Board reports (see: [PM on doctoral representation 2020](#))
 - i. *Completed, see attachment.*
- b. THS central (KL/KS) and KF
 - i. *Emma will attend a discussion about PhD students on Thursday. Time compensation will be the main point to bring up as well as the results from the survey. The meeting won't be about COVID-19 specifically, but about broader issues. Message Emma if you have any other issues you want brought up.*
 1. *EECS has been successful in securing a budget for prolongation. Other schools have yet to follow suit.*



§3. Discussion points [16:255-17:05]

- a. Covid-19 situation
 - i. *Around 100 people have filled out the COVID-19 survey.*
 - ii. *Relatively low response rate from CBH school; we'll try to gather more.*
- b. Ideas for virtual events during spring
 - i. *We'll try to organize a virtual fika or afterwork event in spring. Get people to sign up through online form.*
 - ii. *Deniz came up with an idea for a bigger event, maybe focused on mental health issues related to COVID-19. Such as a Webinar about mindfulness, or yoga event. Event for pitching/presenting PhD research, perhaps for 1 ECTS credit? She will continue a discussion about the possibility to give ECTS for this event.*
 - iii. *We've struggled with reaching people in the past. A modest fika/after work event can serve as a trial event before we run the big event.*
 - iv. *We need better marketing strategies, e.g. videos, draw on networks of PADs, email, social media.*
 1. *We could reach out to students from the Mediated Communication program for advice.*
- c. THS International reception
 - i. *Multiple events spanning over several days, including dinner. We could use this as an opportunity to strengthen our relation with THS and raise the profile of PhD students.*
 - ii. *Possibly organize an event for welcoming new PhD students involving wine and finger foods. Host at NYMBLE. Maybe 2x per semester.*
- d. Chapter meeting in May
 - i. *Traditionally we'd have a meeting in May where we hold an election. Given the COVID-19 situation, we have to make a decision about whether to go ahead with the election (in virtual form) or to do something else.*
 - ii. *We will have 7 free positions for the next mandate period.*
 - iii. *Spread the word to friends and colleagues whom you think would be a good fit to join the Board.*
 - iv. *We decided to go for the proper election in May (provided it's technically viable).*
- e. Supervisor of the Year Award
 - i. *Category of "General Members" (as part of the Jury) requires further clarification.*



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- ii. *“Conflict of interest” issues to resolve.*
 - 1. *We’ll likely appoint the jury after nominations of supervisors have been made. But the process should be written out.*
 - 2. *Chairperson should not have a conflict of interest with any of the nominees.*
 - iii. *Formal form (in Swedish) needs to be filled out to make this award viable, which will be done once the rules are finalized.*

§4. Decision points [17:05-17:10]

- a. Rules for Supervisor of the Year Award: rules drafted
 - i. *Tabled for now. Inês will incorporate the comments and draft an updated version, by Friday 17/14 (with “conflict of interest” paragraph). She will also look at the comments on the form and draft an updated version on that until Friday 17/4.*


§5. Development of Current Events/Initiatives [17:1055-17:11]

- a. Activity report from the plan of operation (see attachment)
 - i. *Pubs will be cancelled, but there is a possibility of Federico wanting to organize some online event instead.*

§6. Meeting closure [17:12]

Protocol,

Meeting chairperson: Emma Riese

Signature: 

Secretary of the meeting : Gloria Samosir

Signature: 

Minutes checked by: Inês De Miranda De Matos Lourenço

Signature: 

Board Meeting no 17 – April 14th 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

Deniz Yildiz	Contacted Christina Divne to consult regarding the credit granting aspects of a potential pitch event. Contacted Aline Feistler to consult with a potential Webinar. Swedish Institute Alumni coordinated such a Webinar on Mental Health during Corona times and Aline was involved in the organization. Researched webinars and other online events in the context of mental relief from the corona crisis.
Sofia Broomé	Checked minutes from last time. Gave feedback to Supervisor of the Year Award form and rules draft. Prepared for and attended one docent interview. Attended doctoral programme in computer science committee meeting. Prepared for and attended Language committee meeting. Attended EECS doctoral student council meeting, in particular I inquired there what the practice is right now at different divisions of the EECS school regarding Swedish courses. Attended weekly meetings with LLG (head and vice-head) at RPL (my division)
Gloria Samosir	- 31/3: Met with Emma and two THS student representatives (Oscar Stenström and Filip Axelsson) in preparation for my first Utbildningsnämnden meeting. Walked point-by-point through the upcoming meeting agenda. Learned some more about the general work of student representation in the area of education. - 1/4: Attended Utbildningsnämnden meeting.
Mohit Daga	Attended Anställnamden. Read the reports on Faculty Development from different Schools worked a bit on the charts and graphs for survey other executive tasks.
Inês Lourenco	Meeting with Emma and Mohit to discuss possible tasks for my position in Business Liaison. Exploration of possibilities for contacting companies for the future. Reformulation of the rules document for the Supervisor of the Year award, reading the information from the other universities and creating the form to be sent to the students.



Alessandro Enrico	<p>Met with EECS PhD school council on April 8 and will meet with SCI school council just before our meeting.</p> <p>Highlights:</p> <ul style="list-style-type: none">- ABE inquiry on PhD issues/feedback during Covid-19 crisis Between 23 March and 3 April, the PhD Council of the ABE School has conducted an inquiry to gather issues that PhD students are facing because of the Covid-19 crisis situation. I have received a draft of the report and the ABE chairperson should send it soon (maybe today) to the Chapter and ABE School.- Library seeking info from/for service to offer to PhD students I will organize a meeting with them on behalf of the EECS PhD student council, but it would make more sense to speak as PhD Chapter and brainstorm on what services/information would be interesting for all PhDs at KTH. <p>"På KTH Biblioteket undersöker vi just nu vilka behov av tjänster och undervisning från biblioteket som finns hos KTH:s doktorander (tex inom informationsökning, referenshantering, publiceringsstöd, bibliometri, forskningsdatahantering mm). Vi hoppas kunna utveckla vårt utbud, och undrar om du har tid att träffa oss för att diskutera hur behoven ser ut på EECS-skolan. Föreslå gärna ett par olika tider som du har möjlighet att prata med oss på, så kan vi förhoppningsvis få det att fungera."</p> <ul style="list-style-type: none">- EECS half-year election (maybe) The current Chairperson will step down from his position, that will be cover by one of the ViceChairperson in the second half of 2020. A possible half-year election is under consideration but the current Covid situation makes the logistics of it more complicated.- Bias in application form One of our council member reported a bias present in an application form for a assistant professor position. Sofia has also sent an email about this to ff@dr.kth.se. <p>"So it seems like in many KTH official forms, which you need to fill in (the ones which come as a document not an online system mostly) when they ask you to specify your gender they state it the following way: "1.3. Male/female" We all know that F comes before M in the alphabet[...]. Also, in most of other cases the lists are ordered numerically and alphabetically.</p>
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	<p>I know it might sound minor to some people. But you know how clothing websites always put female first cause women they consider a target audience. This documents are clearly made under the assumption that male is the target audience. Also I am not even arguing that it should be written Female/Male. I think there is a much better way to ask this question without discriminating anyone (let's not forget that some people do not identify with traditional binary gender norms). I think if that question was written like this</p> <p>"1.3 Please specify your gender"</p> <p>it would have sounded much better and wouldn't be tinted with microaggression. "</p>
Tharagan Kumar	Final fixes on budget
Emma Riese	<ul style="list-style-type: none"> * Meet with Oscar to prepare for SR, attended SR (7/4) together with Oscar and Filip. 3 Extra FU-meetings due to covid-19 situation, as well as more communication with Oscar and Filip. * Constructed and sent out a survey regarding how COVID-19 is affecting doctoral students at KTH. * Meet with Gloria and Oscar and Filip to prepare for her first UN. * Meet with Inês and Mohit to talk more about her role in the PhD Chapter. * Handled the communication from the chapter (fb, website updates). * Been in contact with Zofia (ST) about possible collaborations in this current situation. * Meeting with Elisabet, Ingrid and Filip to prep for the meeting with KTHs ledning on Thursday.

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
- Chapter meeting and pub March 2020

To do:

- 40th anniversary pub? - postponed due to COVID-19.
- Stockholm's doctoral event - May 2020? - postponed due to COVID-19.
- Chapter event with board games and Pub - May 2020 - online, due to COVID-19.

Welcoming new PhD students

As part of the chapter's 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:

- -Possibly collaboration with THS international reception

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:

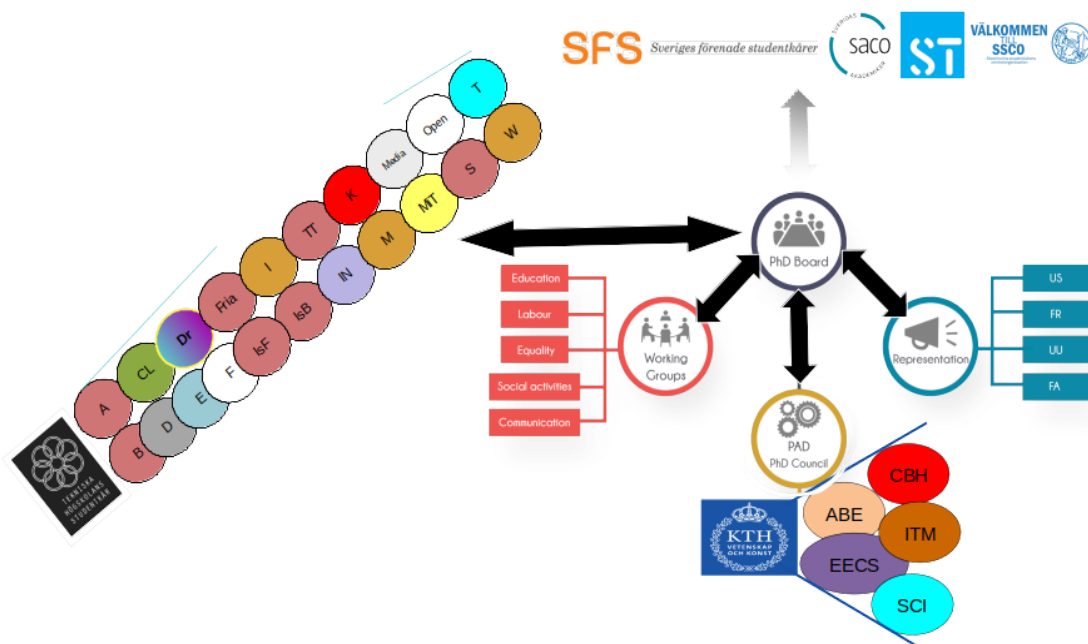
- Monthly pubs on March- Due to COVID-19, we will probably not be able to host any more pubs during this semester.



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 the 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 ‘lönerrevision’ meetings. As such it can’t be brought up during this year salary review meeting for the collective agreement meeting concerning PhD students’ salary ladder. According to ST representatives, the earliest this issue can be brought up during spring-fall 2020.

SACO explained that the issue had been discussed for a while, but what is in this year’s proposal is 500SEK increment on 24th Oct meeting, and all other questions are postponed to next year’s meeting.

To do:

- -