



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

Time: 17:00-18:00, June 4th 2020

§1. Opening formalities [17:00-17:05]

- a. Meeting opening
The meeting was declared opened at 17:04
Saiman joined as a co-opted member and approved by the other board members.
- b. Invited: chapter board, head of educational affairs and chapter auditors.
Attendees: Emma Riese, Mohit Daga, Alessandro Enrico, Tharagan Kumar, Gloria Samosir, Sofia Broomé, Karl Johan Westrin, Deniz Yildiz (joined 17:16) and Inês De Miranda De Matos Lorenço.
- c. Choice of meeting chairperson.
Emma was appointed as meeting chairperson.
- d. Choice of meeting secretary.
Alessandro was appointed as meeting secretary.
- e. Choice of meeting minutes checker.
Gloria was appointed as meeting checker.
- f. Approval of meeting agenda
Approved.
- g. Latest protocol checking and signing.
Checked and signed. Chapter minutes waiting for last signature/initials.

§2. Reports & updates [17:05-17:15]

- a. Board reports*
Emma commented on the decision by KTH President on how KTH will operate in the fall of 2020, on the possibility for students to teach in courses that do not belong to the same division, as well as to share the results from the PhD Board Covid-survey as long as the intended use is within the description included in the survey.
- b. THS central (KL/KS) and KF
No update.

§3. Discussion points [17:15-17:55]

- a. Testaments and handover-processes
Emma suggested to those who are leaving the Board and also for those who have been reelected to write compact “dynamic testaments” describing their experiences in their role (e.g. learning experinces, best practices, problems at hand, etc). Those leaving the



Board should have a meeting with the person taking over their role. The testament should be handed over latest before the end of mandate.

b. Time-compensation VT2020

Emma and Mobit are considering separating the request for time compensation as occurred and prognosis for the next semester. Everyone should look into their respective activity rate and either approve it or change it.

c. External collaborations with opinion makers and work-science experts for the PhD Student Survey?

Mobit presented a possible initiative to use the Survey results as the basis for a fact-based literature - either press literature or scientific article - related to the status of PhD studies. Possible volunteers for this activity should contact Mobit.

§4. Decision points [17:55-17:55]

a. Time-compensation VT2020

The Board confirms most of the prognosis. Emma and Deniz will look into the activity rate for Deniz and finalize the documents, and decide to approve with those changes made.

b. Approval of new PAD and vice PAD “Urban Planning and Environment department” (ABE school council)

Rosa Danenberg and Aslı Tepecik Dis have been approved as PAD and Vice-PAD for the Urban Planning and Environment department.

c. Approval of appointment for Master of Ceremonies - Federico Rorro.

Federico Rorro is found re-appointed as Master of Ceremonies.

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

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

Emma has updated it and will later use it as a basis for the report to be sent to the auditors, and to the Chapter Meeting, for the freedom from responsibility.

Mobit commented on the possibility of collaborating with KTH Relocation about a PhD mingle event, part of the international reception.

The Board agrees to contribute and finalize the survey report by Monday, June 8th.

This is the last Board meeting of the semester and the last with this board. As resigning chairperson, Emma expressed thanks to everyone who contributed to the chapter’s work during the academic year 2019/2020 and wishes the new board all the best.



§6. Meeting closure [18:23]

Protocol,

Meeting chairperson: Emma Riese

Signature: _____

Secretary of the meeting : Alessandro Enrico

Signature: _____

Minutes checked by: Gloria Samosir

Signature: _____

Attachment: Board Reports

Written reports before the meeting

Saiman	N/A (Not started)
Tanja Richter	N/A (Not started)
	<ul style="list-style-type: none"> - Weekly meetings with the head and vice-head of RPL - Some work before the elections on summarizing the Stress and well-being replies from the large survey - Language committee meeting 1.5h June 2nd. Discussed, based on doctoral student survey where many expressed a wish to be able to learn swedish within programme: should doctoral students be able to get credits from Swedish courses? We were unsure if pure language courses can really be included in a doctoral degree. Probably not. Viggo will look this up for next meeting. This is also what Rebecca Hicks from KTH language suspected. She further said that the employee courses otherwise were not hugely different from the LS-credit awarding language courses. Also a visit from Funka about the new law about digital accessibility, in effect from Sept 23rd. - 2 meetings with the nomination committee before election. First about which position to apply for and then an interview.
Sofia Broomé	- Elections, 2.5h
Deniz Yildiz	Communicated with the Sustainability office regarding the Akademikreferensgrupp meeting times.



Tharagan Kumar	Skatteverket document preparation
	<p>7/5 Attended the PhD Chapter Board meeting. Was secretary during the meeting. Signed minutes after having them approved by the minute checker and the chair.</p> <p>14/5 Attended the PhD Chapter Fika meet & greet.</p> <p>27/5 Attended the PhD Chapter meeting and elections.</p> <p>29/5 Utbildningsnämnden (UN)/Board of Education preparatory meeting with THS student representatives. Went through the upcoming agenda and reviewed points from the previous UN meeting.</p> <p>29/5 Met with Emma, Mohit, Alessandro, and Inês to discuss writing the report on the survey data. Some key decisions were made about the structure/format of the report. Also learned how to use Overleaf.</p> <p>2/6 Attended UN/Board of Education meeting.</p> <p>- Ongoing work on the survey report. Wrote and (more or less) finalized the Workplace Administration & HR section of the report. Reviewed, edited, and made suggested changes on other parts of the report.</p>
Gloria Samosir	
	<ul style="list-style-type: none"> * Attended two meetings in the ASP-workgroup * Organized the virtual Fika with the PhD Chapter event and hosted that (together with other board members) * Attended Storträff and was co-host at a discussion table concerning digital third cycle education supervision * Attended OR-meeting (Ordföranderådet, hosted by THS) * Preparation and communication in relation to the Chapter meeting (agenda, posting info, setting-up Zoom-room etc). * Held the virtual Chapter meeting 27/5 * Attended prep meeting (both with THS and FU) as well as the FU-meeting 19/5 (Forskarutbildningsutskottet). * Attended two PA/SR network meetings (not much was discussed regarding third cycle education, previously third cycle education PAs hav4 not been invited).
Emma Riese	



	<p>* Attended part of UA-meeting were how to treat English requirements for prospect doctoral students now when many tests have been canceled due to COVID. I also said we would very much like to be invited directly when questions regarding admin for doctoral students are discussed.</p> <p>* Sent in the application regarding "Supervisor of the Year" to KTH Ceremonies (after talking to Elisabet about the application).</p> <p>* Attended SR-meeting (Strategiska rådet and prep-meeting with THS before that).</p> <p>* Worked some on the tax declaration (mostly done by Tharagan)</p> <p>* Worked a lot with the report of our survey results.</p>
Alessandro Enrico	<p>I have attended the ITM Council meeting on May 26th, during which items such as time compensation in the School, Covid-related disruption and possibility of extension, how to handle the representational tasks, and discussion on potential candidate for the role of Council Chairperson were discussed.</p> <p>I have informed Siegfried, ABE Chairperson, about the situation and practices concerning time compensation and appointment/election of new council members, as well as discussed how to proceed for the de facto vacancy of the Vice-Chairperson of the Council.</p> <p>I have attended the EECS Council meeting on June 3rd, and introduce Saiman as future Council Coordinator.</p> <p>As for other members of the Council Board, I have contributed to the analysis of some sections of the PhD Survey results, and will finalize the work on the ISP and supervision subsections before the upcoming board meeting.</p>
Mohit Daga	<ul style="list-style-type: none"> - 13/5 Attended THS V Råd. We discussed post-Covid events and future presidium of THS - 14/5 Attended and THS Fika event. - 18/5 Attended FR. This was a very productive meeting. I with the support of THS CFU, Oscar presented some partial result on our Survey. We discussed quality of PhD Courses. Sofia (Vice Dean) presented her report and informed that she would discuss about the issues of PhD Courses with members of School Deans. - Created a video of the chairperson inviting chapter members for the chapter meetings - 27/5 Attended PhD chapter meeting and minuted it as a secretary. - finalized Karin Bradely's Docent Interview Report - 2/06 Attended Docent Interview of Dag Avango - Continued working on PhD Survey Report - Other Executive tasks and handling of FF-errands.

Board Meeting no 20 – June 4th 2020

Minutes



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 27th of February 2020, and shall henceforth be valid till 30 June 2020 unless amended, replaced or repealed.

Doktorandsektionen vid Tekniska Högskolans Studentkår

Drottning Kristinas väg 15 – 10044 Stockholm

www.dr.kth.se



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, Summer 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)
- Virtual AW and Fika

To do:

- Organizations: Continue external Representation & contact in/with THS councils, KTH labour unions, Stockholm's doctoral associations.
- Members: Pubs & chapter events (canceled or moved to virtual alternatives since mid March due to COVID-19); Regular posts on social media
- Public: Improvement of information on website and communication on Facebook
- School Council: Educational bootcamp (postponed due to COVID-19, if the new board wishes it can hopefully be done during fall)

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
- Chapter in May 2020 - Due to COVID-19 - the chapter meeting was virtual and no board game pub organized.

To do:

- 40th anniversary pub - could not be done due to COVID-19, hopefully a celebration can take place in the fall.
- Stockholm's doctoral event - May 2020 - Postponed, could be picked up again during the fall.

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.
- Initiated a collaboration with THS International Reception, to also include PhD students.

To do:

- Plan and conduct THS international reception event during the reception in August.

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.
- PhD Chapter board has finalized the rules for the award and are now waiting for a response from KTH Ceremonies regarding the application to initialize it. Feedback is expected after 3rd of June.

To do:

- Establish the Supervisor of the Year award. Progressed have been made and we wait to hear from KTH Ceremonies.

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

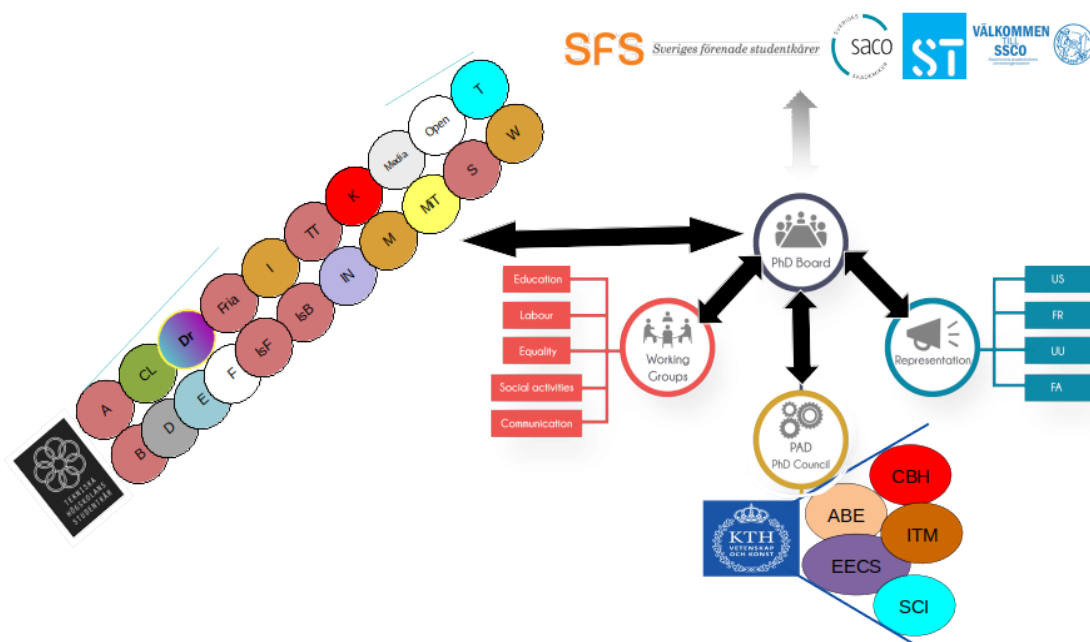
To do:

- Monthly pubs on March- Canceled pubs during the spring semester due to COVID-19.

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 (postponed due to COVID-19, if the new board wishes it can hopefully be done during fall)
- Contribute to the working group regarding time-compensation. This working group was supposed to start working in January but sadly it has not yet been formed.

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:

- School Council: Educational bootcamp (postponed due to COVID-19, if the new board wishes it can hopefully be done during fall)
- Contribute to the working group regarding time-compensation.

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
- Meeting with the presidiums of each school council 2020 (all except ITM)

To do:

- 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, there was a plan to have an event in May, but we decided to postpone it until earliest in the fall.

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, initial report will be presented before summer.

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 Liciante 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.
- This was also discussed during a third cycle education committee meeting (Forskarutbildningsutskottet) 17/4, raised by one of the FAs.

To do:

- -