



Place: <https://kth-se.zoom.us/j/69633360195>

Time: 17:00-18:00, September 28th 2020

§1. Opening formalities [17:00-17:05]

- a. Meeting opening

After verifying quorum and summon order as per statutes, “§3.7. Conduct of Business” and clauses of working directive “§23. Board meetings,” the meeting was declared opened at 17.04.
- b. Invited: chapter board, head of educational affairs and chapter auditors
 - i. *Mohit Daga,*
 - ii. *Gloria Samosir,*
 - iii. *Sofia Broomé,*
 - iv. *Inês De Miranda De Matos Lourenço,*
 - v. *Saiman Ding, and*
 - vi. *Deniz Yildiz*
- c. Choice of meeting chairperson

Gloria Samosir is elected as chairperson of the meeting.
- d. Choice of meeting secretary

Mohit Daga is elected as secretary of the meeting.
- e. Choice of meeting minutes checker

Sofia Broomé is elected as minutes checker of the meeting.
- f. Approval of meeting agenda

The agenda was approved with the additions of items 3.d, 4.g, and 4.f
- g. The latest protocol checking and signing

§2. Reports & updates [17:05-17:15]

- a. Board reports

Completed; see attachment.
- b. THS central (KL/KS) and KF
 - i. Updates from meeting with THS KL on September 16th (Sofia and Gloria)

In this meeting, PM för Påverkansarbete and Supervisor of the Year Award were the two errands that were discussed.

The long-standing position of the PhD Chapter has been that appointments of all doctoral representatives shall be delegated to the PhD Chapter by THS.



This aspect was accepted by THS KL.

The idea about making THS the owner of the Supervisor of the Year Award and delegating it back to PhD Chapter was also discussed.

c. From KTH Central Organizational Bodies

- i. Updates from the Board of Education (SV: Utbildningsnämnden, UN) (Mohit)

A new Guideline on the syllabus, grading system and examination as well as the question of compulsory courses is being developed. Mohit and Gloria are currently working on giving feedback regarding the same. Further, Digitalization of education at KTH was also discussed.

Gloria added that if anyone else from the board is interested in these issues, they are welcome to contact Mohit and Gloria.

- ii. Updates from the Third Cycle Education Committee (SV: Forskarutbildningsutskottet, FU) (Gloria)

The guidelines presented at UN were also discussed here.

Updates from the time compensation workgroup: It is waiting for an HR representative.

Further, discussion occurred on whether to enforce requirements of docentship for a de-facto supervisor. Also, if conflict of interest should be extended between supervisor and the PhD student for doctoral courses.

The board discusses the last point.

Sofia points out that in the last FU meeting (where she replaced Gloria), it was discussed that KTH does not have enough doctoral courses. If this conflict of interest is considered then it seems there will be even fewer courses.

- iii. Updates from eISP focus group (Gloria)

The suggestions made by the other universities were discussed. The main suggestion from Dr's side was to allow the PhD students to initiate a revision of the eISP.



§3. Decision points [17:15-17:30]

- a. Amendments to the [rules of the Supervisor of the Year Award](#) (Mohit)
 - i. Replace §3.3.1.3. with "Any other conflict of interest mentioned in [KTH policy documents concerning conflict of interest](#)."
This expands the purview of conflict of interest.
 - ii. Replace wording of "PhD students" with "doctoral students."
This ensures that the award does not exclude Licentiate students.

The amendments are approved.

- b. Appointment of General Member of the Supervisor of the Year Award Jury
Mohit takes this errand. Mohit proposes Inês to be a General Member of the Jury as she has been working with the Supervisor of the Year Award since last semester.

Inês is approved to be a general member of the supervisor of the year award jury.

- c. ABE School Council elections. Approval of new PAD (Division of History), Vice Chairperson, and Board members.

The following representatives in the ABE School Council are approved:

- i. *Erik Isberg as PAD for History (this position is shared with Philosophy, which has already been approved by the board),*
- ii. *Anna Wedin as Vice Chairperson,*
- iii. *Anna Wedin, Rosa Danenberg, and Siegfried Evens as the ABE Council Board.*

- d. Chairperson's access to the Chapter Account

Chairperson (Gloria M. Samosir) is formally approved to have access to the Chapter Account as laid in the statutes by §4.1. She is advised by the board to pursue this errand at the earliest.

§4. Discussion points [17:30]

- a. Producing video for KTH Relocation

The board discusses the errand.

Saiman agrees to be the video coordinator. She will initiate messages to everyone. A Slack channel will be created for this.



b. Events management

i. Yoga activity

Inês informs that Deniz and she were in contact with Nordic Wellness. The cost for a class is SEK 500 per hour. She adds that renting a space (lokal) would be of similar cost.

Inês suggests that we should look for some sponsorship/funding.

The board discusses this errand.

Gloria proposes that the Chapter holds 2-3 Yoga Sessions from the Chapter resources. The board approves her proposal. Further, the board caps SEK 3000 for this activity. At the same time, the board suggests Inês to keep looking for further funding.

ii. PhD Chapter pubs

The board will write to concerned at THS and KTH and find out how these should be taken forward. Inês is delegated to take a lead on this.

4.g taken here: Chapter Meeting

The board discusses how the upcoming Chapter Meeting will be held. In-person, digitally, or hybrid? Should there be a pub or not?

The board discusses the errand.

Gloria proposes that the Chapter Meeting be held fully virtually. But (subject to regulations) a pub is proposed to be held after the meeting. The board approves the two proposals.

c. Meetup group for doctoral students (Mohit)

The PhD Chapter organizes several events every year to cater to the needs of doctoral students, but given the limited resources of the PhD Chapter it is not possible to organize engaging events for all doctoral students in an academic year. In the operational plan of the academic year 20-21, the PhD Chapter Board noted, "The Chapter shall aim to create a platform to connect the doctoral students on a common platform where fellowship among the students is promoted." The aim of this meetup group would be to give a common and exclusive platform to all doctoral students to create and



organize events for other doctoral students. The role of the chapter, its board and other functionaries shall be limited to be a facilitator and regulator.

The board discusses this issue.

The board formally agrees on forming this meetup group. The board delegates Mohit to take this errand further. The board also agrees to pay for this meetup group, which is about SEK 150 per month.

d. Updates on Swedish language courses for doctoral students (Tanja)

Tanja has created a survey for this initiative with the help of Sofia, member of the Language Committee. She has created a survey on KTH Survey platform. This is proposed to be sent to all the PhD Students. The board agrees to send the survey to all PhD Students.

e. School councils and council coordination

Gloria takes this issue. Saiman adds inputs.

Gloria will write an email to inform all the councils about the PhD Chapter's Operational Plan for AY-2020/2021. This email will be sent "as a board" through the board@dr email address.

Gloria adds a point about inviting council members to the Slack channel. The board approves it.

Saiman also adds information from the SCI school council meeting which was held today. She informs that SCI School council is supportive of the chapter's initiatives. The board appreciates Saiman's continued liaison with the School Councils.

f. Chapter pages in Osqledaren

Gloria takes this errand. There are two questions. Should we make a submission for this magazine? If yes, which dates should we choose?

The board discusses this errand.

The board chooses 27 January 2021 as the deadline for this. The article is to be made ready by the last board meeting of this semester in December. Inês, Mohit, and Gloria shall pursue this.



g. Chapter Meeting

Taken after 2.b.

h. Boat trip to an Island in Archipelago (Tanja, taken by Mohit due to her absence)

Tanja informed the board on Slack regarding a boat trip event to an island in the Stockholm Archipelago.

The board discusses this.

The board approves of the event. Tanja is delegated to organize this event. The board agrees to use the PhD Chapter's network for publicizing the event. Inês and Mohit have agreed to be a co-host of the event.

§5. Meeting closure [18:01]

The PhD Chapter Board offers advance wishes to Gloria for her birthday on October 11th.

§6. Free chat with Presidium about Chapter Issues [18:00 - 18:30]

Protocol,

Meeting chairperson: Gloria Samosir

Signature: _____

Secretary of the meeting: Mohit Daga

Signature: _____

Minutes checked by: Sofia Broomé

Signature: _____



Attachments

Attachment: Board Reports

Written reports before the meeting

Tanja Richter	Communication activities on facebook (informational posts, responding to questions by doctoral students) and website (meeting minutes); short meetings/discussions regarding doctoral Swedish classes and the possibility of CAW unites for PhD students; preparation of survey/form "interest in doctoral Swedish language classes"
Saiman Ding	N/A
Sofia Broomé	16/9, attended a meeting with THS Central with Gloria at Kårexpeditionen. We discussed the PM för påverkansarbete and the Supervisor of the year award. 23/9, attended our outdoors lunch event.
Gloria Samosir	<ul style="list-style-type: none"> - 15/09 Worked on communications for the Outdoor Lunch event - 16/09 Spontaneous meeting with members of the event management team to discuss logistics of and necessary modifications to the Outdoor Lunch event - 16/09 Meeting with THS Management team (together with Sofia) to discuss the THS PM, Supervisor of the Year Award, and general working relationship between the PhD Chapter and THS - 18/09 Informal lunch meeting with Inês, Deniz, and Mohit to clarify final details regarding the Outdoor Lunch event - 19/09 Joined the KTH Relocation forest walk in Hellasgården (which had been billed as an informal collaboration with the PhD Chapter). Introduced the group to the PhD Chapter and representatives who were in attendance (me, Tanja, Mohit, and Inês). During the walk (and where solicited), explained to various individuals the goals of the Chapter and the general place of student representation within the university. - 21/09 Meeting with THS CFU Agnes to prepare for following day's Third Cycle Education Committee (SV: Forskarutbildningsutskottet, FU) meeting - 22/09 Attended Third Cycle Education Committee (FU) meeting - 22/09 Presidium check-in meeting with Mohit. Discussed some issues related to educational advocacy and potential strategies for approaching the Third Cycle Education Network meeting (SV: forskarutbildningsnätverksträff), which is happening in October and December. - 23/09 Meeting with the eISP focus group (discussing proposals from other universities) - 23/09 Was one of the on-site organizers for the Outdoor Lunch event, together



	<p>with Mohit, Inês, Deniz, and Sofia</p> <ul style="list-style-type: none"> - Prepared and sent out the agenda for the upcoming board meeting. - Assorted correspondences and email errands, including: <ul style="list-style-type: none"> - KTH Relocation - Various issues raised on the Slack channels - eISP focus group (elaborated on the “user story” to help explain why implementing a feature allowing the doctoral student to initiate a revision of the eISP would be desirable) <p>To-do:</p> <ul style="list-style-type: none"> - Review the Quality Assurance reports and get to grips with the most important issues (in preparation for the quality assurance dialogue meeting on October 13th) - Compose and send out a kind of welcome/introduction email to the school councils, to underscore some of our grand plans (that might be of particular interest to them) for the year - Pursue the Third Cycle Education Network meeting (forskarutbildningsnätverksträff)
Mohit Daga	<p># Highlights</p> <ul style="list-style-type: none"> - 16/09 Attended UN Meeting. A new Guideline on syllabus, grading system and examination as well as question of compulsory course PM is being developed. I am currently working on giving an elaborate feedback regarding the same. Further, Digitalization of education at KTH were also discussed. -16/09 Chat with Saiman regarding informing School Councils about the supervisor of the year award. - 23/9, attended our outdoors lunch event. - 16/09 meeting with members of the event management team to discuss logistics of and necessary modifications to the Outdoor Lunch event - 18/09 Informal lunch meeting with Inês, Deniz, and Gloria to clarify final details regarding the Outdoor Lunch event - 19/09 Joined the KTH Relocation forest walk in Hellasgården. This was on invitation from KTH Relocation Team, to facilitate communication between the PhD Chapter and international doctoral Students. - 22/09, 24/09, 24/09 Several meetings with Gloria, regarding forskarutbildningsnätverksträff, guidelines on courses grading and examination, supervisor of the year award and the upcoming chapter meeting. Started working on chapter meeting agenda. - 23/09 on-site organizer for the Outdoor Lunch event, together with Gloria, Inês, Deniz, and Sofia <p># Assorted correspondences and email errands, including:</p> <ul style="list-style-type: none"> - THS Armada regarding the video - should be available in 1-2 weeks - Doctoral Swedish Courses (with Tanja, on how to send them to students) - UNITE university and PhD Student's contribution to it (with Dr. Ning Weig Chiu) - with Saimain regarding supervisor of the year award - KTH Ladok Team for information regarding currently registered PhD Students
Inês Lourenço	Planning for the Outdoor lunch. Arrangements of the catering and discussions with



	other board members. Preparation of the PhD chapter flyer, and printing on the day. Conversation with the Yoga instructor, and arrangements to give free yoga classes to PhD students in KTH Hallen. I am waiting for them to let me know the prices for renting the room every week.
Tharagan Kumar	Organising the bills and updating in Drive.
Deniz Yildiz	Planned and attended September 23 meeting for new PhD students with Ines, Mohit, Gloria, and Sofia. Planning and communication for yoga classes for PhD students.